

**CITY OF WIXOM
LOCAL DEVELOPMENT FINANCE AUTHORITY
49045 PONTIAC TRAIL
TUESDAY, MARCH 4, 2014**

**APPROVED
05/06/14**

This meeting of the Wixom Local Development Finance Authority came to order at 7:34 a.m. with the following individuals in attendance:

MEMBERS: Chairperson Eddie Osman, Vice Chairperson Joseph Baker, Raymond Cousineau, Teri Les, Dennis Olsen, Dr. Jacqueline Shadko, Joshua Springer, County Commissioner Philip Weipert and Stuart Yankee
ABSENT: Joseph Bell and James Cutright (excused)
OTHERS: Carmine Avantini (City Planner), Laura Bassett (City Attorney), Anthony Nowicki (City Manager) and Deanna Murphy (Recording Secretary)

Determination of a Quorum:

A quorum of the Local Development Finance Authority was present for this meeting.

Approval of Agenda:

MOTION by Boardmember Cousineau and second by Vice Chairman Baker to approve the March 4, 2014 LDFA Meeting Agenda.

VOTE:

MOTION CARRIED

Public Comments:

None.

Approval of February 4, 2014 Meeting Minutes:

MOTION by Vice Chairman Baker and second by Boardmember Springer to approve the February 4, 2014 Meeting Minutes.

VOTE:

MOTION CARRIED

Hearings:

None.

New Business:

A. Parliamentary Procedures (Laura Bassett, Attorney – Miller Canfield)

Ms. Bassett explained that the principles of parliamentary procedure make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it. There are a number of different parliamentary procedural methods to choose from but the preferred and most common method is Robert's Rules of Order. She further recommended that if the Wixom LDFA Bylaws are ever changed, Robert's Rules of Order should be referred to.

Under Robert's Rules of Order, everything (comments, questions, motions, etc.) gets directed through the Chairperson. If there are any changes to the agenda, the Board would ask the Chairperson to make the changes. The agenda can be amended either before or after it is adopted. Before adoption of the agenda, motions to amend the agenda require simple majority votes. After adoption, motions to amend the agenda require two-thirds or larger majorities to pass.

Items on the agenda make a motion. Anyone can make a motion except for the Chairperson, but the Chairperson is the one who runs the meetings. Business is accomplished in meetings by means of debating motions. The word "motion" refers to formal proposal by two members (the mover and the seconder) that the meeting take certain action. Technically, a meeting should not consider any matter unless it has been placed before the meeting in the form of a motion.

There are a lot of other actions the Board can bring up during an action (trickier to remember). Before starting discussion on an action item, the Chair must obtain a motion and support before opening it up for discussion. The main procedure to follow is: MOTION → SUPPORT → DISCUSSION → VOTE.

For example:

Chairman would say, “*Next on the agenda is the _____. Is there a motion and support?*” Once a motion is moved and seconded, the Chairman would say, “*Any discussion?*” After discussion is over, the Chairman would say, “*We have a motion to (repeat the motion). All those in favor, say “I”. All those opposed, say “nay”. Motion approved.*”

Most motions are decided by a “majority vote” (more than half of the votes, excluding absentees and Chairman). If an agenda item is debated, especially if there were several amendments and/or objections to the motion, a “roll call vote” is recommended. A roll call vote places on the record how each member votes. The procedure for taking roll call votes is to call the names of the representatives or delegates alphabetically, and to have each person indicate orally his/her vote.

Examples of motions:

Ranked motions: the higher ranking motion will prevail and be voted.

1. Motion to postpone the main motion indefinitely.
2. Motion to amend the main motion on the table (by adding words, striking words, or substituting words).
3. Motion to refer the item to a committee.
4. Motion to postpone the main decision to a certain, specified time.
5. Motion to limit or extend the time of debate over the main motion [this requires a 2/3 vote of those present at the meeting].
6. Motion to vote the previous question (motion); closes the debate on the new motion introduced.
7. Motion to lay the main motion on the table; temporarily postpones the discussion on the main motion to later in the meeting.

Privileged motions: motions that may be made at any time during a meeting.

1. Motion to call for order of the day – i.e., asking to follow the agenda where the meeting has gotten off subject [no support or vote required].
2. Motion to raise a “question of privilege” – i.e., to ask to correct problems with light, heat, noise from people talking [no support or vote required].
3. Motion to recess [does require support and a vote, but cannot be debated].
4. Motion to adjourn – ends the meeting [does require support and a vote, but cannot be debated].
5. Motion to fix a time to adjourn (during the meeting, if there is a reason to do so) [does require support and a vote, but cannot be debated].

Motions that may be made while a main motion is on the table, with NO ranking.

1. Motion to reconsider the prior motion; must be made by a member who voted on the prevailing side of the prior motion.
2. Motion to rescind a motion – i.e., to cancel the previously adopted motion.
3. Motion to “take from the table” – to discuss a motion previously tabled.
4. Motion to withdraw a motion.
5. Call for parliamentary inquiry – to ask a question about parliamentary procedure [no support or vote required], and a response should come initially from the Chair.
6. Call for a point of information, to ask a question to obtain information [no support or vote required].
7. Call for a point of order, when a member believes the rules are being broken [no support or vote required] – Chair should rule on whether rules are being followed.
8. Call to suspend the rules [requires support and 2/3 vote] – does not permit the board to violate its bylaws or other governing law.

Q: Does a discussion item on the agenda require a motion? A: Yes unless it is simply provided as information.

Q: How would someone call out a question for a vote? A: The Chair can do it or the Board could make the suggestion to the Chair. Again, the Chair is the only authority to ask questions.

B. LDFA Plan Update Proposal (Carmine Avantini, City Planner – CIB Planning)

Included in the meeting packet is CIB's proposal letter dated February 27, 2014 to update the Wixom LDFA Development Plan. Mr. Avantini explained that he met with DPW Director Mike Howell and Mr. Nowicki to determine what amendments will be necessary to accommodate the expenditure of funds on new eligible projects. For a fee of \$2,950, CIB Planning offered the following services for consideration keeping in mind that no new tax increment will be captured:

Tasks

1. **Text Update.** The Development Plan text will be updated to reflect current initiatives and changes necessary to implement identified projects.
2. **Maps.** Working with the City's GIS consultant, maps will be updated to reflect changes since the plan was adopted in 2002.
3. **Project Summary.** Based on input from the administrative team, the project summary will be updated to reflect new projects and identify the expenditure of previously captured TIF funds.
4. **Project Coordination.** Working with the administrative team, the project will be property coordinated with the administrative team as it moves through the review and approval process.

When asked about his fees, Mr. Avantini explained that any LDFA work he has performed so far has been pro-bono and/or covered under his monthly retainage fee that the City pays him. Also, his schedule is flexible enough to accommodate LDFA meetings. Mr. Avantini added that typically a consultant fee to update an LDFA plan would cost \$12,000 - \$15,000.

Q: For clarification, will the Plan updates include other projects besides Beck Road? A: Yes. The fee covers updating the Development Plan with all new projects.

Mr. Nowicki added that Chairman Osman had sent a letter to City Council on February 13, 2014 requesting City Council's input on potential projects for consideration that complies with the statutes to address or provide funding for manufacturing, technology and/or promoting facilitating economic development.

Q: Is there anything engineering ready? A: No. Wixom Road Realignment was the last LDFA project. CIB will update the Development Plan in conjunction with presentation of potential projects to the Board.

Q: Any plans on capturing additional taxes for LDFA projects? A: There are no plans to start capturing taxes again. As it was previously explained, the period of capture was established to cover the estimated project costs. Since the City was able to complete the Wixom Road Realignment under budget, the Board is now being tasked to help determine what projects could be considered with the remaining \$3 million. If the Board recommends projects on other properties outside the LDFA boundaries, then the plan's boundaries would have to be amended, which would be time consuming.

Chairman Osman recommends that the Wixom Road entryway into the City be considered. A lot of money was spent on a new interchange and it looks horrible. It needs landscaping and lighting. Also, the downtown Wixom could be considered for aesthetic upgrades as well.

Ms. Les requested that Chairman Osman's project recommendations be included in the list of projects for consideration.

Mr. Nowicki explained that they will be provided a cafeteria-style of options (selection of options from a group or an assortment).

Mr. Avantini cautioned that the law is very specific. The projects must address manufacturing, technology and/or promoting facilitating economic development. Keep in mind that Engineering and DPW have knowledge of the Cities' infrastructure (roads, sewer, etc.) and they can help identify projects for consideration. The intent is to provide goals for industrial development.

Q: What if the project extends outside the boundaries of the authority? A: In terms of the Development Plan, expanding the district would become a much bigger project and would offer the taxing jurisdiction from the original plan to opt out.

Chairman Osman suggested seeking projects which could include state and federal funding and use LDFA funds for the local match requirement (i.e., LED light conversions – Energy Grant).

Mr. Nowicki agreed and explained that all of the downtown decorative street lights were converted to LED and partially funded with grant money.

Q: What happens if a project goes over budget? A: Money would have to be taken out of one of the City's funds, which needs to be avoided due to the current City financial picture.

Mr. Cousineau requested Mr. Nowicki to create an LDFA budget.

Mr. Nowicki agreed and thought it would be a good idea to track the costs (attorney, engineering and planning fees) on paper.

Mr. Cousineau asked about timing. Mr. Avantini replied that there is a logical process. The next step is to return to the Board with a list of projects and the reasons why. Mr. Nowicki added that a list of projects will be presented at the May 6th meeting. They will aim for a 2015 construction start.

MOTION by Boardmember Les and seconded by Boardmember Shadko to hire CIB Planning/Carminé Avantini to update the Wixom LDFA Development Plan for a fee of \$2,950 as outlined in the proposal letter dated February 27, 2014.

VOTE:

MOTION CARRIED

C. Electronic LDFA Packet Discussion

As it is currently practiced with the Zoning Board of Appeals, Planning Commission, Downtown Development Authority and Tax Abatement Committee, Mr. Nowicki explained that in an effort to save community dollars with respect to copy time, postage, and hand-delivery of packets, staff is requesting to go to a paperless agenda meeting packet. Instead of receiving a paper hardcopy, members will receive an electronic agenda and packet information for all future Board meetings. If you wish to be provided a hard copy, one will be provided to you at the meeting or for pick-up at City Hall ahead of time. Project plans and larger-sized documents will be provided at the meetings.

Commissioner Weipert requested that extra copies of colored maps, etc. be provided at the meeting just in case.

Information:

None.

Public Comments:

None.

Executive Director's Comments:

Mr. Nowicki introduced Deputy Mayor Richard Ziegler, who was asked by Mayor Hinkley to fill in for him while he was out of town. Mayor Hinkley serves on the LDFA as an ex-officio, non-voting member. He also thanked everyone for providing valuable feedback today and being a part of this program, which he believes is moving in the right direction.

Board Members' Comments:

None.

Adjournment:

This meeting of the Wixom Local Development Finance Authority was motioned and adjourned at 8:24 a.m.

Deanna S. Murphy
Recording Secretary