

**CHARTER TOWNSHIP OF VAN BUREN  
LOCAL DEVELOPMENT FINANCE AUTHORITY  
AGENDA**

**Regular Meeting: March 9, 2016 – 2:00 p.m., Denton Room**

**CALL TO ORDER**

**ROLL CALL**

Chairman Dotson	_____	Doug Peters	_____
Jelani Karamoko	_____	John Delaney	_____
Leonard Armstrong	_____	James Williams	_____
Chuck Covington	_____	Shareen Barker	_____
Chris Hayes	_____	Danylo Dobriansky	_____
Supervisor Combs	_____		

Recording Secretary Grishaber \_\_\_\_\_

**APPROVAL OF AGENDA:**

**APPROVAL OF MINUTES:**

1. Regular Meeting: January 12, 2016.
2. Closed Session: January 12, 2016.
3. Special Meeting: February 23, 2016
4. Closed Session: February 23, 2016.

**CORRESPONDENCE:**

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:**

1. Proposed Revisions to the By-Laws of the LDFA

**NEW BUSINESS:**

1. RFP for the Sale of the Ecorse Road Property (Parcel ID # 83-045-99-0004-702)
2. Marketing/Community Outreach – LDFA Board Members

**NON-AGENDA ITEMS:**

**ADJOURNMENT:**

**CLOSED SESSION:**

**ADJOURNMENT:**

If you are unable to attend this meeting, please notify Secretary Grishaber at 734.699.8913

**CHARTER TOWNSHIP OF VAN BUREN  
LOCAL DEVELOPMENT FINANCE AUTHORITY  
MINUTES  
MEETING: JANUARY 12, 2016  
DRAFT**

**Chairman Dotson called the meeting to order at 2:03pm.**

**ROLL CALL:**

Present: Dotson, Armstrong, Hayes, Peters, Williams, Karomoko, Delaney, Barker, Covington and Supervisor Combs.

Staff: Director Akers, Deputy Director Best and Recording Secretary Grishaber

Absent Excused: Dobriansky

Audience Members: (5) people in audience.

**APPROVAL OF AGENDA**

**Motion Peters, Hayes seconded to approve the January 12, 2016 Agenda.**

**Motion Carried.**

**APPROVAL OF MINUTES**

**Motion Delaney, Willams seconded to approve the November 10, 2015 Minutes**

**Motion Carried.**

**PUBLIC MEETING:** None

**UNFINISHED BUSINESS: Revised 2016 Meeting Schedule.**

Director Akers handed out the revised 2016 LDFA meeting schedule.

Chairman Dotson explained to the committee that there are (6) meetings a year. Should a subject or emergency happen for the LDFA, an additional meeting can be scheduled.

**Motion Peters, Delaney seconded to approve the 2016 meeting schedule for the LDFA.**

**NEW BUSINESS: Proposed Revision to the By-Laws of the LDFA**

Director Akers informed the committee about the proposed revisions to the By-Laws regarding teleconferencing. At the November 10<sup>th</sup> 2015 meeting, a letter from Michigan Township Association legal team to Augusta Township in 2000 was discussed. This letter outlined several strategies that townships can use in order to have members attend meetings via teleconferencing. Based on this letter, revisions to the by-laws were proposed. If the members approve, the revisions will be sent to the Township Attorney for review

Director Akers explained to the committee all the changes made regarding teleconferencing. Chairman Dotson inquired if this item was not approved, there would have to be a discussion on what the board would like to see brought forward.

There was a general discussion with the members about the proposed changes for teleconferencing. It was asked if there would be a yearly limit to how many times you would be allowed to be 'present' via teleconferencing. Chairman Dotson stated that it would need to be defined.

**ELECTION OF OFFICERS:**

The LDFA by-laws state elections are every year in January. There are (3) Officer Positions, Chairman, Vice Chairman and corresponding secretary.

Covington nominated Michael Dotson for Chairman for Charter Township of Van Buren for LDFA 2016 calendar year.

**Motion Covington, Combs seconded the approval for Michael Dotson as Chairman  
Motion Carried.**

Delaney nominated Doug Peters for Vice Chairman. Peters nominated Chuck Covington for Vice Chairman. Mr. Covington declined due to traveling conflicts.

**Motion Delaney, Covington seconded to approve Doug Peters for Vice Chairman.  
Motion Carried.**

Peters nominated Chris Hayes for Corresponding Secretary.

**Motion Armstrong, Peters seconded to approve Chris Hayes as Corresponding Secretary.  
Motion Carried.**

**NON AGENDA ITEMS:** None

**Adjournment of the regular meeting to go into Closed Session at 2:38p.m.**

**Motion Delaney, Peters seconded to adjourn the regular meeting to go into Close Session**

**Roll Call Vote:**

**Yeas: Dotson, Karamoko, Armstrong, Covington, Hayes, Combs, Peters, Delaney, Williams and Barker.**

**Nays: None**

**Motion Carried.**

Respectfully Submitted,

**Tina Grishaber  
Recording Secretary**

**CHARTER TOWNSHIP OF VAN BUREN  
LOCAL DEVELOPMENT FINANCE AUTHORITY  
MINUTES  
SPECIAL MEETING: FEBRUARY 23, 2016  
DRAFT**

**Chairman Dotson called the meeting to order at 2:04pm.**

**ROLL CALL:**

Present: Dotson, Armstrong, Hayes, Peters, Williams, Karomoko, Delaney, Barker, Covington and Supervisor Combs.

Staff: Director Akers

Absent Excused: Dobriansky

Audience Members: (0) people in audience.

**APPROVAL OF AGENDA**

**Peters moved, Delaney seconded to approve the February 23, 2016 Special Meeting Agenda.  
Motion Carried.**

**APPROVAL OF MINUTES:** None

**CORRESPONDENCE:** None

**PUBLIC COMMENT:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:** None

**NON AGENDA ITEMS:** None

**CLOSED SESSION:**

**Adjournment of the regular meeting to go into Closed Session at 2:07p.m.**

**Delaney moved, Covington seconded to adjourn the special meeting to go into Closed Session**

**Roll Call Vote:**

**Yeas: Dotson, Karamoko, Armstrong, Covington, Hayes, Combs, Peters, Delaney, Williams and Barker.**

**Nays: None**

**Motion Carried.**

**Delaney moved Peters seconded to adjourn back to the regular meeting at 3:15p.m.  
Motion Carried.**

**ADJOURNMENT**

**Delaney moved, Peters seconded to adjourn the special meeting at 3:15 p.m.**

Respectfully Submitted,

**Ron Akers**  
**Director of Planning & Economic Development**



# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR  
Linda H. Combs

CLERK  
Leon Wright

TREASURER  
Sharry A. Budd

TRUSTEE  
Phillip C. Hart

TRUSTEE  
Jeffrey L. Jahr

TRUSTEE  
Brenda J. McClanahan

TRUSTEE  
Reggie Miller

## Memorandum

**Date:** March 4, 2016  
**From:** Director Akers  
**To:** Local Development Finance Authority

**Subject: Proposed Revisions to the By-Laws of the LDFA**

As directed at our previous meeting I have requested that the Township Attorney review the proposed bylaws and provide an opinion as to whether the attendance of meetings via teleconference is compliant with the Michigan Open Meetings Act. I have attached the e-mail response that was provided which indicates that in our Township Attorney's opinion, voting via teleconference is compliant with the Open Meetings Act.

Additionally I have added language on the last bullet point of section 7, per the Township Attorney's advice which requires that, "when any members are teleconferencing all votes of the board of directors shall be made via roll call vote to ensure the accuracy of the vote." This is a recommendation made by the Attorney General to promote accuracy for the Recording Secretary when determining votes. Lastly, I have made a few additional minor housekeeping changes with regards to specification of Authority/board of directors language. These are intended to provide clarification in the bylaws.

Based on the above mentioned and attached information, we have the ability to pursue this if the Board of Directors chooses to do so. It would make meeting attendance easier for out of town individuals, but this is entirely up to the discretion of the board. If the board wishes to do so it can make a motion to approve the bylaw amendments and I can forward this information to the Township Board for final approval. I look forward to the boards continuing discussion on the matter.

## Akers, Ron

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**From:** Randi Donegan <rdonegan@gmgmklaw.com>  
**Sent:** Friday, March 04, 2016 11:55 AM  
**To:** Akers, Ron  
**Cc:** Patrick McCauley  
**Subject:** LDFA Bylaw Amendment - Teleconferencing  
**Attachments:** Ltr to MTA 020522 re Teleconferencing.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

On behalf of Patrick McCauley:

Ron,

You have inquired whether an LDFA Board member who participates in a public meeting by teleconferencing may vote. The answer is yes. There is a no explicit provision in The Michigan Open Meetings Act, (MCL 15.261, et seq.) which prohibits a member of a public body from participating or voting by way of teleconferencing. This was also the position of legal counsel for the Michigan Townships Association in its letter of May 22, 2002 (copy attached). I have confirmed today that this letter continues to be the position of the MTA.

In addition, an Open Meetings Act Handbook approved by Michigan Attorney General, Bill Schuette, provides that a public vote at an open meeting is required. He goes on to state, "If you have Board members participating by teleconference, a roll call vote will permit the secretary to accurately record the entire vote." Therefore, not only is the participation by teleconference approved, but also the teleconference voting.

I've reviewed your proposed Section 7 on teleconferencing and it is acceptable as written, however, you may wish to add a reference in your last bullet point to require a roll call vote as suggested by Attorney General Schuette.

Please let me know if you have any other questions or comments.

Patrick

### **Randi Donegan, Office Assistant**

Gasiorek, Morgan, Greco, McCauley & Kotzian P.C.  
30500 Northwestern Highway, Suite 425  
Farmington Hills, MI 48334  
Tel: (248) 865-0001 / Fax: (248) 865-0002  
[www.gmgmklaw.com](http://www.gmgmklaw.com) / [rdonegan@gmgmklaw.com](mailto:rdonegan@gmgmklaw.com)

 **GASIOREK MORGAN GRECO**  
 **McCAULEY & KOTZIAN P.C.**  
Attorneys and Counselors

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# Memo

**To:** Patrick  
**From:** Angela  
**Date:** 3/6/2016  
**Re:** OMA and teleconferencing

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Recently, you asked me to look into whether the Open Meetings Act (“OMA”) permits meetings to be conducted by teleconference and if so, whether the members participating by teleconference would be permitted to vote. Upon a review of the applicable statutes, attorney general opinions, and case law, it appears members can participate and vote by teleconference, with some conditions, which will be discussed below.

Under the OMA, a meeting is defined as “the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy, or any meeting of the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.” *MCL 15.262(b)*. The OMA provides that “all meetings of a public body shall be open to the public and shall be held in a place available to the general public.” *MCL 15.263(1)*. Additionally, “all decisions of a public body shall be made at a meeting open to the public.” *MCL 15.263(2)*. The OMA does not specify whether a quorum need be physically present at the same location. However, courts in other states have found that a quorum is present even if the members are not all in the same physical

location. See *Freedom Oil Co. v. Illinois Pollution Control Bd.*, 275 Ill.App.3d 508 (1995) and *Babac v. Pennsylvania Milk Marketing Board*, 531 Pa. 391, 613 A2d 551 (1992). One way to safeguard against any challenges would be to place a limit on the number of members that can teleconference in to a meeting to ensure that a quorum is always present. In fact, while it may not be required to do so, the *Freedom Oil Co.* case suggests that adoption of written rules is a preferable practice when it comes to teleconferencing.

The OMA is silent on the issue of whether teleconferencing is permissible<sup>1</sup>. However, in the context of Department of Social Services hearings, which are conducted in accordance with the OMA, the Michigan Court of Appeals held that conducting hearings via teleconference calls was permissible. *Goode v. Department of Social Services*, 143 Mich.App. 756, 373 NW2d 210 (1985)<sup>2</sup>. Part of the Court's rationale in *Goode* for allowing teleconference hearings is that this creates more than one location open to the public, which may increase public participation. While a person participating via teleconference may be outside of the jurisdiction, the requirement that a meeting be held in a place available to the general public has not been interpreted to mean that it must be a location within the jurisdiction of the public body. *1979-1980 Mich.Op. Atty.Gen.* 386 (1979). Accordingly, while it is unlikely that persons located outside of Van Buren Township would have interest in attending a

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<sup>1</sup> While Michigan does not address teleconferencing in the OMA, many other states do address it in their versions of the OMA, including Alaska, California, the District of Columbia, Georgia, Kentucky, New York, and Texas. See generally *Tuzeer v. YIM, LLC*, 201 Md.App. 443, 468 (2011) for a summary.

<sup>2</sup> Both the Appellate Court of Illinois and the Court of Special Appeals in Maryland have relied on the decision in *Goode* to hold that their versions of the OMA did not prohibit teleconferencing. *Freedom Oil Co. v. Illinois Pollution Control Bd.*, 275 Ill.App.3d 508 (1995) and *Tuzeer v. Yim, LLC*, 201 Md.App. 443 (2011), respectively.

meeting concerning a public body of Van Buren Township, to safely comply with the OMA, the location(s) of the person(s) teleconferencing should also be open to the public, even if they are outside of the State of Michigan.

Once it is established that participation in a meeting of a public body is permissible, the issue becomes whether one who is teleconferencing is permitted to vote. The OMA provides that "All decisions of a public body shall be made at a meeting open to the public." *MCL 15.263(2)*. "The fact that the Open Meetings Act prohibits secret balloting does not mean that all votes must be roll call votes. The act's requirements are met when the vote is by roll call, show of hands, or any other method whereby the way the public official voted is made known to the public." *Esperance v. Chesterfield Twp. of Macomb Cty.*, 89 Mich. App. 456, 464, 280 N.W.2d 559, 563 (1979). Accordingly, as long as a member's vote is made public, voting via teleconference is permissible.

Based upon the above, participating in a meeting of a public body, including voting, is permissible under the OMA; however, what is also clear is that no matter how the members of a public body participate in a meeting, the remaining OMA provisions must also be complied with.

LOCAL DEVELOPMENT FINANCING AUTHORITY  
OF THE  
CHARTER TOWNSHIP OF VAN BUREN

BY LAWS

ARTICLE I

Purpose and powers. The purpose or purposes for which the Authority is organized are as follows: To encourage local development to prevent conditions of unemployment and promote economic growth; to provide for the establishment of local development finance authorities and to prescribe their powers and duties; to provide for the creation and implementation of development plans; to authorize the acquisition and disposal of interests in real and personal property; to permit the issuance of bonds and other evidences of indebtedness by an authority; to reimburse authorities for certain losses of tax increment revenues; and to authorize and permit the use of tax increment financing.

ARTICLE II

Section 1. The business and property of the Authority shall be managed and directed by the board of directors, whom will each take and subscribe to the constitutional oath. The members shall serve four (4) year terms of office from the date of their respective appointment, except as provided for in the ordinance creating the Authority, and shall be non-compensated but reimbursed for actual sanctioned expenses.

Section 2. The board shall include seven (7) members appointed by the Township Supervisor, subject to the approval of the Township Board.

Section 23. The board shall include one (1) member appointed by the county board of commissioners of the county in which the Authority is located. The board shall include one (1) member representing a community or junior college in whose district the Authority is located appointed by the chief executive officer of that community or junior college. The board shall also include two (2) members appointed by the chief executive officer of each local government unit, other than the Township which levied twenty percent (20%) or more of the ad valorem property taxes levied against all property located in the Authority district.

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Section 43. The Authority board of directors shall annually at its first regular meeting of the calendar year designate one of its members as chairperson, one of its members as vice chairperson, and one of its members as corresponding secretary. The officers so elected shall serve a term of one (1) year or any part thereof as may be determined, and until his/her successor is designated. No term of office created under this section shall extend beyond the term of the member designated. All officers shall take their respective office at the next regular or special meeting.

ARTICLE III

Section 1. All regular meetings shall be held in the Township of Van Buren, County of Wayne, Michigan.

Section 2. One A regular meeting of the Authority board of directors meeting will be held at 2:00 PM on the second Tuesday of every other month.

Section 3. Special meetings shall be held whenever called by the direction of the chairperson, director, Supervisor of the Township of Van Buren, or any six (6) members of the board of directors Authority on eighteen (18) hours written notice of the time and place of the meeting.

Section 4. Any six (6) members of the Authority board of directors shall constitute a quorum, and the affirmative or negative vote of six (6) members shall be necessary for the transaction of any and all business or passage or denial of any resolution. Three unexcused absences, by any member, will result in automatic resignation from the LDFA.

Section 5. At meetings of the Authority board of directors, business shall be conducted in accordance with Roberts Rules of Order.

Section 6. Public Comment. Public Comment contains the following imposed regulations:

- The speaker is limited to five (5) minutes;
- The speaker is encouraged to give his/her name and subject to the Developmental Services Planning and Economic Development Department forty-eight (48) hours prior to the public Authority meeting;
- Individuals who have not submitted a request prior to the meeting will submit in writing their name and desire to address the Authority board of directors during the meeting;
- There shall be no debate: and
- The speaker is encouraged to provide written copies of his/her comments.

Section 7. Teleconferencing. Any member of the board of directors may attend and participate at a regular or special meeting via teleconferencing. Teleconferencing shall be subject to the following regulations:

- A quorum of the board of directors shall be physically present at the meeting.
- A notice of the meeting shall be posted at the location(s) of the individual who is telecommunicating as well as at Van Buren Township Hall in accordance with the Open Meetings Act. That notice shall include the location of those attending by telecommunication and the public shall be given the right to attend at the specified location. The location of the telecommuter shall be accessible to the public.
- The telecommuter shall verify the posting of the notice by taking a date and time stamped picture and providing this to either the Township Supervisor, chairperson, or any authorized individual prior to the meeting. If the notice is not compliant with the requirements of the Open Meetings Act the telecommuter will not be able to attend the meeting via teleconferencing.
- A speaker phone or similar device which allows the public the opportunity to listen and to participate in the meeting shall be provided at the telecommuter's location and at the location of the meeting where the members are physically present.
- The telecommuter shall ensure the location they select to telecommute from is quiet and any background noise is limited.
- Meeting minutes shall indicate those physically present and those present through teleconference.
- The member of the board of directors telecommuting and compliant with these regulations shall be authorized to vote on any items presented to the board of directors. When any members are

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teleconferencing all votes of the board of directors shall be made via roll call vote to ensure the accuracy of the vote.

#### ARTICLE IV

Section 1. The chairperson shall preside at meetings of the Authority board of directors and shall do and perform such other duties as may from time to time be assigned to him/her by the Authority board of directors. The vice chairperson shall perform the duties of the chairperson in the chairperson's absence and such other duties as shall from time to time be assigned to him by the Authority board of directors.

Section 2. Director. The L DFA Authority board of directors may recommend the employment and compensation of a director, subject to the approval of the Township Board. A member of the Authority board of directors is not eligible to hold the position of director. Before entering upon the duties of his/her office, the director shall take and subscribe to the constitutional oath, and furnish a bond through the Township's existing insurance program by posting a bond in the penal sum determined in the ordinance establishing the Authority, Authority, - payable to the Authority board of directors, approved by the Township Board, and filed with the Van Buren Township Treasurer. The premium of the bond shall be deemed an operating expense of the Authority Authority, payable from funds available to the board of directors Authority for expenses of operation. The director shall be the executive director of the Authority Authority. Subject to the approval of the LDFA, the director shall supervise, and be responsible for the preparation of plans and performance of the functions of the Authority Authority in the manner authorized by Act 281. The director shall attend meetings of the board of directors Authority, and shall render to the board of directors Authority and to the Township Board of Trustees a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the board of directors Authority may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his/her office, the acting director shall take and subscribe to the oath, and furnish a bond, as required of the director. The acting director shall furnish the board of directors Authority with information or reports governing the operation of the Authority as the board of directors Authority requires.

Section 3. All purchasing shall be in compliance with its adopted policy.

Section 4. The LDFA may authorize the director or an agent or agents of the board of directors Authority to enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by Act 281. The authorization may be general or confined to specific instances.

Section 5. The LDFA may employ such manual, technical, financial and professional assistance as in its judgment may be necessary and is incidental to carry out the purpose of the Authority when funds are available.

Section 6. The fiscal year shall begin with the first day of January and end on the 31<sup>st</sup> day of December in each year.

Section 7. The LDFA shall have an annual audit of its business and the result thereof shall be submitted to the governing body of the Township. The audit may be completed as part of the regular audit of the Township. This shall be deemed an operating expense of the LDFA.

ARTICLE V

Section 1. The ~~board of directors~~Authority shall have power to make, alter or amend the bylaws in whole or in part.

Section 2. These bylaws shall become effective upon approval of the Board of Trustees of the Charter Township of Van Buren. Until such approval, the bylaws shall be temporary bylaws for the Authority.

Bylaws Adopted  
Feb 11, 2014  
Revising Bylaws  
adopted Feb. 14, 2012



# Charter Township of Van Buren

## BOARD OF TRUSTEES

SUPERVISOR  
Linda H. Combs

CLERK  
Leon Wright

TREASURER  
Sharry A. Budd

TRUSTEE  
Phillip C. Hart

TRUSTEE  
Jeffrey L. Jahr

TRUSTEE  
Brenda J. McClanahan

TRUSTEE  
Reggie Miller

## Memorandum

**Date:** March 6, 2016  
**From:** Director Akers  
**To:** Local Development Finance Authority

**Subject: Sale of the Ecorse Road Property**

I have completed the notice of advertisement and request for proposals (RFP) for the sale of the LDFA owned Ecorse Road property. As previously discussed, it is the intent of the LDFA to have an open, competitive bidding process for the sale of the Ecorse Road property. The proposed RFP will be able to effectively complete this.

I have attached to this memo the notice of advertisement as well as the RFP for the sale of the property. If the LDFA approves the release of the RFP, Township staff will have it reviewed by the Township Attorney. Any corrections or additions recommended by the Township Attorney will be made and the RFP will then be finalized. After this step the timeline for the process is as follows:

<b>Activities:</b>	<b>Dates:</b>
RFPs Available for Distribution	March 11, 2016
Notice in the Paper By	March 17, 2016
Questions on RFP By	April 8, 2016
Answers Provided By	April 15, 2016
Deadline for Receipt of RFP	April 25, 2015
Oral Interviews (if necessary)	May 2, 2016 – May 6, 2016
Final Recommendation to LDFA	May 10, 2016
Bids Before the LDFA for Decision	May 10, 2016

I will overview the key aspects of the RFP at the meeting on Wednesday. Please feel free to contact me with any further questions.



**Charter Township of Van Buren Local  
Development Finance Authority**



**Request for Proposals for the Acquisition of Vacant  
Property Located on Ecorse Road**

**Parcel ID # 125-83-045-99-0004-702**

March 11, 2015

**Charter Township of Van Buren Local Development Finance Authority**

**Request for Proposals for the Acquisition of Vacant Property Located on  
Ecorse Road Parcel ID # 125-83-045-99-0004-702**

**TABLE OF CONTENTS**

**Section**

- I. General Information**
- II. Property Overview**
- III. Submittal Requirements**
- IV. Submission Deadlines**
- V. Review & Selection Process**
- VI. Reservation of Rights & Notices**
- VII. Request for Proposals Timetable**

**ATTACHMENTS**

**Attachment A: Property Map**

## **SECTION I: GENERAL INFORMATION**

The Local Development Finance Authority (LDFA) of the Charter Township of Van Buren is inviting responsible and interested parties to submit proposals for the acquisition of the LDFA owned vacant parcel located on the south side of Ecorse Road between Hannan Road and I-275. The intent of this request for proposals is to transfer the property to a party which can use the property for an economically viable purpose that is consistent with the Charter Township of Van Buren's development plans and regulations which are discussed further in Section II.

Questions concerning this RFP must be made via e-mail per the schedule outlined below.

Issue date: Friday, March 11, 2016  
Questions due: Friday, April 8, 2016  
Answers provided: Friday, April 15, 2016  
Proposals due: Monday, April 25, 2016 at 11:00 a.m. to Deputy Clerk

Inquiries to: Anna Halstead, Account Clerk  
[ahalstead@vanburen-mi.org](mailto:ahalstead@vanburen-mi.org)

Submission to: Joanne Montgomery, Deputy Clerk

## **SECTION II: PROPERTY OVERVIEW**



46425 Tyler Road, Van Buren Twp., MI 48111-5217 Website: [vanburen-mi.org](http://vanburen-mi.org)  
Telephone 734-699-8900 Fax 734-699-5213

## **Property Description**

This property has been owned by the Local Development Finance Authority since it was originally split in 2004. The land area is approximately 45,300 square feet or 1.04 acres. The property is on the south side of Ecorse Road and is located between Hannan Road and I-275. This property is near the Grace Lake Corporate Center which is a 282 acre class A office campus which is located in a private, wooded setting with nature trails and walking paths along the lake. Additionally the property is minutes from Detroit Metro Airport, Willow Run Airport, major interstates, and many other commercial and industrial businesses along the Haggerty Road and Belleville Road corridors.

## **Zoning/Master Plan**

The current zoning of the property is AG (Agricultural) which is designed primarily for agricultural and single family uses. Other uses which may be allowed conditionally include licensed group day care homes, churches or places of worship, child care centers, and adult day care centers. Adjacent properties are zoned AG (Agricultural) to the north, west, and south of the subject property while the property located immediately to the east is zoned C (Local Business District).

In accordance with the Van Buren Township Future Land Use Map dated July 16, 2013, the recommended Future Land Use for this site is mixed use. The Township's Southside Master Plan describes the mixed use district as incorporating both residential and nonresidential uses. Appropriate land uses may include residential, public, institutional, office, general office, business and personal service uses, and retail commercial land uses. Such uses may be located in mixed-use buildings, or in separate, single-use buildings located on the same site but designed as an integrated development.

## **SECTION III: SUBMITTAL REQUIREMENTS**

Proposals must include the following information in the submittal and in the following format:

- Section 1:** The full names, addresses, phone numbers, and e-mail address of all parties who will be the principal investors or owners of the property and who will become part of any contract or agreement made with the Local Development Finance Authority.
- Section 2:** The proposed purchase price and terms.
- Section 3:** A written description and/or graphic drawings of the proposed short and long term use of the property.
- Section 4:** A preliminary project schedule if development is proposed on the site, including an estimated project completion date.

**Section 5:** The bidders must provide a statement which indicates they shall comply with all Township development and ordinance requirements.

Should the proposal include the development of the site, the successful bidder must, prior to development submit and gain approval of a site plan and other necessary and appropriate development approvals that the project will require, that shall meet all Van Buren Township requirements, and follow all other normal procedures for acquiring permits for site development and construction.

#### **SECTION IV: SUBMISSION DEADLINES**

To be considered, all RFPs must be submitted to the Van Buren Township Clerk's Office, 46425 Tyler Road, Van Buren Township, MI 48111, Attn: Joanne Montgomery, Deputy Clerk by **Monday, April 25, 2016 at 11:00 a.m.** Any proposals received after 11:00 a.m. will be considered late and will not be eligible. Submissions lacking the required information without explanation may be considered incomplete.

Paper copies of the RFP may be obtained from the Van Buren Township Planning & Economic Development Department, 46425 Tyler Road, Van Buren Township, MI 48111 beginning **March 11, 2016 between 7:30 a.m. and 4:00 a.m.,** excluding holidays.

#### **SECTION V: REVIEW & SELECTION PROCESS**

Township staff will review each proposal based upon the following criteria:

1. The property acquisition price.
2. The proposals promotion of economic growth in the community.
3. The proposals compatibility with properties in the vicinity of the property.
4. The proposals consistency with Township ordinances.
5. The proposals consistency with the Township's Master Plan and Future Land Use Map.
6. Other appropriate facts/considerations relevant to the proposed use of the property.

After this review is completed Township staff will then prepare a recommendation for the Local Development Finance Authority and provide all submitted proposals to the board of directors at their May 10, 2016 regular meeting where the board of directors may choose to decide which proposal is selected.

#### **SECTION VI: RESERVATION OF RIGHTS & NOTICES**

**The Local Development Finance Authority of the Charter Township of Van Buren (LDFA) reserves the right to reject any and all proposals and to select the proposal it deems is in the best interest of the Local Development Finance Authority, even if it is not the highest purchase price. The LDFA does not necessarily intend to award a contract solely on the basis of any response made to this request or otherwise pay for any information solicited or obtained during the RFP process.**

The Local Development Finance Authority of the Charter Township of Van Buren reserves and may exercise the right to request one or more of the parties submitting a proposal to provide additional materials, clarification, confirmation or modification of any information in the submission, and can supplement, amend, substitute, cancel, or otherwise modify this Request for Proposal any time prior to the selection of one or more proposals.

**Please note the property will be sold “AS IS”**

Prospective candidates are hereby notified that the Local Development Finance Authority of the Charter Township of Van Buren makes no warranty or representation of any kind concerning the condition of the property, including the environmental condition. Various Federal, State, or other Township agencies may have information regarding the condition of the site. Each party submitting a proposal is encouraged to conduct its own due diligence regarding the condition of the property.

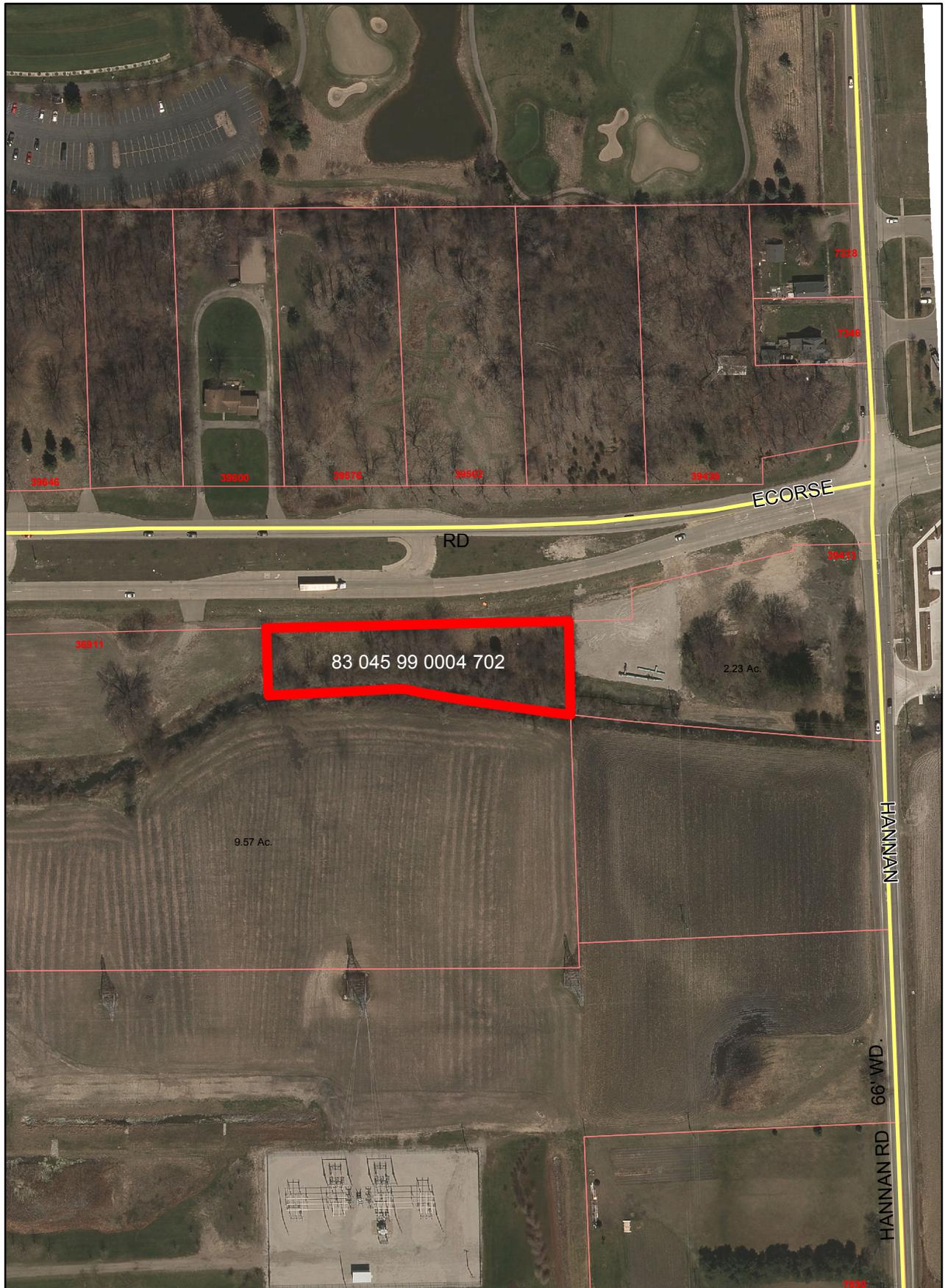
**SECTION VII: REQUEST FOR PROPOSALS TIMETABLE**

**Activities:**

**Date:**

RFPs Available for Distribution	March 11, 2016
Questions on RFP By	April 8, 2016
Answers Provided By	April 15, 2016
Deadline for Receipt of RFP	April 25, 2015
Oral Interviews (if necessary)	May 2, 2016 – May 6, 2016
Final Recommendation	May 10, 2016

# Attachment A: Property Map



Source: Van Buren Township GIS,  
Michigan Center for Geographic Information.  
Please note parcel boundaries are approximate  
and may not be accurate.



1 inch = 200 feet

 LDFA Parcel

 Parcel Boundaries

## Notice of Advertisement

**Notice of Public Sale.** The Charter Township of Van Buren Local Development Finance Authority, Wayne County, MI is requesting proposals for the acquisition of vacant property located on **Ecorse Road (Parcel Number V125-83-045-99-0004-702)**. The Request for Proposals (RFP) document is available at the Van Buren Township Planning & Economic Development Department, 46425 Tyler Road, Van Buren Township, MI 48111, from 7:30 a.m. - 4:00 p.m., Monday – Friday or on the Township website at [www.vanburen-mi.org](http://www.vanburen-mi.org). Proposals shall be submitted to the Clerk’s Office by **11:00 a.m. on Monday, April 25, 2016** and will be publicly available immediately following the submittal deadline. The Local Development Finance Authority of the Charter Township of Van Buren (LDFA) reserves the right to reject any and all proposals and to select the proposal it deems is in the best interest of the Local Development Finance Authority, even if it is not the highest purchase price. The LDFA does not necessarily intend to award a contract solely on the basis of any response made to this request or otherwise pay for any information solicited or obtained during the RFP process.

Posted and Published: March 17, 2016