



**GRAND RIVER CORRIDOR IMPROVEMENT
AUTHORITY MEETING**

Thursday, July 13, 2023 – 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. **May 11, 2023 Minutes**

4. **ADOPTION OF 2023/2024 BUDGET**

6. **PUBLIC COMMENT**

7. **BOARD COMMENT**

8. **ADJOURNMENT**

**CITY OF FARMINGTON
GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY
MINUTES
May 11, 2023**

CALL TO ORDER

The Farmington Grand River Corridor Improvement Authority meeting was called to order at 8:10 a.m. by Secretary Thomas.

Members Present: Acceturra, Bowman, Graham, O'Dell, Thomas
Members Absent: Carron, King
Staff: Christiansen
Other: Fabio Cervi, Cervi Construction, Todd Craft, City Life Realty

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Motion by Graham, supported by Carron to approve the April 13, 2023 minutes. Motion approved unanimously.

LEGION SQUARE: PRELIMINARY PUD REVIEW – AMERICAN LEGION HALL, 31775 GRAND RIVER AVENUE

Director Christiansen reviewed a proposed Preliminary Planned Unit Development (PUD) Plan for the redevelopment of the American Legion Hall site. The project applicant, Fabio Cervi, owner of Cervi Construction, presented the proposed PUD project to the Board. The Board reviewed the proposed Preliminary PUD Plan and made comments.

Motion by O'Dell, supported by Bowman, to recommend approval of the proposed Preliminary Planned Unit Development (PUD) Plan, Legion Square, as presented and to forward to the Planning Commission for their review and consideration. Motion approved unanimously.

PUBLIC COMMENT

None.

BOARD COMMENT

The Board made comments regarding development projects in the City.

ADJOURNMENT AT 8:58 am

FUND 244 - CORRIDOR IMPROVEMENT AUTHORITY FUND

DESCRIPTION	2020-21 Actual	2021-22 Actual	2022-23 Amended Budget	2022-23 Projected Activity	2023-24 Manager Proposed
CORRIDOR IMPROVEMENT AUTHORITY FUND REVENUES					
PROPERTY TAXES					
PROPERTY TAXES, TIFA, REV	(4,282)	(9,936)	0	(3,373)	0
PROPERTY TAXES, TIFA	37,309	44,038	52,000	50,000	63,000
Total	33,027	34,102	52,000	46,627	63,000
FARMINGTON HILLS CONTRIBUTION					
FHILLS CONTRIBUTION	6,405	8,729	0	0	0
Total	6,405	8,729	0	0	0
OTHER REVENUE					
INVESTMENT INCOME	331	(1,322)	300	5,000	4,000
Total	331	(1,322)	300	5,000	4,000
TOTAL CORRIDOR IMPROVEMENT AUTH FUND REVENUES	39,763	41,509	52,300	51,627	67,000
CORRIDOR IMPROVEMENT AUTHORITY FUND EXPENDITURES					
CONTRACTUAL SERVICES	19,607	13,093	60,000	0	110,000
Total	19,607	13,093	60,000	0	110,000
TOTAL CORRIDOR IMPROVEMENT AUTH FUND EXPENDITURES	19,607	13,093	60,000	0	110,000
Surplus/(Deficit)	20,156	28,416	(7,700)	51,627	(43,000)
BEGINNING FUND BALANCE	42,881	63,037	91,453	91,453	143,080
ENDING FUND BALANCE	63,037	91,453	83,753	143,080	100,080

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BEG. BALANCE 07/01/2022	ACTIVITY FOR MONTH 05/31/23	YEAR-TO-DATE THRU 05/31/23	END BALANCE 05/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 244 - CORRIDOR IMPROVEMENT AUTHORITY FUND								
Assets								
Dept 000.00								
244-000.00-001.000	CASH-GENERAL RECEIVING		90,403.25	579.23	63,349.03	153,752.28		
244-000.00-025.221	TAXES REC, DELINQUENT PERSONAL		792.31	0.00	(35.07)	757.24		
244-000.00-025.222	TAXES REC, DELINQUENT PERSONAL		0.00	1,218.04	1,218.04	1,218.04		
244-000.00-026.000	ALLOWANCE FOR UNCOLLECTIBLE TA		(2,123.28)	0.00	0.00	(2,123.28)		
244-000.00-027.000	TAXES REFUNDABLE		(12,752.90)	0.00	0.00	(12,752.90)		
244-000.00-071.001	DUE FROM FARMINGTON HILLS		15,133.47	0.00	(15,133.47)	0.00		
244-000.00-072.000	DUE FROM OAKLAND COUNTY		0.00	3,262.42	3,262.42	3,262.42		
Total Dept 000.00			91,452.85	5,059.69	52,660.95	144,113.80		
TOTAL ASSETS								
Fund Equity								
Dept 000.00								
244-000.00-390.000	FUND BALANCE		91,452.85	0.00	0.00	91,452.85		
Total Dept 000.00			91,452.85	0.00	0.00	91,452.85		
TOTAL FUND EQUITY								
Revenues								
Dept 000.00								
244-000.00-403.001	PROPERTY TAXES, TIFA, REV	0.00		0.00	(3,373.42)	(3,373.42)	3,373.42	100.00
244-000.00-403.007	PROPERTY TAXES, TIFA	52,000.00		4,480.46	50,518.50	50,518.50	1,481.50	97.15
244-000.00-664.000	INVESTMENT INCOME	300.00		579.23	5,515.87	5,515.87	(5,215.87)	1,838.62
Total Dept 000.00		52,300.00		5,059.69	52,660.95	52,660.95	(360.95)	100.69
TOTAL REVENUES								
Expenditures								
Dept 000.00								
244-000.00-818.000	CONTRACTUAL SERVICES	60,000.00		0.00	0.00	0.00	60,000.00	0.00
Total Dept 000.00		60,000.00		0.00	0.00	0.00	60,000.00	0.00
TOTAL EXPENDITURES								
Total Fund 244 - CORRIDOR IMPROVEMENT AUTHORITY F								
TOTAL ASSETS			91,452.85	5,059.69	52,660.95	144,113.80		
BEG. FUND BALANCE			91,452.85			91,452.85		
+ NET OF REVENUES & EXPENDITURES		(7,700.00)		5,059.69	52,660.95	52,660.95	(60,360.95)	683.91

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BEG. BALANCE 07/01/2022	ACTIVITY FOR MONTH 05/31/23	YEAR-TO-DATE THRU 05/31/23	END BALANCE 05/31/2023	AVAILABLE BALANCE	% BDGT USED
Fund 244 -	CORRIDOR IMPROVEMENT AUTHORITY FUND							
=	ENDING FUND BALANCE		91,452.85	5,059.69	52,660.95	144,113.80		
+	LIABILITIES		0.00	0.00	0.00	0.00		
=	TOTAL LIABILITIES AND FUND BALANCE		91,452.85	5,059.69	52,660.95	144,113.80		

**CITY OF FARMINGTON
GRAND RIVER CORRIDOR IMPROVEMENT AUTHORITY
2022-2023 WORK PLAN**

Buildings and Grounds:

- Soave Property/Delux Cleaners
- Grand River East Properties
- Grand River & Violet Street Property
- The Winery
- Farmington Plaza
- Paramount Health Care
- Chicken King
- American Legion Hall
- Rustic Pub
- Great Lakes Vapor

Sidewalks and Streetscapes:

- Grand River Streetscape

Recreation/Culture:

- Grand River East Entrance/Gateway (What? Where?)
- Grand River Corridor Signage

Planning:

- Code Enforcement

Farmington City Council Staff Report	Council Meeting Date: June 19, 2023	Reference Number 7D
Submitted by: David Murphy, City Manager		
Description Consideration to Adopt Fiscal Year 2023-24 47 th District Court, Brownfield Redevelopment Authority, Corridor Improvement Authority and Joint Agency Budgets		
Requested Action Move to adopt Fiscal Year 2023-24 Budget Resolution for the 47 th District Court, Brownfield Redevelopment Authority, Corridor Improvement Authority and Joint Agency Budgets.		
<p>Background City Administration is recommending that the City Council adopt separate budgets for the 47th District Court, the Brownfield Redevelopment Authority, the Corridor Improvement Authority, and the Joint Agency Budgets. The Brownfield Redevelopment Authority and Corridor Improvement Authority are separate agencies of the City. While the City Council is responsible for adopting the budgets for these agencies, they are not involved with its day-to-day management and oversight.</p> <p>City Administration is recommending that the Council adopt the Fiscal Year 2023-24 Brownfield Redevelopment Authority Budget at \$42,945.</p> <p>City Administration is recommending that the Council adopt the Fiscal Year 2023-24 Corridor Improvement Authority at \$110,000.</p> <p>City Administration is recommending a separate budget approval for the 47th District Court that incorporates the total budget and contributions from the City of Farmington and Farmington Hills. The City of Farmington is involved with handling the general accounting, payroll, and administering the budget for the 47th District Court. The Court's budget is reviewed and recommended for approval by both Farmington and Farmington Hills City Councils. It is necessary to formalize this approval by a separate budget adoption procedure. The Fiscal Year 2023-24 Budget for the 47th District Court would be \$3,998,996. The City of Farmington's contribution for Fiscal Year 2023-24 is approximately \$75,000 more than the current fiscal year.</p> <p>Finally, City Administration is recommending that the joint agency budgets with Farmington Hills also be incorporated into a separate budget approval. This would include budgets for the Children, Youth and Families; Farmington Area Arts Commission; Farmington Youth Assistance; Mayor's Youth Council; Commission on Aging; Citizens Corp for Emergency Preparedness; and Multicultural/Multiracial Council. The total for these agency budgets would be \$6,660.</p>		
Materials:		

RESOLUTION

A RESOLUTION OF THE FARMINGTON CITY COUNCIL ADOPTING THE FISCAL YEAR 2023-24 BUDGETS FOR THE 47th DISTRICT COURT, BROWNFIELD REDEVELOPMENT AUTHORITY, CORRIDOR IMPROVEMENT AUTHORITY, AND JOINT AGENCY BUDGETS.

WHEREAS, the City of Farmington provides funding to agencies shared with the City of Farmington Hills; and

WHEREAS, the City Manager presented a Farmington Brownfield Redevelopment Authority Fiscal Year 2023-24 Budget for the Brownfield Redevelopment Fund in the amount of \$42,945; and

WHEREAS, City Administration recommends a Fiscal Year 2023-24 appropriation of \$110,000 for the Grand River Corridor Improvement Authority; and

WHEREAS, the City of Farmington shares district control unit responsibility for the 47th District Court and as a district control unit is responsible for approving the Court's annual budget and appropriating Farmington's share of funding required to fund the Court budget, and

WHEREAS, the City Councils for the City of Farmington and Farmington Hills reviewed and agreed on the requested budget from the 47th District Court; and

NOW, THEREFORE BE IT RESOLVED that the Farmington City Council hereby adopts the Fiscal Year 2023-24 budgets and approves Farmington's share of funding for the following City authorities and joint agencies:

1. Joint Agencies

Children, Youth and Families	\$ 140
Farmington Area Arts Commission	\$ 90
Farmington Youth Assistance	\$ 5,000
Mayor's Youth Council	\$ 500
Commission on Aging	\$ 165
Citizens Corp for Emergency Preparedness	\$ 90
Multicultural/Multiracial Council	\$ 500
Commission on Community Health	\$ 175

2. Farmington Brownfield Redevelopment Authority \$42,945

3. Grand River Corridor Improvement Authority \$110,000

4. 47th District Court

Total Appropriation	\$3,998,996
City of Farmington Hills Contribution	\$2,971,491
City of Farmington Contribution	629,880
Other Revenues	168,694
Appropriation (To) From Fund Balance	<u>228,931</u>
	\$3,998,996

BE IT FURTHER RESOLVED that the City Treasurer is directed to collect incremental taxes eligible for capture under an incremental financing plan established by the Farmington Brownfield Redevelopment Authority and disburse the captured tax revenues to the Authority.

BE IT FURTHER RESOLVED that the City Treasurer is directed to collect incremental taxes eligible for capture under an incremental financing plan established by the Corridor Improvement Authority and disburse the captured tax revenues to the Authority.

**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: