



**BROWNFIELD REDEVELOPMENT
AUTHORITY MEETING**

**Wednesday, March 23, 2022 – 8:00 a.m.
Farmington City Hall
23600 Liberty Street
Farmington, MI 48335**

AGENDA

- 1. Roll Call**
- 2. Approval of Agenda**
- 3. Approval of Items on the Consent Agenda**
 - A. May 21, 2021 Minutes**
- 4. Election of Officers**
- 5. Consideration to Amend Fiscal Year 2021-22 Budget**
- 6. Consideration to Recommend Approval of Fiscal Year 2022-23 Budget**
- 7. Other Business**
- 8. Public Comment**
- 9. Brownfield Redevelopment Authority Comment**
- 10. Adjournment**

DRAFT

**BROWNFIELD REDEVELOPMENT AUTHORITY
May 21, 2021**

A meeting of the City of Farmington Brownfield Redevelopment Authority Board was held on Friday, May 21, 2021 via the Zoom virtual meeting platform. Notice of the meeting was posted in compliance with Public Act 267-1976.

The meeting was called to order by Chair Joe LaRussa at 11:34 am.

BOARD MEMBERS PRESENT: Kevin Christiansen, Chuck Eudy, Joe LaRussa, Dave Murphy, Connor Osborne

CITY REPRESENTATIVES PRESENT: Mary Mullison, Chris Weber

OTHERS PRESENT: None

APPROVAL OF AGENDA

MOTION by Murphy, seconded by Christiansen to approve the Agenda as presented.
MOTION CARRIED UNANIMOUSLY.

MINUTES OF PREVIOUS MEETING

MOTION by Osborne, seconded by Eudy to approve the Minutes of November 13, 2020.
MOTION CARRIED UNANIMOUSLY.

ELECTION OF OFFICERS

LaRussa opened the floor for nominations. Christiansen proposed the current officers retain their positions.

MOTION by Christiansen, seconded by Murphy to retain the current slate of officers.
MOTION CARRIED UNANIMOUSLY.

CONSIDERATION TO RECOMMEND APPROVAL OF FISCAL YEAR 2021-22 BUDGET

Weber presented the proposed Brownfield Redevelopment Authority budget for FY 2021-22. Members discussed details of future projects.

MOTION by Christiansen, supported by Eudy to approve the Fiscal Year 2021-22 Budget.
MOTION CARRIED UNANIMOUSLY.

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OTHER BUSINESS

There was no other business heard.

PUBLIC COMMENT

There was no public comment heard.

BROWNFIELD REDEVELOPMENT AUTHORITY COMMENT

Christiansen informed the rest of the Board that he is hopeful that there will be a Brownfield plan for the Maxfield Training Center property sometime in the coming year. He suggested that the old Winery might also need a Brownfield plan.

ADJOURNMENT

MOTION by Eudy, supported by Osborne to adjourn the meeting.
MOTION CARRIED UNANIMOUSLY.

The meeting adjourned at 11:46 am.

Mary J. Mullison, Secretary

Brownfield Redevelopment Authority Board of Directors

3-year term

	A	B	C	D	E	F
	Name	Phone	Title	Email	Seat	Term
1	Chuck Eudy	248-473-7250	Superintendent Public Safety	ceudy@farmgov.com		8/19/2019 - 2/28/2022
2	Kevin Christiansen	248-474-5500, x2226	Economic & Community	kchristiansen@farmgov.com		3/18/2013-2/28/2016 3/1/2019-2/28/2022
4	Joe LaRussa		Council appointment			3/1/18-2/28/2021
5	Kate Knight	248-474-5500, x2214	DDA Executive Director	kknight@farmgov.com		3/1/2013-2/28/2016 3/1/2019-2/28/2022
6	David Murphy	248-474-5500, x2222	City Manager	dmurphy@farmgov.com		completing Vince's term 6/1/2015-2/28/2018 2/28/2018-3/1/2021
7	Vacancy - Connor Osborn	Office 248-919-6917 Direct 248-957-9587 Mobile 313-516-0239	Chamber director	Connor@GFACHamber.com		8/1/2020-2/28/2022
8						
9	Ex-officio					
10	Thomas R. Schultz	248-539-2847				
11	Chris Weber - admin	248-474-5500, x2247	Finance Director	cweber@farmgov.com		8/19/2019 - 2/28/2022
12	Mary Mullison			mmullison@farmgov.com		

BYLAWS

CITY OF FARMINGTON

BROWNFIELD REDEVELOPMENT AUTHORITY

ARTICLE I: Name and Address

Name The name of the authority is the City of Farmington Brownfield Redevelopment Authority (hereinafter referred to as the "Authority"). The address of the Authority is, 23600 Liberty Street, Farmington, Michigan, 48335.

ARTICLE II: Directors

Section 1. General Powers: The business and affairs of the Authority shall be managed by its Board and Executive Director to the full extent provided by PA 381 of 1996 as amended (hereinafter referred to as the "Act"), or by these Bylaws. The Board and Executive Director shall each possess all of the powers and authority provided by the Act, any future amendments to the act and these bylaws.

Section 2. Board of Directors: The Board of Directors (hereinafter referred to as the "Board") of the Authority shall consist of not less than five (5) persons who shall be appointed by Mayor with the advice and consent of the Farmington City Council. Each Director shall be assigned a term of office upon appointment in accordance with the Act.

Section 3. Replacement and Vacancies: Subsequent Directors shall be appointed in the same manner as original appointments at the expiration of each Director's term of office. A Director whose term of office has expired shall continue to hold office until his/her successor has been appointed. A Director may be reappointed to serve additional terms. If a vacancy is created by death or resignation, a successor shall be appointed by the Mayor with the advice and consent of the Farmington City Council within thirty (30) days, or as soon thereafter as possible, to hold office for the remainder of the term of office so vacated.

Section 4. Removal: A Director may be removed from office in accordance with the Act for inefficiency, neglect of duty, or misconduct or malfeasance, by a majority vote of the City Council.

- Section 5.** Conflict of Interest: A Director who has a direct interest in any matter before the Authority shall disclose his/her interest prior to any discussion of that matter by the Authority, which disclosure shall become a part of the record of the Authority's official proceedings. The interested Director shall further refrain from participation in the Authority's action relating to the matter. Each Director, upon taking office and annually thereafter, shall acknowledge in writing that they have read and agree to abide by this section.
- Section 6.** Meetings: Meetings of the Board may be called by or at the request of the Chair of the Board, any two Directors or the Executive Director. The meetings of the Board shall be public, and the appropriate notice of such meeting shall be provided to the public. The Board shall hold an annual meeting in the first calendar quarter of each year at which time officers of the Board shall be elected as provided in Article III, Section 2.
- Section 7.** Notice: Notice of any meetings shall be given in accordance with the Open Meetings Act (Act No. 267 of the Public Acts of 1976).
- Section 8.** Quorum: A majority of the members of the Board then in office constitutes a quorum for the transaction of business at any meeting of the Board, provided, that a majority of the Board present may adjourn the meeting from time to time without further notice. The vote of the majority of the Directors present at a meeting when a quorum is present constitutes the action of the Board, unless the vote of a larger number is required by statute or these Bylaws. Amendment of the Bylaws by the Board requires the vote of not less than a majority of the members of the Board then in office. No grant or loan shall be contracted on behalf of the Authority and no evidence of indebtedness shall be issued in the name of the Authority unless authorized by a resolution of a majority of the Board then in office and approved by the Farmington City Council.
- Section 9.** Participation by Communication Equipment: A member of the Board or of a committee designated by the Board may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in a meeting pursuant to this provision constitutes presence at the meeting.

Section 10. Committees: The Board may, by resolution passed by a majority of the whole Board, designate one or more committees, each committee to consist of one or more of the Directors of the Authority. The Board may designate one or more Directors as alternate members of a committee, who may replace an absent or disqualified member at a meeting of the committee. In the absence or disqualification of a member of a committee, the members thereof present at a meeting and not disqualified from voting, whether or not they constitute a quorum, may unanimously appoint another member of the Board to act at the meeting in place of such an absent or disqualified member. A committee, and each member thereof, shall serve at the pleasure of the Board. A committee so designated by the Board, to the extent provided in the resolution by the Board, may exercise all powers and authority of the Board in the management of the business and affairs of the Authority, except that such committee shall not have the power or authority to: (a) recommend to members a dissolution of the Authority, or a revocation of dissolution, (b) amend the Bylaws of the Authority, (c) fill vacancies in the Board or (d) contract on behalf of the Authority any grant, loan or evidence of indebtedness.

ARTICLE III: Officers

Section 1. Officers: The officers of the Authority shall be elected by the Board and shall consist of a Chair and Vice Chair. No single officer shall execute, acknowledge, or verify an instrument if the instrument is required by law or Bylaws to be executed, acknowledged, or verified by two or more officers.

Section 2. Nomination, Election, and Term of Office: The officers of the Authority shall be elected by the Board at an annual meeting held during the first calendar quarter of each year. Candidates shall be nominated by the Board. The term of each office shall be for one (1) year. Each officer shall hold office until his/her successor is appointed.

Section 3. Vacancies: A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board for the unexpired portion of the terms of such office.

Section 4. Chair and Vice Chair: The Chair shall be the presiding officer of the Authority, and may, from time to time, delegate all or any part of his/her duties to the Vice Chair. In the absence of the Chair, the Vice Chair, shall preside at all meetings of the Board and shall perform all the duties of the office as provided by the Act or these Bylaws. The Chair may discuss and vote on all questions before the Authority except as noted in Article II, Section 5, Conflict of Interest. The Chair shall be an ex-officio member of all standing committees.

Section 5. Executive Director: The Board, in accordance with the Act, may appoint an Executive Director of the Authority subject to approval of the appointment by the City Council. Furthermore, the City Council, after receiving a recommendation from the City Manager, shall set the salary and benefits to be provided any person who is appointed Executive Director of the Authority. The Executive Director shall be the Chief Officer of the Authority in accordance with the Act but shall not be a member of the Board.

The Executive Director may authorize the expenditure of up to \$5,000 for any authorized function of the Authority. The Executive Director must report any such expenditures to the Board at the next scheduled Board meeting.

Section 6. Secretary/Treasurer: The City Clerk/Treasurer of the City of Farmington shall serve as the Secretary/Treasurer to the Authority. The City Clerk/Treasurer shall not be a member of the Board.

Section 7. Delegation of Duties of Offices: In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other Director, provided a majority of the Board then in office concurs therein.

ARTICLE IV: Contracts, Loans, Checks and Deposits

- Section 1.** Contracts: The Board may authorize any officer or officers, the Executive Director, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authorization may be general or confined to specific instances.
- Section 2.** Loans/Grants/Indebtedness: No grant or loan shall be contracted on behalf of the Authority and no evidence of indebtedness shall be issued in the name of the Authority unless authorized by a resolution passed by a majority of the Board then in office and approved by the City Council. Such authorization may be general or confined to specific instances.
- Section 3.** Checks, Drafts, etc.: All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by officers of the City of Farmington and/or the Authority who are registered signatories of the City as approved by the Farmington City Council.
- Section 4.** Deposits: All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in such banks, trust companies or other depositories as the City Council may select.

ARTICLE V: Fiscal Year

The fiscal year of the Authority shall correspond at all times to the fiscal year of the City of Farmington.

ARTICLE VI: Miscellaneous

- Section 1.** Seal: The Board, upon finding it necessary, shall provide a corporate seal which shall be the official seal of the Authority.
- Section 2.** Waiver of Notice: When the Board or any committee thereof may take action after notice to any person or after lapse of a prescribed period of time, the action may be taken without notice and without lapse of the period of time, if at any time before or after the action is completed the person entitled to notice or to participation in the action to be taken submits a signed waiver of such requirements.

ARTICLE VII: Amendments

These Bylaws may be altered, amended, or repealed by the affirmative vote of a majority of the Board then in office at any regular or special meeting called for that purpose subject to the approval of the City Council of the City of Farmington.

CERTIFICATION:

I HEREBY CERTIFY that the above Bylaws were adopted the _____ day of _____, 2002.

Secretary

BUDGET REPORT FOR CITY OF FARMINGTON
 Fund: 243 BROWNFIELD REDEVELOP AUTHORITY
 Calculations as of 03/31/2022

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 03/31/22	2021-22 PROJECTED ACTIVITY	2022-23 DEPT REQ BUDGET
Dept 000.00							
243-000.00-403.020	PROPERTY TAXES, OP TCF	3,184	3,310	3,500	3,918	3,700	4,100
243-000.00-403.040	PROPERTY TAX, OPR GLP - FARM STATI	0	0	0	262	300	1,100
243-000.00-403.050	PROPERTY TAXES, OPR 9 MILE	0	0	0	0	0	20,800
243-000.00-405.000	DELO PROPERTY TAXES, OPR	0	448	0	0	0	0
243-000.00-664.000	INVESTMENT INCOME	452	74	0	10	0	0
NET OF REVENUES/APPROPRIATIONS - 000.00 -		3,636	3,832	3,500	4,190	4,000	26,000
Dept 000.10 - FLAGSTAR							
243-000.10-818.000	CONTRACTUAL SERVICES	20,100	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 000.10 - FLAGSTAR		(20,100)	0	0	0	0	0
Dept 000.11 - TCF							
243-000.11-818.000	CONTRACTUAL SERVICES	2,500	2,800	3,000	0	3,200	3,600
243-000.11-863.000	ADMIN & OVERHEAD	500	500	500	0	500	500
NET OF REVENUES/APPROPRIATIONS - 000.11 - TCF		(3,000)	(3,300)	(3,500)	0	(3,700)	(4,100)
Dept 000.12 - GLP - FARMINGTON STATE SAVINGS BANK							
243-000.12-818.000	CONTRACTUAL SERVICES	0	0	0	0	0	275
243-000.12-863.000	ADMIN & OVERHEAD	0	0	0	0	300	825
NET OF REVENUES/APPROPRIATIONS - 000.12 - GLP - FARMIN		0	0	0	0	(300)	(1,100)
Dept 000.13 - 9 MILE AND FARMINGTON							
243-000.13-818.000	CONTRACTUAL SERVICES	0	0	0	0	0	17,800
243-000.13-863.000	ADMIN & OVERHEAD	0	0	0	0	0	3,900
NET OF REVENUES/APPROPRIATIONS - 000.13 - 9 MILE AND F.		0	0	0	0	0	(20,800)
ESTIMATED REVENUES - FUND 243		3,636	3,832	3,500	4,190	4,000	26,000
APPROPRIATIONS - FUND 243		23,100	3,300	3,500	0	4,000	26,000
NET OF REVENUES/APPROPRIATIONS - FUND 243		(19,464)	532	0	4,190	0	0
BEGINNING FUND BALANCE		19,847	152	174	174	174	174
FUND BALANCE ADJUSTMENTS		(19,695)	22	0	0	0	0
ENDING FUND BALANCE		(19,312)	706	174	4,364	174	174