

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

**Regular Meeting: Tuesday, January 12, 2021 – 2:00 p.m. –
via Zoom in accordance with OMA and the
State of Michigan HHS safety guidelines to mitigate the spread of COVID-19 virus.**

Please click the link below to join the webinar:

<https://zoom.us/j/97574730040>

Webinar ID: 975 7473 0040

Or Telephone:

US: +1 929 436 2866

International numbers available: <https://zoom.us/u/a5ERU9cJe>

CALL TO ORDER

ROLL CALL

Chairman Dotson	_____	Doug Peters	_____
VACANT	_____	John Delaney	_____
Leonard Armstrong	_____	James Williams	_____
Chuck Covington	_____	Sara Cortese	_____
Scott Medlen	_____	David Schreiber	_____
Supervisor McNamara	_____		
Recording Secretary Grishaber	_____		

APPROVAL OF AGENDA:

APPROVAL OF MINUTES:

1. Regular Meeting: November 10, 2020

CORRESPONDENCE:

PUBLIC COMMENT:

UNFINISHED BUSINESS:

1. Marketing/Community Outreach Update

NEW BUSINESS:

1. Election of Officers
2. Review of 2020 LDFA Synopsis of Activities per PA 57
3. Informational Meeting in March Meeting

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
MEETING MINUTES
TUESDAY, NOVEMBER 10, 2020**

To mitigate the spread of COVID-19, protect the public health, and provide essential protections to Van Buren Township residents; the meeting was called to order by Chairman Dotson at 2:08 p.m. via Virtual Meeting (ZOOM):

ROLL CALL:

Present: Michael Dotson (Chairman), J. Doug Peters (Vice Chairman), Sara Cortese, Charles Covington, John Delaney, Scott Medlen, James Williams, David Schreiber (Wayne County Rep) and Kevin McNamara (Township Supervisor)

Absent: Leonard Armstrong

Staff: Dan Selman (Executive Assistant), Deanna Murphy (Acting Recording Secretary) and Alysha Albrecht (Moderator/Communications Specialist)

Additional Present: None

APPROVAL OF AGENDA:

Motion by Delaney, supported by Medlen to approve the Regular Meeting Agenda of November 10, 2020 as presented. Motion Carried.

APPROVAL OF SEPTEMBER 8, 2020 MEETING MINUTES:

Motion by Delaney, supported by Peters to approve the regular Meeting Minutes of September 8, 2020 as presented. Motion Carried.

CORRESPONDENCE:

None.

PUBLIC COMMENT:

None.

UNFINISHED BUSINESS:

1. Marketing/Community Outreach Update

Due to COVID-19, there has not been any community outreach. There was discussion of setting up a sub-committee and the Township's Communication Department would be happy to assist with their ZOOM meetings. The sub-committee originally consisted of Chairman Dotson, members Covington and Delaney; however, member Covington explained he would have to opt out at this time due to his schedule and location. Member Medlen and Supervisor McNamara were asked to take part in the sub-committee. This sub-committee's primary goal is to bring awareness and help market Grace Lakes and its amenities.

Member Covington read that the Detroit Region Aerotropolis, which is a two-county public private economic development partnership, is looking to expand into Van Buren Twp. This may be an opportunity to piggy-back off of them.

Supervisor McNamara has asked them to consider an LDFA over Grace Lakes, which would capture Michigan's school tax of 6 mils and help Van Buren Twp. pay on the bond, but this idea was rejected.

Member Medlen explained that Grace Lakes' existing buildings are currently 100% leased even though there are a good number of floors currently vacant. The LDFA could help promote the subleases. Because of COVID-19, Grace Lakes went from 1,600-1,700 people to approximately 150-200 people..

Further discussion ensued on Sovereign Partners' properties in Van Buren Twp. It was asked that the Township reach out to Sovereign to discuss their future plans/ideas. Chairman Dotson said he would set-up a ZOOM meeting with the subcommittee within a week to develop strategies on moving forward.

NEW BUSINESS:

1. 2020 Amended/2021 Proposed LDFA Budget

Mr. Selman explained that the LDFA's tentative Budget was presented to the LDFA on September 8th. Van Buren Township's 2021 Annual Budget Report, which included LDFA's special revenue funds, was presented and approved at the October 20, 2020 Board of Trustees meeting. Mr. Selman referenced Deputy Treasurer's memorandum dated September 2, 2020, regarding LDFA's Loan Agreement Update. The Township loaned the LDFA \$900k in March 2020 and an additional \$800k in September 2020. These advances were necessary to meet the bond obligations due on April 1st and October 1st. The same advances will be made on these dates each year until the bond obligation is fulfilled.

Motion by Peters, supported by Delaney to approve the 2020 Amended and 2021 Proposed LDFA Budget. Motion Carried.

2. 2021 LDFA Meeting Schedule

Motion by Peters, supported by Covington to approve the 2021 LDFA Meeting Schedule. Motion Carried.

NON-AGENDA ITEMS:

Member Delaney requested that Director of Public Services, Matt Best, or his designee be invited to the next LDFA meeting to discuss odor control at the landfill. The odor is unbearable at times depending on the wind direction.

Mr. Selman later informed Mr. Delaney that Director Best and/or his designee were in attendance at each LDFA meeting and he would contact Waste Management to notice them per the discussion.

ADJOURNMENT:

Motion by Peters, supported by Medlen to adjourn the meeting at 2:47 p.m. Motion Carried.

Respectfully submitted,

Deanna Murphy
Recording Secretary



Memo

TO: Local Development Finance Authority

FROM: Dan Selman
Executive Assistant – Staff Liaison to the LDFA

RE: Election of Officers

DATE: January 6, 2021

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 2020 at the January meeting. The current 2020 officers of the LDFA are as follows:

Chairperson: Michael Dotson
Vice-Chairperson: Doug Peters
2nd Vice-Chairperson: 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 regular meeting or any special meeting which occurs prior to that. I look forward to the LDFA’s discussion on the matter.



January 4, 2021

Board of Directors
Local Development Finance Authority
Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

RE: 2020 Synopsis of Activities

Directors,

Per P.A. 57 of 2018, the Recodified Tax Increment Financing Act, the following is the synopsis required to be placed on the website as required by Section 910.1(h). Please consider the following:

Tax Increment Revenues Not Expended Within Five (5) Years of Receipt:

There are no tax increment revenues described in the most recent annual audit (2019) which have not been expended within five (5) years of their receipt. As specified in the audit the LDFA's primary focus is the payment of debt obligations and all resources are focused on payment of existing debt.

List of Authority Accomplishments, Progress on Development Plan, and TIF Plan Goals and Objectives:

The original purpose of the Local Development Finance Authority (LDFA) was to finance and construct eligible public improvements for the Visteon Village project which was completed in 2004. In order to complete the public improvements, the LDFA established a development plan and tax increment financing plan which identified the improvements, estimated the costs of the improvements and estimated the amount of tax revenue the authority would capture based on the proposed improvements. In order to finance the construction of the public improvements, the LDFA issued bonds to cover the costs of the improvements and those bonds were guaranteed by the Township's ability to tax. These public improvements have been completed.

The primary focus of the LDFA at this time is the payment of the debt obligations as a result of those public improvements. Due to economic conditions the LDFA will not capture sufficient tax revenue to cover scheduled debt service and due to the shortfall which occurred on 10/1/19 the LDFA was loaned \$700,000 on 9/4/2019 by the Township to assist with bond payment.

In accordance with the loan agreement between the Township and the LDFA, \$900,000 was loaned to the LDFA in March, 2020. An additional \$800,000 was loaned to the LDFA in September, 2020. These "advances" were necessary to meet the bond obligations due on April 1 and October 1. Going forward the advances will be made on these dates each year, until the bond obligation is fulfilled.

As detailed in the loan agreement, the LDFA has agreed to pay interest on the Township's shortfall payments until they are reimbursed at an annual interest rate equal to the average interest rate that the Township is earning on the investment of its general fund monies.

The LDFA will continue to pursue legal action against the original developer pursuant to the shortfall.

List of Authority Projects and Investments for 2020:

As specified in the most recent annual audit (2019), the primary focus of the LDFA is payment of debt obligations from tax captures. Due to this there were no capital projects completed by the LDFA in 2020. All authority resources are focused on the payment of existing debt.

List of Authority Events and Promotional Campaigns for 2020:

As specified in prior sections, the primary for focus of the LDFA is repayment of existing debt. In addition, in response to the COVID-19 pandemic and in accordance with State of Michigan, CDC and MDHHS guidelines restricting social gatherings, there were no major promotional events in 2020.

If there are any further questions related to these items please feel free to contact the Supervisor's Office at 734-699-8910.

Thanks,

Dan Selman, Executive Assistant
Township Supervisor's Office
Charter Township of Van Buren