

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

**Regular Meeting: Tuesday, January 9, 2018 – 2:00 p.m., Denton Room**

**CALL TO ORDER**

**ROLL CALL**

Chairman Dotson	_____	Doug Peters	_____
Vacant	_____	John Delaney	_____
Leonard Armstrong	_____	James Williams	_____
Chuck Covington	_____	Shareen Barker	_____
Vacant	_____	Danylo Dobriansky	_____
Supervisor McNamara	_____		
Recording Secretary Grishaber	_____		

**APPROVAL OF AGENDA:**

**APPROVAL OF MINUTES:**

1. Regular Meeting: November 15, 2017

**CORRESPONDENCE:**

**PUBLIC COMMENT:**

**UNFINISHED BUSINESS:**

1. Marketing/Community Outreach Update

**NEW BUSINESS:**

1. 2018 Meeting Schedule
2. Election of Officers

**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  
November 15, 2017, 2:00 p.m. Denton Room**

**CALL TO ORDER:** Chairman Dotson called the meeting to order at 2:00pm.

**ROLL CALL:**

Present: Dotson, Armstrong, Covington Delaney, Barker, Peters, Dobriansky, Williams

Absent/Excused: Delaney, McNamara

Staff: Director Akers, Secretary Tina Grishaber, Planning Intern Madigan

Audience Members: 2

**APPROVAL OF AGENDA:**

Motion Peters, Williams supported to approve the proposed agenda.

Motion Carried

**APPROVAL OF MINUTES**

Moved by Peters, Covington supported to approve the Minutes of the September 12, 2017 regular meeting.

Motion carried.

**CORRESPONDENCE: None**

**PUBLIC COMMENT: None**

**UNFINISHED BUSINESS:**

**1. Marketing/Community Outreach Update**

Director Akers provided an update regarding several items within the LDFA area. These items included the following:

- A. The new building at Grace Lake is currently be reviewed by the Township Engineers.
- B. Grace Lake's newly proposed monument sign is under construction and should be completed within a few weeks.

**NEW BUSINESS:**

**1. 2018 Proposed Budget**

Director Akers presented the proposed 2018 LDFA Budget. He indicated that the budget was approved by the Township Board in October 2017 and the next step is for the LDFA to formally adopt the proposed budget.

Moved by Barker, Dobriansky supported to approve the 2018 proposed Local Development Finance Authority budget.

Motion Carried.

## **2. LDFA Orientation Packet**

Planning Intern Madigan presented the proposed orientation packet for the LDFA. A few recommendations were made by the LDFA board. These recommendations included:

- A. Add tabs to the binder.
- B. Create a section for items to be added later.

### **NON-AGENDA ITEMS:**

There was a discussion regarding the schedule of meetings for 2018 and that the board needed to formally approve a schedule for 2019. Staff indicated they would bring a proposed schedule at the meeting in January.

Moved by Covington, Peters supported to schedule a meeting of the Local Development Finance Authority Board of Directors on January 9, 2018 at 2:00 p.m. at Van Buren Township Hall in the Denton Room.

Motion Carried.

### **ADJOURNMENT:**

Moved by Peters, Dobrainsky supported to adjourn the meeting at 2:42pm.

Respectfully Submitted,  
Tina Grishaber

.

.



# Memo

**TO:** Local Development Finance Authority

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

**RE:** Proposed 2018 Schedule

**DATE:** December 22, 2017

---

Please find attached to this memo the 2018 regular meeting schedule that is put out by the Clerk's Office. Please note that the meetings in March and November are scheduled as Wednesday meetings rather than Tuesday meetings. Please feel free to contact me with any questions.

**CHARTER TOWNSHIP OF VAN BUREN  
LOCAL DEVELOPMENT FINANCING AUTHORITY  
2018 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 9, 2018

March 14, 2018

May 8, 2018

July 10, 2018

September 11, 2018

November 14, 2018

*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



# Memo

**TO: Local Development Finance Authority**

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

**RE: Election of Officers**

**DATE: December 22, 2017**

---

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 2018 at the January meeting. The current 2017 officers of the LDFA are as follows:

Chairperson: Michael Dotson  
Vice-Chairperson: Doug Peters  
Corresponding Secretary: John Delaney

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.

The new by-law changes require that any newly elected officer assume their duties at the next regular or special meeting. Based on this, if there are any new officers they will assume their offices at the March 14, 2018 regular meeting or any special meeting which occurs prior to that. I look forward to the LDFA’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 3. 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.

Section 4. The 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. A regular meeting of the board of directors 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 on eighteen (18) hours written notice of the time and place of the meeting.

Section 4. Any six (6) members of the 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 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;
- 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 speaker phone or similar device which allows the public the opportunity to listen and to participate in the meeting shall be provided 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.
- Requests to participate in a meeting via teleconference shall be made to the Chairperson/designee at least two (2) business days prior to the meeting. The Chairperson/designee shall have discretion to allow or not allow that member to attend via teleconference. The decision of the Chairperson/designee shall be final.
- The member of the board of directors telecommuting and compliant with these regulations shall not be authorized to vote on any items presented to the board of directors. 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.

#### ARTICLE IV

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

Section 2. Director. The board of directors may recommend the employment and compensation of a director, subject to the approval of the Township Board. A member of the 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, payable to the 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, payable from funds available to the board of directors 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 board of directors, and shall render to the board of directors 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 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 with information or reports governing the operation of the Authority as the board of directors 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 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 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.