

Rik Kowall, Supervisor
Anthony L. Noble, Clerk
Mike Roman, Treasurer



Trustees
Scott Ruggles
Liz Fessler Smith
Andrea C Voorheis
Michael Powell

CORRIDOR IMPROVEMENT AUTHORITY BOARD
LOCATION: TOWNSHIP ANNEX, 7527 HIGHLAND ROAD, WHITE LAKE, MI 48383
THURSDAY, MARCH 02, 2023 – 5:00 PM

White Lake Township | 7525 Highland Rd | White Lake, MI 48383 | Phone: (248) 698-3300 | www.whitelaketwp.com

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF AGENDA**
- 5. CALL TO THE PUBLIC (FOR ITEMS NOT ON THE AGENDA)**
- 6. NEW BUSINESS**
 - A. [Consideration of By-Laws](#)
 - B. Election of Officers
- 7. NEXT MEETING DATE: April 6, 2023**
- 8. ADJOURNMENT**

Procedures for accommodations for persons with disabilities: The Township will follow its normal procedures for individuals with disabilities needing accommodations for effective participation in this meeting. **Please contact the Township Clerk's office at (248) 698-3300 X-164 at least two days in advance of the meeting.** An attempt will be made to make reasonable accommodations.

**CHARTER TOWNSHIP OF WHITE LAKE
CORRIDOR IMPROVEMENT AUTHORITY
BYLAWS**

Article 1: Purpose

Section 1.0 - Purpose

The Corridor Improvement Authority (“Authority”) is organized pursuant to the Charter Township of White Lake Code of Ordinances, Chapter 12, Article II (“Ordinance”) and Public Act 57 of 2018 of the State of Michigan, as amended (“Act”). The authority shall be known as and may be referred to as the “Charter Township of White Lake Corridor Improvement Authority” or the “Authority.” The Authority shall seek to fulfill the purposes and exercise the powers as conferred upon it by the Act and in the Ordinance. These Bylaws are adopted for the purpose 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.

Section 1.1 – Open Meetings Act and Freedom of Information Act

The Authority is required to comply, in all respects, with the Michigan Open Meetings Act, Public Act 267 of 1976, as amended, and the Freedom of Information Act, Public Act 442 of 1976, as amended.

Article 2: Board of Directors

Section 2.0 – Authority Board.

The Authority shall be under the supervision and control of a Board consisting of the number of members set forth in the Ordinance. Membership shall meet or exceed the minimum requirements of the Act and Ordinance.

Section 2.1 – Terms, Vacancies and Appointments

Of the members first appointed, an equal number of members, as near as is practicable, shall be appointed for one year, two years, three years and four years. A member shall hold office until the member's successor is appointed. After the initial appointment, each member shall serve for

a term of four years. An appointment to fill a vacancy shall be made by the Township Supervisor for the unexpired term only.

Section 2.2 – Compensation

Members of the Board shall serve without compensation, but with prior approval of the Township Board, shall be reimbursed for actual and necessary expenses.

Section 2.3 - Removal

After having been given notice and an opportunity to be heard, a member of the Board may be removed for cause by the Township Board.

Article 3: Meetings

Section 3.0 – Meetings and Notices.

Meetings of the Board shall be held in accordance with the Michigan Open Meetings Act. The Board, within ten (10) days after its first meeting of each calendar year, shall establish and post a public notice stating the date, 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. Special meetings shall be held whenever called by the Chairperson; by majority vote of the Township Board; or, upon the call of any two members of the Board; after three business days advance written notice of the time, place, and purpose of the meeting is given to the Board Members. Notice of 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 shall also be provided to the public in accordance with the Open Meetings Act.

Section 3.1 – Place of Meeting

Subject to the requirements of the Open Meetings Act, meetings of the Board shall be held at White Lake Township Hall or Annex, provided that the Board may meet in any place reasonably accessible to the public within the Township but outside of the Corridor Improvement District.

Section 3.2 – Agendas and Minutes

The Board, together with the appropriate Township staff person, shall prepare all agendas, which shall be sent to each member of the Board at least 24 hours prior to the meeting. The taking of minutes and their transcription shall follow the custom and practice followed by the Township Clerk for committees and commissions of the Township. Minutes of the meetings shall be prepared and kept in accordance with the Open Meetings Act.

Section 3.2 – 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. Adjournment

Section 3.3 – Robert’s Rules of Order

Meetings of the 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, the Ordinance, these Bylaws, or the laws of the State of Michigan.

Article 4: Voting

4.0 – Votes

Each member of the Board shall be entitled to one vote.

4.1 – Eligibility to Vote

No member shall be entitled to vote at any meeting of the Board until the appointment of such member has been approved by the Township Board and such member has taken the oath of office.

4.2 – Quorum

The presence of three (3) or more members of the Board shall constitute a quorum for the transaction of business.

4.3 – Voting

Votes may be cast by a voice vote, except where a roll call is requested by a 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.

4.4 – Transaction of Business

Unless otherwise required by law, the Ordinance or other procedures established under these Bylaws, a vote of the majority is required for the transaction of all business and decisions of the Board.

4.5 - Majority

Unless otherwise required by law, the Ordinance 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 5: Powers of the Board of Directors

Section 5.0 - Powers

The Board may exercise all other powers provided by the Act and the Ordinance.

Section 5.1 - Personnel

Recognizing that the business of the Authority and the business of the Township are closely related, to the greatest extent possible and practical, the Board shall use Township personnel and consultants for Authority affairs. By way of example, but not limitation, the areas for these services include: Assessing, Auditing, Clerk’s Office, Engineering, Financial Management, Legal, Community Development Department, Public Works, Supervisor’s Office, and Treasurers Office.

Section 5.2 – Costs and Expenses of Personnel

The cost and expense for using the Township’s personnel and consultants for Authority affairs shall be borne by the Authority. The Township is expected to submit itemized invoices to the Authority for the cost of such services rendered which shall be made a part of the Authority’s budget. Subject to the prior approval of the Township Board as separate budgeted line items, the Board shall have the power to engage and employ other technical, financial, and professional assistance and consultants as may be necessary or incidental to carry out on its business. The Board shall have the power to include as budgeted line items, reimbursement to the Township of the start-up costs of the Authority that are invoiced to it.

Article 6: Officers

Section 6.0 – Officers

The Board shall elect a Chairperson and Vice Chairperson, both of whom shall be members of the Board. The Board may elect a Secretary and a Treasurer. The officers shall be elected annually by a vote of the majority of the Board at its first meeting of each calendar year, or until his or her successor is elected and qualified, or until death, resignation or removal, provided that the first officers shall be elected at the meeting at which these Bylaws are adopted. The term of each officer shall be one (1) year with eligibility for reelection.

Section 6.1 - Chairperson

The Chairperson shall preside at meetings of the Board and shall do and perform such other duties as may be authorized by the Board. The Chairperson shall have a vote on all matters before the Board.

Section 6.2 – Vice Chairperson

The Vice Chairperson shall perform such duties as are delegated to him or her by the Board and shall, in the absence or in the event of the disability of the Chairperson, perform the duties and exercise the powers of the Chairperson. The Vice Chairperson shall perform such other duties as the Board shall prescribe.

Section 6.3 – Secretary

The Secretary shall be the recording officer of the Board, and shall attend all meetings of the Board, record all votes and the minutes of all proceedings in a book to be kept for that purpose and shall perform like duties for the standing committees when required. The Secretary shall maintain custody of any official seal, records, books and other papers of the Authority not required to be maintained by the Treasurer. The Secretary shall be permitted to delegate all or any part of their duties as Secretary to the Township Clerk's Office.

Section 6.4 – Treasurer

Once elected, the Treasurer shall keep the financial records of the Authority and, together with the Chairperson, shall approve all vouchers for the expenditure of funds of the Authority. The Treasurer shall coordinate the financial activities through the Township Treasurer and Township Clerk, as appropriate. All checks shall be signed by the Treasurer and countersigned by the Township Clerk. The Treasurer shall perform such other duties as may be delegated by the Board and, along with Chairperson, may be required to furnish a bond in an amount as recommended by the Authority attorney in order to sign checks.

Section 6.5 - Removal

An officer may be removed by an affirmative vote of a majority of the members, with or without cause, whenever in the judgment of the Board the best interests of the Authority would be served. The officer's successor may be elected at any regular or special meeting of the Board. 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 Board, subject to removal from the Board in the manner provided by the Act.

Section 6.6 – Resignation

An officer may resign their office at any time by submitting a written resignation to the Chairperson.

Section 6.7 - Vacancy

A vacancy in any office because of death, resignation, removal or otherwise, may be filled by the Board at any meeting for the unexpired portion of the term of the office.

Section 6.8 – Term

No term of office created under this Article shall extend beyond that Board member’s term of appointment by the Township Board, provided that a renewal or extension of a term of office shall not limit that member’s time as an officer.

Article 7: Fiscal Year, Budget, Financial Reports

Section 7.0 – Fiscal Year

The fiscal year of the Authority shall be the same as the fiscal year of Charter Township of White Lake.

Section 7.1 – 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 Ordinance.

Section 7.2 – Budget

The Board shall annually prepare a budget and shall submit it to the Township Board of Trustees on the same date that the recommended budget for the Township is required by the Township Charter to be submitted by the Township Supervisor to the Township Board. The Board shall not finally adopt a budget for any fiscal year until it has been approved by the Township Board. After adoption of an annual budget, any proposed amendment to the Authority’s annual budget, shall be subject to the same procedures followed for its adoption.

Section 7.3 – Financial Reports and Audits

The Board shall submit financial reports to the Township Board at the same time and on the same basis as departments of the Township are required to submit reports. The Authority shall be audited annually by the same independent auditors auditing the Township, and copies of the audit report shall be filed with the Township Board.

Section 7.4 – Reporting

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

Article 8: Miscellaneous

Section 8.0

These Bylaws must be adopted and can be amended after adoption, by the affirmative vote of 66 2/3% majority vote of the members of the Board, subject to the approval of the Township Board.

Section 8.1

The adoption or amendment of these Bylaws shall have immediate effect upon approval of the Township Board.

Section 8.2

If any part of these Bylaws is found to be invalid or unenforceable by a court of competent jurisdiction, the remainder shall remain in full force and effect.

The above Bylaws were adopted by the White Lake Township Corridor Improvement Authority Board at their meeting on _____, 2023

Secretary

Date

The above Bylaws were adopted by the White Lake Township Board of Trustees at their meeting on _____, 2023

Township Clerk

Date