1. Call to Order/Roll Call

2. Public Comment

3. Approval of Agenda

4. ACTION - Approval of minutes from August 11, 2021 meeting

5. REPORT - Development Update

6. REPORT - Baldwin Road Update

7. REPORT - Pocket Park Update

8. REPORT – CIA Loan Amortization Schedule

9. ACTION - Recommendation to Board of Trustees
   a. 2022 Budget
   b. Bylaws Amendment – Reporting & Information Meeting Requirements

10. ACTION - 2022 Meeting Schedule

11. Open items & Next steps

12. Adjourn

Next meeting March 9, 2022
Corridor Improvement Authority Minutes – August 11, 2021 Meeting

Present: Chris Barnett, Dan Dewey, Bill Krausmann, and JoAnn Van Tassel
Absent: H Scott Bicknell, Jeff Schmjtz, and Donni Steele
Others: Gary Roberts, Tammy Girling, and Brittney Ellis

Chris Barnett called the meeting to order at 5:10 pm. The Pledge of Allegiance was led by Mr Barnett.

**Brief Public Comment** – There was no public comment.

**Agenda Approval** – It was moved by JoAnn Van Tassel and supported by Dan Dewey to approve the agenda as submitted. Motion carried.

**Consent Agenda**
**Minutes** – It was moved by Dan Dewey and supported by Chris Barnett to approve the Minutes of the May 12, 2021 meeting as submitted. Motion carried.

**Old Business**
**Development Updates**: Gary Roberts spoke of meeting with Elizabeth King from MEDCD (Michigan Economic Development Corporation) giving her a brief tour of Orion Township including the Playful Dragon. She was very impressed by that.
The robotics firm EYS is moving to Brown Road west of the FedEx property. This is a major development. Tammy Girling stated that conditional approval has been given to the project.
Progress continues to be made at Orion Corner (Estes/Huston at Brown Rd) with an area developer.
There will be a retail store next to Tommy’s Car Wash.
The hotel projects continue in a holding pattern.
Chris Barnett reported that he had a meeting with Buzz Silverman and reviewed a concept plan. He added that Bank of America is closing their Brown Road site and that Contour Development is moving ahead with its project.

**Baldwin Road Update** – Chris Barnett reported that the Building & Grounds Department and the Parks Department will now be the Facilities & Grounds Department. The Township is not happy with the landscape company who is responsible for maintaining the plant materials in the medians and along the roadsides of the roundabout area. This whole section of roadway needs better maintenance and upkeep. A master plumber will be able to better maintain the fountain and provide a better appearance.

**Pocket Park Update** – Chris Barnett indicated that the Township is working on obtaining grants before starting any work on those parks.

**Gregory & Baldwin Road Lot Update**
The Township is continuing to negotiate with the owner of Carl’s Car Wash at Baldwin & Gregory Roads. So far, $25,750 has been authorized for this property. The seller wants $3,000.00 more. There will be no playscape there, but will have landscaping and a place for people to sit. The Township Board has approved the funding for this.

Speaking of the two residential development on Gregory Road west of Baldwin, Dan Dewey asked how many homes are being built there. Chris Barnett said that the projected population was included in the plans for Baldwin Road. However, a traffic study will be needed for the Buzz Silverman project.
Chris Barnett added that the roundabout at Baldwin and Indianwood Roads is being re-done to look like the other roundabouts, and the Township Board is paying for it. A roundabout is also being planned for the Baldwin-Clarkston Roads intersection.

CIA Minutes – 8-11-21
Page Two

**Pending Business**

**Amend the By Laws – Section 4 Order of Business**

After brief discussion, it was moved by JoAnn Van Tassel and supported by Bill Krausmann to recommend to the Orion Township Board that Article V MEETINGS, Section 4 Order of Business be amended as corrected (NOTE: the corrections are in red) as attached to include all requirements of the Corridor Improvement Authority Act. Motion carried.

**Board Member Comments** – Bill Krausmann had no comments.

Dan Dewwy expressed concern about future development near Baldwin Road. He also asked about the $3,800,000.00 the Township is to receive from the Federal Government for Covid-19 impacts on the Township. Chris Barnett said the Township is to receive $1,900,000.00 this year and $1,900,000.00 next year. The Township Board will discuss that to do, and it is waiting information from the Federal Government as to the standards and requirements for using those funds.

JoAnn Van Tassel asked about the landscaping on Baldwin Road. Chris Barnett said they are waiting for the wild flowers to bloom.

The next meeting is scheduled for **Wednesday, November 10, 2021.**

It was moved by Dan Dewey and supported by JoAnn Van Tassel to adjourn, and the meeting was adjourned at 5:47pm.

JoAnn Van Tassel, Secretary
Proposed Amendment to the Bylaws of the Corridor Improvement Authority

Amend ARTICLE V MEETINGS, Section 4 Order of Business as follows:

Eliminate the existing Section 4 in its entirety and replace it with:

Section 4 Order of Business. The order of business at Authority Board meetings shall be as follows:

1. Call to Order/Roll Call
2. Public Comment
3. Approval of Agenda
4. ACTION – Approval of minutes of ___(date)_____ meeting
5. REPORT – Development Update
6. REPORT – Baldwin Road Update (if necessary)
7. REPORT – Pocket Park Update (if necessary)
8. ACTION – (any action item as needed)
9. Open Items & Next Steps
10. Adjourn

Amendments Process

The recommendation to amend the Bylaws may be made to the Orion Township Board of Trustees. Bylaws may be amended by upon a 2/3rd affirmative vote by members of the CIA Board. An amendment may be proposed by any CIA Board member and may be considered at the same meeting when it is introduced or at a subsequent meeting. Upon a recommendation to amend the Bylaws approval of an amendment by the CIA Board, it shall be sent to the Township Clerk for placement on the next Township Board agenda for review and possible approval. Its approval. The Orion Township Board of Trustees may seek a recommendation from the CIA Board as to any amendment but is not required to do so and retains full authority to amend the Bylaws as the Board of Trustees sees fit.
Article [   ] Section [   ]
Reporting & Informational Meeting Requirements

1. Reporting Requirements

Annually the CIA Board shall submit to the governing body of the municipality, the governing body of taxing units levying taxes subject to capture by the CIA, and the Department of Treasury a report on the status of the CIA’s financing account. The report shall be on a form and in the manner prescribed by the Department of Treasury and shall contain the information required under MCL 125.4911.

2. Informational Meeting Requirements

Each year, the CIA Board shall hold not fewer than two (2) informational meetings. The informational meetings may be held in conjunction with other public meetings of the CIA or the Township Board of Trustees. Notice of the meeting shall be provided as set forth in MCL 125.4910(4).
Agenda Memo

To: Corridor Improvement Authority Board
From: Chris Barnett, Township Supervisor
Meeting Date: November 10, 2021
Memo Date: November 4, 2021
Subject: REPORT – Pocket Park Update

REPORT SUMMARY

CN, in partnership with America in Bloom, issued a matching grant opportunity through their EcoConnexions From the Ground Up program, which will provide up to $25,000 to fund the greening of communities where CN operates.

REPORT

The Township is working on a grant application for the CN/America in Bloom EcoConnexions From the Ground Up program. The grant request will be for enhanced landscaping at the corner of Joslyn and Brown Roads (see attached map). Township Engineer, OHM Advisors, is currently in the process of creating the potential landscape design. Applications are due no later than December 1, 2021, with award notification by December 31, 2021.

To complete the landscaping project, easements will first need to be obtained from the property owners of the two identified parcels. Additionally, as a matching grant, and if seeking the full $25,000 award, at least $25,000 will need to be raised to match the grant; with possible funding sources being the Township’s General Fund, the Corridor Improvement Authority, donations from private developers, or other recommended fundraising methods.

ATTACHMENT

Project Location
Grant Announcement Letter
EcoConnexions Program Brochure
Mr. Chris Barnett  
Orion Township  
2525 Joslyn Road  
Orion charter Township, MI  48360

Dear Chris:

We are proud to support our neighbors across the country in their efforts to make communities better places to live. In partnership with CN, the “EcoConnexions From the Ground Up” program, administered by America in Bloom, offers a grant of up to $25,000 to fund the greening of communities where CN operates.

Who’s Eligible
U.S. municipalities, townships, other local governments, and locally active non-profit groups in communities with CN rail lines.

Funding Requirements
- The grant will not fund more than 50% of project costs.
- A minimum of 50% matching funding must come from other sources (such as municipalities, service clubs, donations, etc.) and can include in-kind contributions.
- Preference will be given to projects that can demonstrate multiple funding sources.
- Priority will be given to high-profile, significant landscapes that are accessible to the public and need beautification.
- The following components are not eligible for funding under this program:
  - Hard landscaping such as paving stones, fencing
  - Urban furniture
  - Play structures
  - Annual maintenance (although plans must show how annual maintenance will be performed)
- All grant recipients are required to participate in the National Awards Program of America in Bloom (AmericaInBloom.org/Programs/National-Awards-Program). Grant recipients may use matching funds to pay the registration fee. Evidence of enrollment will be required for payment of the grant funds.

Benefits to the Community
Successful projects will leverage the power of flowers, plants, shrubs, and trees to bring multiple benefits to the community. They will demonstrate how community beautification will improve economic vitality, boost civic pride, encourage active enjoyment of the landscape, and improve quality of life. Projects that also contribute ecosystem services such as air and water quality improvements, stormwater benefits, screening, energy conservation, and habitat are favored.

Working together to create lasting, beautiful landscapes also builds community. Successful projects will involve many partners in planning, fundraising, site preparation, planting, and maintenance.
Deadlines

- December 1, 2021 – Application deadline. Submit your application at AmericaInBloom.org/Programs/CN-Grant.
- December 31, 2021 – Recipients of the grants will be notified.
- February 28, 2022 – Deadline to register for the America in Bloom National Awards Program. Learn more at AmericaInBloom.org/Programs/National-Awards-Program

The enclosed brochure provides more details, or you may visit AmericaInBloom.org/Programs/CN-Grant.

We hope you will consider this matching grant opportunity.

About America in Bloom
America in Bloom is a 501(c)(3) non-profit organization, founded in 2001, which promotes beautification through education and community involvement by encouraging the use of flowers, plants, trees, and other environmental and lifestyle enhancements. America in Bloom envisions communities across the country as welcoming and vibrant places to live, work and play – benefitting from colorful plants and trees; enjoying clean environments; celebrating heritage; and planting pride through volunteerism. America in Bloom is working with CN to help administer this competitive grant program.

About CN
CN is a world-class transportation leader and trade-enabler. Essential to the economy, to the customers, and to the communities it serves, CN safely transports more than 300 million tons of natural resources, manufactured products, and finished goods throughout North America every year. As the only railroad connecting Canada’s Eastern and Western coasts with the U.S. South through a 19,500-mile rail network, CN and its affiliates have been contributing to community prosperity and sustainable trade since 1919. CN is committed to programs supporting social responsibility and environmental stewardship.
For more information about CN, visit the company’s website at www.cn.ca.

Sincerely,

Dr. Marvin N. Miller
America in Bloom Past President and
Chair, CN EcoConnexions From the Ground Up! Program

Laura A Kunkle
America in Bloom Executive Director
CN EcoConnexions From the Ground Up

CALL FOR PROPOSALS

Visit AmericaInBloom.org/programs/cn-grant to complete the online application form.

Propose a project that is significant to your community. Plan it carefully so that the plants will thrive for the long term. Engage partners to support the project and build momentum for community greening.

SITE SELECTION

Priority will be given to high-profile, significant landscapes that are accessible to the public and are in need of beautification.

BENEFITS TO THE COMMUNITY

Successful projects will leverage the power of flowers, plants, shrubs, and trees to bring multiple benefits to the community. Demonstrate how community beautification will improve economic vitality, boost civic pride, encourage active enjoyment of the landscape and improve quality of life. Projects that also contribute ecosystem services such as air and water quality improvements, stormwater benefits, screening, energy conservation and habitat are favored.

COMMUNITY ENGAGEMENT

Working together to create lasting, beautiful landscapes also builds community. Successful projects will involve many partners in planning, fundraising, site preparation, planting and maintenance.

COMMITMENT TO GREENING

Communities that are participating in America in Bloom programs are favored. Existing commitments to sustain vibrant public landscapes and urban forests demonstrate both the capacity and will to undertake new, successful community greening projects. Access to professional expertise to plan and execute planting projects is helpful.

SUSTAINABILITY

Projects must be designed and executed for sustainability. Diverse, quality plants, appropriate for the site and adequately maintained, are essential to successful projects. Use native plants where appropriate for habitat and ecosystem services.

BUDGET

Only cost-effective projects that leverage CN EcoConnexions From the Ground Up funding to earn additional contributions and support from the community will be considered.

REPORTING

Reports on progress, expenditures, and accomplishments are required.

CELEBRATION AND RECOGNITION

Successful projects will celebrate the contributions of volunteers, partners, and donors with a community event. Events may kick-off the project, get the work done, and/or celebrate successful completion. CN EcoConnexions From the Ground Up and America in Bloom will participate in the community event.
GUIDELINES AND CRITERIA

INTRODUCTION
With a true transcontinental network that extends to three North American coasts, CN passes through a wide range of urban and rural communities. We encourage those communities along the CN corridor to take environmental action by improving their communities through natural landscaping, groundcover improvement, floral displays and healthy urban forests. CN is partnering with America in Bloom to administer and manage the grant program in the United States.

CN EcoConnexions From the Ground Up supports collaborative community greening projects that enhance landscapes in communities neighboring CN rail lines to meet the following objectives:

- Enhance the quality of life in cities, villages, and townships.
- Promote public health benefits through the proper planting and care of trees and plants.
- Ensure that community landscapes provide ecosystem services — clean air and water, increased property values, reduced erosion and stormwater runoff, wildlife habitat, moderated temperatures, lessened energy demands, and year-round enjoyment.
- Enhance community tree canopy by properly planting diverse, quality trees for long-term sustainability and resistance to future pests.

Applications will be evaluated on a point system. Points will be awarded for the thoroughness of the submission in meeting the criteria in each of the following areas:

- Community involvement
- Leveraged support
- Commitment to greening
- Community and environmental impact
- Technical assurances
- Budget
- Quality of application

AVAILABLE FUNDING
CN EcoConnexions From the Ground Up will provide funding up to $25,000 per project, however it will not fund more than 50% of project costs. Preference will be given to projects that can demonstrate multiple funding sources. A minimum of 50% matching funding must come from other sources (such as municipalities, service clubs, donations, etc.) and can include in-kind contributions.

The following is a list of components not eligible for funding under this program:

- Hard landscaping such as paving stones, fencing
- Urban furniture
- Play structures
- Annual maintenance (although plans must show how annual maintenance will be performed)

DEADLINES
All applications must be received by December 1, 2021.

Apply at AmericaInBloom.org/programs/cn-grant.

Recipients will be announced by December 31, 2021.

Final reports and projects should be launched by year end 2022.
Agenda Memo

To: Corridor Improvement Authority Board
From: Chris Barnett, Township Supervisor
Meeting Date: November 10, 2021
Memo Date: October 25, 2021
Subject: REPORT – CIA Loan Amortization Schedule

REPORT SUMMARY

At the September 20, 2021, Township Board of Trustees regular meeting, the Board of Trustees voted unanimously to approve an interest rate of .71% for the Corridor Improvement Authority Promissory Note. The Board also approved retaining the authority to periodically review the circumstances and make further adjustments in the interest rate when appropriate.

REPORT

Under the original loan terms, the initial CIA Finance Plan included a fixed interest rate of 2% for the first five years of interest-only payments (2016-2021) with the remaining repayment to have a floating interest rate. In October 2020, the Township Board approved a reduction in the rate to .75% for 2021 (based on the market at the time) and to revisit the future interest rate in 2021, which the Board did in May 2021 and set the rate prematurely at 1.5% for the remainder of the loan.

The Oakland County Investment Pool net average year to maturity (YTM) through August 31, 2021, was .43838%. The Township Water and Sewer investments with Robinson Capital year-to-date as of August 31, 2021, was .13%, with the index at .05%, and the past entire year it was .61% and .10% index with the total yield on the investment Water and Sewer portfolio at .71%. If the CIA had not borrowed the funds, Water & Sewer would be earning less than .5% on their investment. With this rationale, based on the market conditions and to be fair to both the Water and Sewer Fund and the CIA, it was recommended that the promissory note be amortized with a fixed interest rate of .71% (based on the yield for water/sewer from Robinson).

ATTACHMENT

Corridor Improvement Authority Payment Schedule, last updated September 16, 2021.
Based on budgeted expenditures, interest only payment first 5 years based on Board action
Agenda Memo

To: Corridor Improvement Authority Board
From: Chris Barnett, Township Supervisor
Meeting Date: November 10, 2021
Memo Date: October 25, 2021
Subject: ACTION – Recommendation to Board of Trustees – 2022 Budget

REQUEST

The request is to recommend the Township Board of Trustees adopt the 2022 Corridor Improvement Authority budget.

REASON

Historically the Township Board of Trustees adopts the Corridor Improvement Authority budget along with the Township’s budget in December. As this is the final meeting of the Corridor Improvement Authority Board for 2021, it is recommended the CIA Board make their formal budget recommendation to the Township Board at this time.

BUDGET SUMMARY

Revenues

- Current Taxes
  - 2021 Projected Activity, $179,553 – actual taxes received by the CIA in 2021.
  - 2022 Requested, $200,306 – Treasurer’s estimate of what should be received in 2022 based on what will be sent out on the winter tax bills.
  - Future year projections use a 25% multiplier to forecast this revenue line.
- Sale of Fixed Assets
  - 2022 Requested, $269,725 – actual revenue received from the sale of 313 Brown Road, which has been held in restricted cash and is requested to be released to use towards the repayment of the CIA loan principal and interest.
- Contribution from General
  - 2022 Requested, $300,000 – requested from the Township’s General Fund to put towards the CIA loan principal and interest payment, as the CIA taxes do not meet the current loan payment amounts.

Expenditures

Beginning in 2022 and moving forward, all CIA expenditures (primarily loan principal and interest payments) will be expensed from the 751 – Parks & Recreation department within the Corridor Improvement Authority Fund. Previously, CIA expenditures were expensed from the 958 – Capital Outlay department, as all expenses were related to capital construction projects. This change was requested by the Township’s Accounting Controller since the majority of construction activity is now complete. With that, within the Parks & Recreation department there is still access to a Capital Outlay account line, which can be used for any remaining capital projects that may be approved in future years.
All maintenance and utility expenditures associated with the CIA portion of Baldwin Road will be expensed to the Township’s General Fund beginning in 2022.

- **Capital Outlay – Grounds**
  - 2022 Requested, $246,055 – final expenditures for the Baldwin Road streetscape project. The Township anticipates final invoicing from the Road Commission, Engineers, and Landscaper in 2022.

- **Note Principal Expense**
  - 2022 Requested, $438,450 – first principal payment due for the CIA loan.

- **Interest Expense**
  - 2022 Requested, $50,718 – interest payment based on new 0.71% interest rate.

**RECOMMENDED MOTION**

Recommend the Board of Trustees adopt the 2022 budget for the Corridor Improvement Authority as presented.

**ATTACHMENT**

Corridor Improvement Authority 2022 Budget
## Charter Township of Orion

### 2022 Corridor Improvement Authority Proposed Budget

#### ESTIMATED REVENUES

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**TOTAL ESTIMATED REVENUES**

223,467
145,425
115,197
139,876
139,876
182,433
182,433
770,031
550,384
612,980

#### EXPENDITURES - DEPT 751

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**TOTAL EXPENDITURES - DEPT 751**

735,223
489,169
489,168

#### EXPENDITURES - DEPT 958

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**TOTAL EXPENDITURES - DEPT 958**

735,223
489,169
489,168

#### TOTAL APPROPRIATIONS - DEPT 958

947,963
144,128
102,356
1,007,497
1,007,497
595,625
602,763
735,223
489,169
489,168

#### NET OF REVENUES/APPROPRIATIONS - FUND 247

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**ENDING FUND BALANCE**

(6,419,276)
To: Corridor Improvement Authority Board
From: Chris Barnett, Township Supervisor
Meeting Date: November 10, 2021
Memo Date: October 25, 2021
Subject: ACTION – Recommendation to Board of Trustees, Bylaws Amendment – Reporting & Information Meeting Requirements

REQUEST

The request is to recommend the proposed amendments to the Corridor Improvement Authority Bylaws to the Board of Trustees for final approval.

REASON

Amendments to the Corridor Improvement Authority Board Bylaws may be recommended to the Township Board of Trustees upon a 2/3rd affirmative vote by the members of the CIA Board. The proposed amendments being brought before the CIA Board seek to add **Section 2. Reporting Requirements** under Article VII (Finance), and **Section 6. Informational Meeting Requirements** under Article V (Meetings). These requirements were established by the State of Michigan in Act 57 of 2018. While not previously in the bylaws, the Township is in compliance with these requirements.

RECOMMENDED MOTION

Recommend the Township Board of Trustees approve the proposed amendments to the Corridor Improvement Authority Bylaws, creating **Section 2. Reporting Requirements** under Article VII (Finance), and **Section 6. Informational Meeting Requirements** under Article V (Meetings).

ATTACHMENT

Corridor Improvement Authority Bylaws with proposed amendments.
ARTICLE I
PURPOSE
The Brown Road Corridor Improvement Authority (the “Authority”) has been formed under the terms of Act 280 of the Public Acts of 2005, as amended (the “Act”) and the October 5, 2015 Resolution of the Charter Township of Orion Board of Trustees. Pursuant to the Act, the Authority is under the supervision and control of a board (“the Authority Board”). The Authority exists to exercise those duties and powers provided under the Act, subject to the above Resolution and with due deference to the authority of the Orion Township Board. These Bylaws & Rules of Procedure (“Bylaws”) are adopted for the purposes of establishing the membership and organization of the Authority Board, rules and procedures for the conduct of Authority Board meetings and a means whereby the duties conferred upon the Authority Board may be effectively exercised.

ARTICLE II
MEMBERS

Section 1. Eligibility. The Authority Board shall consist of seven (7) members, including the Township Supervisor and six (6) members appointed by the Township Supervisor and approved by the Township Board. Membership shall meet or exceed the minimum requirements of the Act. Other than the “first members appointed” under Article II, Section 2, all members other than the Township Supervisor shall be appointed to a 4 year term.

Section 2. Members First Appointed. Pursuant to Act 280 of 2005, Section 8 (1), of the members first appointed, an equal number of the members, as near as is practical, shall be appointed for one year, two years, three years and four years. Upon approval of these Bylaws and Rules of Procedures by the Orion Township Board of Trustees, the members first appointed to the Brown Road Corridor Improvement Authority Board shall include the Orion Township Supervisor and the following members for the stated term:

1. Member Donnie Steele - one year term beginning October 19, 2015.
5. Member Dan Dewey - four year term beginning October 19, 2015.
ARTICLE III

FINANCING

Section 1. Financing Sources. The Authority shall be financed by the capture of tax increment funds as set forth in the Act and the plan approved by the Orion Township Board. The Authority may also receive funds by gift or other source as permitted under the Act.

ARTICLE IV

VOTING

Section 1. Votes. Each member of the Authority Board shall be entitled to one vote.

Section 2. Eligibility to Vote. No member shall be entitled to vote at any meeting of the Authority Board until the appointment of such member has been approved by the Township Board and such member has taken the oath of office.

Section 3. Quorum. The presence of four (4) or more members of the Authority Board shall constitute a quorum for the transaction of business.

Section 4. Voting. Votes may be cast by a general voice vote, except where a roll call is requested by any member or required by law. If there is a question as to the number of yea or nay votes, a roll call shall be conducted.

Section 5. Majority. Unless otherwise required by law, the Ordinance or these Bylaws, a “majority” shall be construed to mean more than fifty (50%) percent of the votes cast by members present in person at the time of the vote.

ARTICLE V

MEETINGS

Section 1. Place of Meeting. Subject to the requirements of the Open Meetings Act, meetings of the Authority Board shall be held at the Township Hall or such other suitable place convenient to the members as may be designated by the Township Supervisor.

Section 2. Rules of Parliamentary Procedure. Meetings of the Authority Board shall be conducted using Roberts Rules of Order, most recent edition, as a guideline in all cases to which they are applicable, provided they are not in conflict with the Act, any Ordinance, these Bylaws, or the laws of the State of Michigan.
Section 3. Meetings and Notice. In accordance with Michigan Open Meetings Act, the Authority Board, within ten (10) days after its first meeting of each calendar year, shall establish and post a public notice stating the dates, times, and places of its regular meetings for the ensuing year, and shall post a notice of any changes in its schedule of regular meetings in accordance with the Open Meetings Act. Special meetings of the Authority Board shall be held as called by the Township Supervisor. Notice of the time, place and subject matter of all meetings shall be given by telephone, electronic means or mailing the same to each member. Notice of each meeting also shall be provided to the public in compliance with the Michigan Open Meetings Act. It shall be the duty of the Secretary or his/her representative (or other Authority Board officer designated by the Chairperson in the Secretary’s absence) to serve and post the notices described in this Section on behalf of the Board.

Section 4. Order of Business. The order of business at Authority Board meetings shall be as follows:

1. Call to Order/Roll Call
2. Public Comment
3. Approval of Agenda
4. ACTION – Approval of minutes of _____(date)______meeting
5. REPORT – Development Update
6. REPORT – Baldwin Road Update (if necessary)
7. REPORT – Pocket Park Update (if necessary)
8. ACTION – (any action item as needed)
9. Open Items & Next Steps
10. Adjourn

Section 5. Minutes: Presumption of Notice. Minutes or a similar record of the proceedings of meetings of members, when signed by the Secretary, shall be presumed truthfully to evidence the matters set forth therein. A recitation in the minutes of any such meeting that notice of the meeting was properly given shall be prima facie evidence that such notice was given.

Section 6. Informational Meeting Requirements. Each year, the CIA Board shall hold not fewer than two (2) informational meetings. The informational meetings may be held in conjunction with other public meetings of the CIA or the Township Board of Trustees. Notice of the meeting shall be provided as set forth in MCL 125.4910(4).

ARTICLE VI

OFFICERS

Section 1. Officers. The principal officers of the Authority Board shall be a Chairperson, Vice Chairperson, and Secretary, who shall be members of the Authority Board. The members may appoint such other officers from time to time as in their judgment may be necessary.
a) **Chairperson.** The Chairperson shall be the chief executive officer of the Authority, and shall preside at all meetings of the Authority. The Chairperson shall have all of the general powers and duties which are usually vested in the office of the Chairperson of an Authority, including, but not limited to, the power to appoint committees from among the members of the Authority from time to time in the Chairperson’s discretion as may be deemed appropriate to assist in the conduct of the affairs of the Authority. The Chairperson shall have a vote on all matters before the Authority Board.

b) **Vice-Chairperson.** The Vice-Chairperson shall preside and exercise the powers of the Chairperson in the Chairperson’s absence, and shall perform such other tasks as may be delegated by the Authority Board.

c) **Secretary.** The Secretary shall keep a record of the minutes of all meetings of the Authority Board and shall keep a record of all plans, documents, books and papers approved by and brought before the Authority Board; and shall in general, perform all duties incident to the office of the Secretary.

Section 2. **Election.** The officers of the Authority Board shall be elected annually by a vote of the majority of the Authority Board members at the first meeting of each calendar year. The term of each officer shall be one (1) year with eligibility for reelection.

Section 3. **Removal.** Upon an affirmative vote of a majority of the members of the Authority Board, any officer may be recommended for removal either with or without cause. Upon a vote of a majority of the Board to recommend removal of an officer, the recommendation shall be forwarded to the Orion Township Board of Trustees for approval or denial. If the Board of Trustees approves the removal, the officer’s successor shall be elected at any subsequent regular meeting of the Authority Board, or at any special meeting of the Authority Board called for such purpose. No such removal action may be taken, however, unless the matter shall have been included in the notice of such meeting. The officer who is proposed to be removed shall be given an opportunity to be heard at the meeting. If an officer is removed, he or she shall remain a member of the Authority Board, subject only to removal from the Board in the manner provided by the Act.

**ARTICLE VII**

**FINANCE**

Section 1. **Fiscal Year.** The fiscal year of the Authority shall be the same as the Charter Township of Orion. The commencement date of the fiscal year shall be subject to change by the Authority for accounting reasons or other good cause.

Section 2. **Reporting Requirements.** Annually the CIA Board shall submit to the governing body of the municipality, the governing body of taxing units levying taxes subject to capture by the CIA, and the Department of Treasury a report on the status of the CIA’s financing account. The report shall be on a form and in the manner prescribed by the Department of Treasury and shall contain the information required under MCL 125.4911.
ARTICLE VIII

INDEMNIFICATION OF OFFICERS AND MEMBERS

If and only to the extend allowed by law, every member of the Authority Board shall be indemnified by the Authority against all expenses and liabilities, including attorneys’ fees, incurred by or imposed upon the members or officers in connection with any proceeding to which the member or officer may be a party, or may become involved, by reason of the member or officer being or having been a member or officer of the Authority, whether or not a member or officer at the time such expenses are incurred, except in such cases wherein the member or officer is adjudged guilty of willful misconduct or gross negligence in the performance of such member’s or officer’s duties; provided that, in the event of any claim for reimbursement or indemnification hereunder based upon a settlement by the member or officer seeking such reimbursement or indemnification, the indemnification herein shall apply only in the Authority (with the member seeking reimbursement abstaining) approves such settlement and reimbursement as being in the best interest of the Authority. The foregoing right of indemnification shall be in addition to and not exclusive of all other rights to which such member or officer may be entitled. At least ten (10) days prior to payment of any indemnification which it has approved, the Authority shall notify all members thereof. Further, the Authority is authorized to carry members’ and officers’ liability insurance covering acts of the members and officers of the Authority in such amounts as it shall deem appropriate unless such coverage is provided under the Township’s liability policy.

ARTICLE IX

AMENDMENTS

Section 1. Method. These Bylaws may be amended by the Authority Board, at a duly constituted meeting, by the affirmative vote of a 66 2/3% majority of the members of the Authority Board.

Section 2. Proposed. Amendments to these Bylaws may be proposed by any active member of the Authority Board.

Section 3. Meeting. Upon any such amendment being proposed, the proposed amendment any be considered at the same or any subsequent regular meeting or special meeting called for that purpose.

Section 4. Township Board Approval. Pursuant to the Act, the Authority Board’s adoption and any amendment of these Bylaws is subject to approval of the Township Board of Trustees. Accordingly, upon adoption of these Bylaws and any amendments thereof, the Bylaws shall be immediately forwarded to the Township Board of Trustees in care of the Township Clerk for approval.
Section 5. Distribution. A copy of these Bylaws and each amendment to these Bylaws shall be furnished to every member of the Authority Board after adoption; provided, however, that any amendment adopted in accordance with this Article shall be binding upon all members irrespective of whether such persons actually receive a copy of the amendment.

ARTICLE X
SEVERABILITY

In the event that any of the terms, provisions, or covenants of these Bylaws are held to be partially or wholly invalid or unenforceable for any reason whatsoever, such holding shall not affect, alter, modify, or impair in any manner whatsoever any of the other terms, provisions or covenants of these Bylaws or the remaining portions of any terms, provisions or covenants held to be partially invalid or unenforceable.

Adopted by Authority Board: ________________________________

Approved by Township Board ________________________________

__________________________________________________________

Adopted October 19, 2015
Amended August 16, 2021 (Article V, Section 4)
Agenda Memo

To: Corridor Improvement Authority Board
From: Chris Barnett, Township Supervisor
Meeting Date: November 10, 2021
Memo Date: October 25, 2021
Subject: ACTION – 2022 Meeting Schedule

REQUEST

The request is to approve the proposed 2022 meeting schedule for the Corridor Improvement Authority Board.

REASON

The proposed meeting schedule follows the current schedule framework – quarterly, on the second Wednesday of the month at 5:00 p.m. All meetings will be held at Orion Township Hall, 2323 Joslyn Road, unless otherwise noticed. The 2022 meeting schedule will be added to the Township’s website, on the Corridor Improvement Authority Board page.

PROPOSED 2022 SCHEDULE

March 9, 2022
May 11, 2022
August 10, 2022
November 9, 2022

RECOMMENDED MOTION

Approve the 2022 meeting schedule for the Orion Township Corridor Improvement Authority Board as proposed.