

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

**Regular Meeting: January 12, 2016 – 2:00 p.m., Denton Room**

**CALL TO ORDER**

**ROLL CALL**

Chairman Dotson \_\_\_\_\_  
Jelani Karamoko \_\_\_\_\_  
Leonard Armstrong \_\_\_\_\_  
Charles Covington \_\_\_\_\_  
Chris Hayes \_\_\_\_\_  
Supervisor Combs \_\_\_\_\_

Doug Peters \_\_\_\_\_  
John Delaney \_\_\_\_\_  
James Williams \_\_\_\_\_  
Shareen Barker \_\_\_\_\_  
Danylo Dobriansky \_\_\_\_\_

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

**APPROVAL OF AGENDA:**

**APPROVAL OF MINUTES:**

1. Regular Meeting: November 10, 2015.

**CORRESPONDENCE:**

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:**

1. Revised 2016 Meeting Schedule

**NEW BUSINESS:**

1. Proposed Revisions to the By-Laws of the LDFA
2. Election of Officers

**NON-AGENDA ITEMS:**

**ADJOURNMENT:**

**CLOSED SESSION:**

1. To discuss an attorney client letter dated December 14, 2015 pursuant to Section 8(h) of the Open Meetings Act.
2. To discuss an attorney client letter dated January 8, 2016 pursuant to Section 8(h) of the Open Meetings Act.

**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: November 10, 2015

**DRAFT**

**Chairman Dotson called the meeting to order at 2:02pm.**

**ROLL CALL:**

Present: Dotson, Armstrong, Hayes, Peters, Williams, Karomoko and Supervisor Combs

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

Absent Excused: Barker, Covington

Audience Members: (11) people in audience.

**APPROVAL OF AGENDA**

**Motion Peters, Hayes seconded** to approve the November 10, 2015 Agenda.

**Motion Carried.**

**APPROVAL OF MINUTES**

**Motion Peters, Combs seconded** to approve the July 21, 2015 Special Meeting Minutes with corrections.

**Motion Carried.**

**Motion Peters, Combs seconded** to approve the August 18, 2015 Meeting Minutes.

**Motion Carried.**

**Correspondence**

Director Akers distributed the proposed 2016 Meeting Schedule to the Committee members. The next meeting is scheduled for January 12, 2016. A finalized 2016 Meeting Schedule will be presented for approval at the January 12<sup>th</sup>, 2016 meeting.

**New Business:**

1. Acknowledgement of the Townships Board's appointment of Khalil Rahal to the LDFA Board. Supervisor Combs told the Committee that Mr. Rahal will no longer be the Wayne County Representative on the LDFA. The Supervisor informed the Committee members that Wayne County has replaced Mr. Rahal with a new appointment from Wayne County, Jelani Karomoko.
2. Disposition of Property, Parcel No. 82-83-045-99-0004-702. The committee decided to hold for a special meeting to discuss the property appraisal and the options available for the sale of the property for. This would be a closed session with Van Buren Township's attorney.
3. Meeting Teleconferencing. There was a discussion the legal procedures and rules which govern meeting teleconferencing in the State of Michigan. An audience member brought up that these rules prohibit certain actions by member who are teleconferencing. Board members discussed the importance of proper notice of the meetings and on-site attendance of members. Additionally they discussed the intention of teleconferencing to

be strictly informative, with no voting to be done without being present in person at the meeting. Staff was asked to get additional information and clarification on this issue from the Township Attorney and bring it back to the Board.

**Unfinished Business:**

1. The Townships Board's acknowledged the approval of Danylo Dobriansky (07-21-19) and the reappointment of Leonard Armstrong (09-15-19) for the LDFA Board.

**Non Agenda Items:**

The committee members requested an update on the state of the Bonds regarding any potential projected shortfall for the bonds.

**Public Comment: None**

**Announcements: None**

**Adjournment:**

**Motion Peters, seconded Hayes** to adjourn the meeting at 2:35pm.

**Motion Carried.**

Respectfully Submitted,

**Tina Grishaber**  
**Recording Secretary**



# 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:** January 7, 2016

**From:** Director of Planning and Economic Development Ron Akers, AICP

**To:** Local Development Finance Authority

**Subject:** Revised 2016 Meeting Schedule

At the November 10, 2015 regular meeting the 2016 meeting schedule was proposed and it was noted there were several corrections which need to be completed. Based on that discussion please find attached the revised meeting schedule for 2016. Please note that the meetings in March and November will be held on the 2<sup>nd</sup> Wednesday of the month rather than the 2<sup>nd</sup> Tuesday. The reason for this adjustment is due to the elections that are going to be occurring in March and November. Please feel free to contact me with any further questions.

**CHARTER TOWNSHIP OF VAN BUREN  
LOCAL DEVELOPMENT FINANCING AUTHORITY  
2016 REGULAR MEETING DATES**

Local Development Financing Authority Meetings are held on the  
2<sup>nd</sup> Tuesday of every other month at 2:00 p.m.,  
except for the months of March and November when meetings will be held on the  
2<sup>nd</sup> Wednesday of said months (due to scheduled elections),  
in the Denton Room at  
Van Buren Township Hall, 46425 Tyler Road, Van Buren Township, MI 48111

January 12, 2016

March 9, 2016

May 10, 2016

July 12, 2016

September 13, 2016

November 9, 2016

*In compliance with the Americans with Disabilities Act,  
reasonable accommodations will be made available with advance notice.*

For more information, please call: 734.699.8913



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## Memorandum

**Date:** January 8, 2016

**From:** Director Akers

**To:** Local Development Finance Authority

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

Please find attached to this memo proposed revisions to the by-laws of the LDFA with regards to teleconferencing. The concept for these regulations originated from the information gathered from the letter from Michigan Townships Association legal team to Augusta Township which I provided to the LDFA in November. I have not had the Township Attorney review this language as I wanted to ensure the LDFA is comfortable with the proposed direction before we incur any legal costs on this project. Should the board be comfortable with these provisions I will forward them to the Township Attorney for review. In addition to teleconferencing I have made a few minor housekeeping corrections as well. I will further discuss these at the meeting on Tuesday. I look forward to the board's discussion on the matter.

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 Authority on eighteen (18) hours written notice of the time and place of the meeting.

Section 4. Any six (6) members of the Authority 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, 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 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.

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#### ARTICLE IV

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

Section 2. Director. The LDFA Authority may recommend the employment and compensation of a director, subject to the approval of the Township Board. A member of the Authority 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, payable to the Authority, 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, payable from funds available to the Authority for expenses of operation. The director shall be the executive director of the 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 in the manner authorized by Act 281. The director shall attend meetings of the Authority, and shall render to the 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 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 Authority with information or reports governing the operation of the Authority as the 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 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 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

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## Memorandum

**Date:** January 7, 2016

**From:** Director of Planning and Economic Development Ron Akers, AICP

**To:** Local Development Finance Authority

**Subject:** Election of Officers

The Local Development Finance Authority By-Laws require that the board of directors annually, at their first regular meeting, “designate one of its members as chairperson, one of its members as vice chairperson, and one of its members as corresponding secretary.” Based on this the LDFA will need to elect its officers for 2016 at the January meeting. Regarding procedure, in normal circumstances a motion to nominate is made for a particular individual and office and if that motion is seconded and the individual accepts the nomination then a majority vote will elect that individual to the specified office. I look forward to the LDFA’s discussion on the matter.

**NOTICE OF CLOSED SESSION**

**OF THE**

**CHARTER TOWNSHIP OF VAN BUREN**

**LOCAL DEVELOPMENT FINANCE AUTHORITY**

**TO BE HELD FOLLOWING THE**

**2:00 P.M.**

**REGULAR MEETING**

**ON TUESDAY JANUARY 12, 2016**

**VAN BUREN TOWNSHIP HALL**  
**46425 TYLER ROAD**  
**BELLEVILLE, MI 48111**

**FOR THE PURPOSE OF:**

1. To discuss an attorney client letter dated December 14, 2015 pursuant to Section 8(h) of the Open Meetings Act.
2. To discuss an attorney client letter dated January 8, 2016 pursuant to Section 8(h) of the Open Meetings Act.