



**GRAND RIVER CORRIDOR IMPROVEMENT
AUTHORITY MEETING**

**Thursday, July 8, 2021 – 8:00 a.m.
Conference Room A – City Hall
23600 Liberty Street
Farmington, MI 48335**

AGENDA

- 1. CALL TO ORDER**

- 2. APPROVAL OF AGENDA**

- 3. APPROVAL OF MINUTES**
 - A. June 10, 2021 Minutes**

- 4. ADOPTION OF 2021/2022 BUDGET**

- 5. GRAND RIVER CORRIDOR VISION PLAN UPDATE – OHM ADVISORS**

- 6. PUBLIC COMMENT**

- 7. BOARD COMMENT**

- 8. ADJOURNMENT**

**CITY OF FARMINGTON
GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY
MINUTES
June 10, 2021**

CALL TO ORDER

The Farmington Grand River Corridor Improvement Authority meeting was called to order at 8:10 a.m. by Economic and Community Development Director Christiansen.

Members Present: Acceturra, Carron, Graham, King, O'Dell, Schneemann, Thomas,
Members Absent: None
Staff: Christiansen, Seimer (AKT Peerless/City of Farmington Hills), Novak (OHM Advisors),
Manley (OHM Advisors)

APPROVAL OF AGENDA

Motion by O'Dell, supported by Thomas to approve the agenda. Motion approved unanimously.

APPROVAL OF MINUTES

Motion by O'Dell supported by Schneemann to approve the May 13, 2021 minutes. Motion approved unanimously.

GRAND RIVER CORRIDOR VISION PLAN UPDATE – OHM ADVISORS

Marguerite Novak of OHM Advisors discussed the current status of the Grand River Corridor Vision Plan Update and presented the scheduled project update. Workshop #2 was presented. Workshop #3 will be held at the next CIA Board meeting.

PUBLIC COMMENT

None.

BOARD COMMENT

None.

ADJOURNMENT AT 10:05 am

CITY OF FARMINGTON
FISCAL YEAR 2021-22 PROPOSED BUDGET

FUND 244 - CORRIDOR IMPROVEMENT AUTHORITY FUND

DESCRIPTION	2018-19 Actual	2019-20 Actual	2020-21 Amended Budget	2020-21 Projected Activity	2021-22 Manager Proposed
CORRIDOR IMPROVEMENT AUTHORITY FUND REVENUES					
PROPERTY TAXES					
PROPERTY TAXES, TIFA, REV	0	(658)	0	0	0
PROPERTY TAXES, TIFA	0	9,981	32,000	32,000	42,000
Total	0	9,323	32,000	32,000	42,000
OTHER REVENUE					
INVESTMENT INCOME	653	657	500	500	300
Total	653	657	500	500	300
TOTAL CORRIDOR IMPROVEMENT AUTH FUND REVENUES	653	9,980	32,500	32,500	42,300
CORRIDOR IMPROVEMENT AUTHORITY FUND EXPENDITURES					
CONTRACTUAL SERVICES					
	0	0	20,500	20,500	40,000
Total	0	0	20,500	20,500	40,000
TOTAL CORRIDOR IMPROVEMENT AUTH FUND EXPENDITURES	0	0	20,500	20,500	40,000
Surplus/(Deficit)	653	9,980	12,000	12,000	2,300
BEGINNING FUND BALANCE	32,248	32,901	42,881	42,881	54,881
ENDING FUND BALANCE	32,901	42,881	54,881	54,881	57,181

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	2018-19 ACTIVITY	2019-20 AMENDED BUDGET	2019-20 ACTIVITY
ESTIMATED REVENUES					
Dept 000.00					(658)
244-000.00-403.001	PROPERTY TAXES, TIFA, REV			9,900	9,981
244-000.00-403.007	PROPERTY TAXES, TIFA		653	500	657
244-000.00-664.000	INVESTMENT INCOME	420			
244-000.00-699.101	TRANSFER, GENERAL FUND		653	10,400	9,980
	Totals for dept 000.00 -	420		10,400	9,980
TOTAL ESTIMATED REVENUES					
		420	653	10,400	9,980
APPROPRIATIONS					
Dept 000.00					
244-000.00-801.000	PROFESSIONAL SERVICES			5,000	
244-000.00-818.000	CONTRACTUAL SERVICES				
244-000.00-967.001	CONTINGENCY			5,000	
	Totals for dept 000.00 -			5,000	
TOTAL APPROPRIATIONS					
				5,000	
NET OF REVENUES/APPROPRIATIONS - FUND 244					
		420	653	5,400	9,980
	BEGINNING FUND BALANCE	32,248	32,248	32,901	32,901
	ENDING FUND BALANCE	32,668	32,901	38,301	42,881

**CITY OF FARMINGTON
GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY
MINUTES
July 11, 2019**

CALL TO ORDER

The Farmington Grand River Corridor Improvement Authority meeting was called to order at 8:03 a.m. by Economic and Community Development Director Christiansen.

Members Present: Accettura, Bowman, Carron, King, O'Dell, Thomas
Members Absent: Graham
Staff: Christiansen

APPROVAL OF AGENDA

Motion by Carron, supported by Bowman to approve the agenda. Motion approved unanimously.

APPROVAL OF MINUTES

A. Motion by Bowman, supported by Carron to approve the May 9, 2019 minutes. Motion approved unanimously.

ADOPTION OF 2019/2020 BUDGET

Motion by Carron, supported by O'Dell to adopt 2019/2020 budget. Motion approved unanimously.

DISCUSSION OF UPDATE TO GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY 2013 VISION PLAN

Christiansen reviewed and discussed the Grand River Corridor Improvement Authority 2013 Vision Plan with the Board. The Board provided comments regarding the proposed future land use plan and potential redevelopment sites/opportunities throughout the Grand River corridor. Discussion is intended to be on-going and will continue at the August 8th meeting.

PUBLIC COMMENT

None.

BOARD COMMENT

None.

ADJOURNED AT 9:08 a.m.

CITY OF FARMINGTON
FISCAL YEAR 2019-20 PROPOSED BUDGET

FUND 244 - CORRIDOR IMPROVEMENT AUTHORITY FUND

DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Amended Budget	2018-19 Projected Activity	2019-20 Manager Proposed
CORRIDOR IMPROVEMENT AUTHORITY FUND REVENUES					
PROPERTY TAXES					
PROPERTY TAXES, TIFA	0	0	450	0	9,900
Total	0	0	450	0	9,900
OTHER REVENUE					
INVESTMENT INCOME	253	383	300	420	500
Total	253	383	300	420	500
TOTAL CORRIDOR IMPROVEMENT AUTH FUND REVENUES	253	383	750	420	10,400
CORRIDOR IMPROVEMENT AUTHORITY FUND EXPENDITURES					
PROFESSIONAL SERVICES					
PROFESSIONAL SERVICES	0	0	5,000	0	0
CONTRACTUAL SERVICES	0	0	0	0	5,000
Total	0	0	0	0	5,000
TOTAL CORRIDOR IMPROVEMENT AUTH FUND EXPENDITURES	0	0	0	0	5,000
Surplus/(Deficit)	253	383	750	420	5,400
BEGINNING FUND BALANCE	31,612	31,865	32,248	32,248	32,668
ENDING FUND BALANCE	31,865	32,248	32,998	32,668	38,068

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BUDGET REPORT FOR CITY OF FARMINGTON
 Fund: 244 CORRIDOR IMPROVEMENT AUTHORITY FUND

Calculations as of 06/30/2019

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 ACTIVITY THRU 06/30/19	2019-20 COUNCIL APPR BUDGET
ESTIMATED REVENUES						
Function: Unclassified						
Dept 000.00						
PROPERTY TAXES						
244-000.00-403.007	PROPERTY TAXES, TIFA	0	0	0	0	9,900
	PROPERTY TAXES	0	0	0	0	9,900
OTHER REVENUE						
244-000.00-664.000	INVESTMENT INCOME	150	383	420	499	500
	OTHER REVENUE	150	383	420	499	500
Totals for dept 000.00 -						
	Total - Function Unclassified	150	383	420	499	10,400
TOTAL ESTIMATED REVENUES						
APPROPRIATIONS						
Function: Unclassified						
Dept 000.00						
UNK_EXP						
244-000.00-801.000	PROFESSIONAL SERVICES	5,000	0	0	0	0
244-000.00-818.000	CONTRACTUAL SERVICES	0	0	0	0	5,000
	UNK_EXP	5,000	0	0	0	5,000
Totals for dept 000.00 -						
	Total - Function Unclassified	5,000	0	0	0	5,000
TOTAL APPROPRIATIONS						
	Total - Function Unclassified	5,000	0	0	0	5,000
	TOTAL APPROPRIATIONS	5,000	0	0	0	5,000
	NET OF REVENUES/APPROPRIATIONS - FUND 244	(4,850)	383	420	499	5,400
	BEGINNING FUND BALANCE	31,865	31,865	32,248	32,248	32,747
	ENDING FUND BALANCE	27,015	32,248	32,668	32,747	38,147

**CITY OF FARMINGTON
GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY**

BYLAWS AND RULES OF PROCEDURE

ARTICLE I
PURPOSE

The Grand River Corridor Improvement Authority (the "Authority") was formed under the terms of Act 280 of the Public Acts of 2005, as amended (the "Act") and Resolution No. 08-11-134 adopted by the City of Farmington City Council on August 15, 2011 (amended by Resolution No. 12-11-212 on December 19, 2011), as it may be amended from time to time (the "Resolution"). Pursuant to the Resolution and 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 Resolution. These Bylaws and 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. Members; Eligibility. The Authority Board shall consist of the number of members set forth in the Resolution. Membership shall meet or exceed the minimum requirements of the Act and Resolution.

ARTICLE III
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 City Council 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 or other procedures established under these Bylaws. If there is a question as to the number of yea or nay votes a roll call shall be conducted.

Section 5. Transaction of Business. Unless otherwise required by law, the Resolution or other procedures established under these Bylaws, a vote of the majority is required for the transaction of all business and decisions of the Authority Board.

Section 6. Majority. Unless otherwise required by law, the Resolution or other procedures established under these Bylaws, a “majority” shall be construed to mean more than fifty percent (50%) of the votes cast by members present in person at the time of the vote.

ARTICLE IV 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 City Hall, the Jon Grant Community Center, or such other suitable place convenient to the members as may be designed by the City Manager.

Section 2. Rules of Parliamentary Procedure. Meetings of the Authority Board shall be conducted using the most recent edition of Roberts Rules of Order as a guideline in all cases to which they are applicable, provided they are not in conflict with the Act, Resolution, these Bylaws, or the laws of the State of Michigan.

Section 3. Meetings and Notice. In accordance with the 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 may be called and noticed, per the requirements of the Open Meetings Act, by the Chairperson of the Board or the Mayor of the City. Notice of the time, place and subject matter of all meetings shall be given by telephone, electronic means, personal delivery 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 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:

- a. Roll Call
- b. Approval of Agenda
- c. Approval of Minutes
- d. Unfinished Business
- e. New Business
- f. Public Comment
- g. Board Member Comment
- h. Adjournment

Section 5. Minutes: Presumption of Notice. Minutes, resolutions, and any other similar record of the proceedings of meetings of members, when signed by the Chairperson or Secretary, shall be presumed truthfully to evidence the matters set forth therein. A recitation in a resolution or 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. Open Meetings Act and Freedom of Information Act Compliance. The Authority Board is required to comply, in all respects, with the Michigan Open Meetings Act and Freedom of Information Act.

ARTICLE V
OFFICERS

Section 1. Officers. The principle 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 staff liaison designated by the City Manager shall work with the Chairperson to establish the agendas for the meetings of the Authority Board. 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 also perform such other tasks as may be delegated to him or her by decision of the Authority Board or by agreements binding upon 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 to him or her by decision of the Authority Board or by agreements binding upon the Authority.
- c. Secretary. The Secretary, by and through the staff liaison designated by the City Manager to assist the Authority Board, shall cause a record to be kept of the minutes of all meetings of the Authority Board, shall cause a record to be kept of all plans, documents, books and papers approved by and brought before the Authority Board, shall provide copies of all such records to the City Clerk upon request, shall perform such other tasks as may be delegated to him or her by decision of the Authority Board or by agreements binding upon the Authority, 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 affirmative vote of a majority of the members of the Authority Board, any officer may be removed either with or without cause, and the officer's successor elected at any 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 to removal from the Board in the manner provided by the Act.

ARTICLE VI FINANCE

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

Section 2. Financing Sources. The Authority shall be financed by the capture of tax increment funds as set forth in the Act and such other sources as are permitted under the Act, subject to any limitations set forth in the Resolution or City Charter.

Section 3. Budget. After being reviewed by the Authority Board, any budget of the Authority shall be subject to approval by the City Council prior to adoption by the Authority Board pursuant to the Act.

Section 4. Reporting. Pursuant to the Act, the Authority Board shall submit an annual report to the City Council and State Tax Commission on the status of any tax increment financing account. The Authority shall report to the City Council on any other matter to the extent the City Council may request or require from time to time. The Authority shall also report to any other state and county agencies required by law or agreement entered into with any such state or county agency.

ARTICLE VII 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 may be considered at the same or any subsequent regular meeting or a special meeting called for that purpose.

Section 4. City Council Approval. Pursuant to the Act and Resolution, the Authority Board's adoption and any amendment of these Bylaws is subject to approval of the City Council. Accordingly, upon adoption of these Bylaws and any amendments thereof, the Bylaws shall be immediately forwarded to the City Council in care of the City 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 VIII
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: Graham, King, Scott, Thomas
Approved By:
Amended: