

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

**TUESDAY, APRIL 16, 2019**

**CALL TO ORDER:** Chairman Dotson called the meeting to order at 3:03pm.

**ROLL CALL:**

Present: Dotson, Cortese, Covington, Delaney, Peters, Delaney, McNamara, Schreiber, Williams, Medlen.

Absent/Excused: Armstrong.

Staff: Director: Akers, Recording Secretary-Tina Grishaber.

**APPROVAL OF AGENDA:**

**Moved by Delaney** support Covington to approve April 16, 2019 Agenda

**Motion Carried.**

**APPROVAL OF MINUTES: NONE.**

**CORRESPONDENCE: NONE.**

**PUBIC COMMENT: NONE.**

**UNFINISHED BUSINESS: NONE.**

**NEW BUSINESS: NONE.**

**NON-AGENDA ITEMS: NONE.**

**CLOSED SESSION:**

Moved by Peters, Delaney support to go into closed session to discuss an attorney client letter dated March 18, 2019 pursuant to MCL 15.268, Section 8(h) of the Open Meetings Act.

Roll Call Vote:

Yeas: Dotson, Cortese, Covington, Delaney, Peters, Delaney, McNamara, Schreiber, Williams, Medlen.

Nays: None

Absent: Armstrong

**Motion Carried.**

At this time Director Medlen declared a conflict of interest regarding the closed session topic and excused himself from the meeting. (3:05 p.m.)

Moved by Delaney, Peters support to leave closed session.

**Motion Carried.**

Moved by Delaney, Peters support to provide the direction that the Township Supervisor engage legal counsel to review the proposed agreement to address the upcoming shortfall on the Visteon bonds becoming due October 1, 2019 between the Van Buren Township Local Development Finance (LDFA) Authority and Van Buren Township Board of Trustees, on behalf of the LDFA and to authorize Chairperson Dotson to execute an agreement for these services not to exceed \$5,000.

**Motion Carried.**

**ADJOURNMENT:**

Motion by Delaney, Peters support to adjourn the meeting at 3:47 p.m.

Respectfully Submitted,  
Recording Secretary



# Memo

**TO:** Local Development Finance Authority

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

**RE:** Bylaw Revisions

**DATE:** May 12, 2019

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At the March board of directors meeting a discussion was held regarding the officers duties and responsibilities and potentially amending the bylaws to add formal responsibilities for the elected officers. I have attached to this memo proposed revisions to the bylaws which add general responsibilities to the three elected officers of the board of directors as well as a procedure for electing a temporary chairperson in the event of the absence of all three elected officers. I look forward to your discussion on this item.

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.

- A. Duties of the Chairperson. *The Chairperson retains his or her ability to discuss, make motions, and vote on issues before the board of directors. The Chairperson shall:*
- 1. Preside at all meetings with all powers under parliamentary procedure;*
  - 2. Shall rule out of order any irrelevant remarks; remarks which are personal; remarks about another's race, religion, sex, physical condition, ethnic background, beliefs, or similar topics; profanity; or other remarks which are not about the topic before the board of directors;*

3. *Restate all motions or request the Recording Secretary to restate all motions prior to voting on said motions;*
  4. *Appoint committees;*
  5. *May call special meetings;*
  6. *Review with staff, prior to a board of directors meeting, the items to be on the agenda if he or she chooses to do so;*
  7. *Acts as the LDFA's chief spokesman to represent the LDFA at local, regional, and state government levels;*
  8. *Represent the LDFA, along with the Township Board LDFA member before the Township Board and other boards & commissions;*
  9. *Perform such duties as may be ordered by the board of directors*
- B. *Duties of the Vice-Chairperson.* *The Vice-Chairperson shall:*
1. *Act in the capacity of Chairperson, with all the responsibilities, powers, and duties outlined in these bylaws, in the Chairperson's absence; and*
  2. *Perform such other duties as may be ordered by the board of directors.*
- C. *Duties of the Corresponding Secretary.* *The Corresponding Secretary shall:*
1. *Preside at meetings in the absence of the Chairperson and the Vice-Chairperson; and*
  2. *Perform such other duties as may be ordered by the board of directors.*
- D. *Absence of Elected Officers.* *Should neither the Chairperson, Vice-chairperson, nor the Secretary be present at a meeting, a temporary chairperson shall be elected by a majority vote of the members present under the following process:*
1. *Any member of the board of directors may call the meeting to order.*
  2. *The first order of business after calling the roll will be to appoint a temporary chairperson for that evenings meeting. The temporary chairperson will be appointed by a simple majority of the members present.*
  3. *The temporary chairperson shall assume the position immediately following their appointment.*

### 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.



# Memo

**TO:** Local Development Finance Authority

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

**RE:** Website Update Proposal

**DATE:** May 12, 2019

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Staff was directed by the Executive Committee of the LDFA to look into costs to update the LDFA portion of the Township's webpage to provide a better landing page for the LDFA. I have attached the proposal to complete this work. I look forward to the LDFA's discussion on this item.



Van Buren Township LDFA  
Webpage Proposal  
Presented to: Ron Akers  
March 22, 2019

## Overview

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We are pleased to present our cost estimate and timeline in which to develop a new, responsive landing page for the Van Buren Township Local Development Finance Authority. The LDFA landing page design will be based on the WordPress theme currently used for VanBuren-MI.org and follow the existing menu hierarchy established by the Township.

## Webpage Development

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- Concept and Design  
*Approximately one week*
  - Present preliminary web design outline for client approval
- Content Sourcing  
*Approximately one week*
  - Client to supply content including:
    - Meeting minutes and agendas
    - Links to marketing materials
    - Photos
    - Videos
- Landing Page Development and Programming  
*Approximately one week*
  - Programming will consist of a combination of MySQL, PHP, JavaScript, HTML5, CSS3, jQuery, CGI, WordPress plugins, customized widgets, etc. as already in place on VanBuren-MI.org
  - Review site for functionality, content accuracy
  - Test site for compatibility on smart phones, tablets and laptop/desktop
  - Review site on current web browsers
  - Provide client with staging site URL for proofreading and review
  - Client approval of staging site



Van Buren Township LDFA  
Webpage Proposal  
March 22, 2019

- **Finished Product Delivery**  
*Approximately one week*
  - Transition from staging site to live site on the Van Buren Township web server

TOTAL                    \$ 2,200

**Notes to Cost Estimate:**

Cost estimate includes one (1) round of client alterations included in web development estimate. Any additional changes will be billable.

Cost estimate does not include on-going technical support or web maintenance. Upon request, Communication Associates will be pleased to provide these services at an hourly rate of \$125.

**Payment Schedule:**

Fifty (50) percent due upon approval; balance due upon landing page launch.

**Acceptance of Proposal**

The proposal for the development of the new Van Buren Township Local Development Finance Authority landing page is approved as outlined in the foregoing cost estimate and approximated timeline.

\_\_\_\_\_  
Ron Akers  
Van Buren Township

DATE