



CITY OF DETROIT LOCAL DEVELOPMENT FINANCE AUTHORITY

CODE LDFA 17-07-02-51

**APPROVAL OF THE LDFA MINUTES OF MAY 18, 2017**

RESOLVED, that the minutes of the Special meeting of May 18, 2017 are hereby approved and all actions taken by the Directors present at such meeting, as set forth in such minutes, are hereby in all respects ratified and approved as actions of the Local Development Finance Authority.

July 25, 2017

**LOCAL DEVELOPMENT FINANCE AUTHORITY  
BOARD OF DIRECTORS SPECIAL MEETING  
THURSDAY, MAY 18, 2017  
9:00 A.M.**

**BOARD MEMBERS PRESENT:** Furquan Ahmed  
Dolores Brown  
Derek Dickow  
Linda Forte  
Greer Love  
Katrina McCree  
William Ritsema

**BOARD MEMBER ABSENT:** Irma Clark-Coleman  
James Jenkins III  
Mariann Sarafa  
Felicia Venable

**OTHERS PRESENT:** Gay Hilger (DEGC/LDFA)  
Malinda Jensen (DEGC/LDFA)  
Jennifer Kanalos (DEGC/LDFA)  
Glen Long (DEGC/LDFA)  
Rebecca Navin (DEGC/LDFA)



**MINUTES OF THE LOCAL DEVELOPMENT FINANCE AUTHORITY  
BOARD OF DIRECTORS SPECIAL MEETING  
THURSDAY, MAY 18, 2017  
DETROIT ECONOMIC GROWTH CORPORATION  
500 GRISWOLD STREET, SUITE 2200 - 9:00 A.M.**

**GENERAL**

**CALL TO ORDER**

Noting that a quorum was present, Chairperson Forte called the Special meeting of the LDFA Board of Directors to order at 9:05 a.m.

**APPROVAL OF MINUTES**

Ms. Forte asked if there were any additions, deletions or corrections to the minutes of the November 16, 2016 Special Board meeting. Hearing none, the Board took the following action:

On a motion by Mr. Ritsema, seconded by Mr. Dickow, Resolution Code LDFA 17-05-02-50 was unanimously approved.

**ACCEPTANCE OF TREASURER'S REPORT**

Mr. Long reviewed the Treasurer's Report of Receipts and Disbursements for the periods October-December, 2016 and January-April, 2017 for the benefit of the Board and responded to questions.

Subsequent to a discussion, the Board took the following action:

On a motion by Mr. Ritsema, seconded by Ms. McCree, Resolution Codes LDFA 17-05-03-35 and 17-05-03-36 were unanimously approved.

**ADMINISTRATION**

**Freedom of Information Act Procedures and Guidelines**

Ms. Navin reported that pursuant to 2015 amendments to Michigan's Freedom of Information Act (MCL 15.231 et seq.) ("FOIA"), the LDFA is required to establish procedures and guidelines to implement FOIA (the "Guidelines") and a written public summary of the Guidelines written in a way to be easily understood by the public.

Staff and counsel have prepared proposed Guidelines which comport to the requirements of FOIA and describe the manner in which the LDFA will comply with FOIA, including but not limited to the acceptance of and response to FOIA requests, fee calculations, deposit requirements, and appeals and challenges. Notably, the proposed Guidelines provide that the DEGC's Vice President of Board Administration will act as the FOIA Coordinator and be responsible for FOIA compliance.

The proposed Guidelines were included with the Board material as **Exhibit A**. Staff requested the Board's approval of the Guidelines in the substantial form as **Exhibit A** and authority to prepare the written public summary of the Guidelines as required by FOIA.

A resolution was included for the Board's consideration.

Subsequent to a discussion, the Board took the following action:

On a motion by Ms. McCree, seconded by Ms. Brown, Resolution Code LDFA 17-05-01-132 was unanimously approved.

### **Amendment to the FY 2016-2017 LDFA/DEGC Professional Services Agreement Extension**

Ms. Kanalos stated that in July 1995, the City of Detroit Local Development Finance Authority (the "LDFA") entered into a Professional Services Agreement (the "Agreement") with the Detroit Economic Growth Corporation (the "DEGC") for provision by the DEGC of administrative services on behalf of the LDFA. This Agreement was last amended in July 2016 to extend its term to June 30, 2017.

Section 2 of the Agreement provides that the President of the DEGC shall designate a staff executive of DEGC as the individual with primary responsibility for supervising the performance by DEGC of its obligations under the Agreement. On November 16, 2016, the LDFA approved a resolution employing Jennifer Kanalos as Director of the LDFA, which was approved by Detroit City Council on February 21, 2017.

Since then, it has been determined that it would be in the best interest of LDFA to allow the President of the DEGC to designate more than one staff member to supervise the performance by DEGC of its obligations under the Agreement and to sign documents on behalf of LDFA.

Attached to the Board memorandum as Exhibit A, was the proposed Amendment of the FY 2016-2017 LDFA/DEGC Professional Services Agreement Extension (the "Amendment") allowing the President of DEGC to designate in writing to the LDFA, one or more staff of DEGC to supervise the performance by DEGC of its obligations under the Agreement and to execute documents on behalf of the LDFA, as "authorized agents" in addition to the LDFA Director.

Also attached for the Board's review and consideration was a resolution approving the proposed Amendment.

Subsequent to the discussion, the Board took the following action:

On a motion by Mr. Ritsema, seconded by Ms. Brown, Resolution Code LDFA 17-05-01-130 was unanimously approved.

### **Designation of Authorized Signatories for Local Development Finance Authority Bank Accounts**

Ms. Kanalos advised that there is need to approve signatories for all existing bank accounts of the Local Development Finance Authority. Signatories for the accounts are the Treasurer, the Director and Authorized Agents, as designated by the Detroit Economic Growth Corporation President.

With there being no questions or discussion, the Board took the following action:

On a motion by Ms. Brown, seconded by Mr. Dickow, Resolution Code LDFA 17-05-01-131 was unanimously approved.

### **FY 2017-2018 Budget—Approval to Submit to City Council**

Ms. Kanalos stated that Public Act 281 of 1986 requires the LDFA Director to submit a budget for the operation of the City of Detroit Local Development Finance Authority (the "LDFA") to the City Council for its approval prior to adoption by the LDFA Board.

The Director has prepared the Operating and Program Budget totaling \$155,000.00, as well as the Program Budget, for the period of July 1, 2017 to June 30, 2018, which were included with the Board material.

The Director requested the Board's authorization to forward this Operating Budget to City Council for its approval, prior to the adoption of the Budget by the LDFA Board of Directors.

Subsequent to a discussion, the Board took the following action:

On a motion by Mr. Ritsema, seconded by Ms. McCree, Resolution Code LDFA 17-05-01-133 was unanimously approved.

### **PROJECTS**

#### **St. Jean Berm Project: 2017 Summer Landscape Maintenance Contract with Payne Landscaping Inc.**

Mr. Robertson reported that as a continuing responsibility to the adjacent community, the Local Development Finance Authority ("LDFA") continues to maintain the St. Jean Berm landscape for the 2017 summer season. The berm was installed as a buffer between the residents and the noise generated from the Chrysler Plant rail yard.

The LDFA Tax Increment Financing Plan allocates the necessary funds to cover the ongoing landscape maintenance of the berm. The berm is located on St. Jean Street (west side of the street only) between Mack Avenue to the north and East Jefferson Avenue to the south, ("Project Area").

To prepare for the required summer landscape maintenance, the LDFA staff publicly advertised and issued a Request for Proposals ("RFP") in March 2017 for the performance of summer landscape services for the Project Area. The work entails trash and debris removal, mowing the berm, weed control and minor fertilization work.

Upon reviewing the responses to the RFP, the staff has determined that Payne Landscaping Inc. (the "Contractor") was the most qualified and responsive bidder with a total bid amount of \$12,050 to perform the work commencing May 1, 2017 thru November 30, 2017.

Staff recommended to the LDFA Board, that it authorize staff and general counsel to negotiate and enter into a one year Contract with Payne Landscaping Inc. to perform the work in an amount not-to-exceed Twelve Thousand Fifty and 00/100 Dollars (\$12,050.00) for the 2017 season

Finally, the staff recommended an owners contingency of \$1,205.00 for the 2017 season to manage unforeseen conditions or additional work for the season.

A resolution was included with the Board material for consideration.

Subsequent to a discussion, the Board took the following action:

On a motion by Mr. Dickow, seconded by Ms. Brown, Resolution Code LDFA 17-05-04-20 was unanimously approved.

#### **OTHER MATTERS**

#### **PUBLIC COMMENT**

#### **ADJOURNMENT**

With there being no other business to be brought before the Board, Ms. Forte adjourned the meeting at 9:25 a.m.



**APPROVAL OF THE LDFA MINUTES OF NOVEMBER 16, 2016**

RESOLVED, that the minutes of the Special meeting of November 16, 2016 are hereby approved and all actions taken by the Directors present at such meeting, as set forth in such minutes, are hereby in all respects ratified and approved as actions of the Local Development Finance Authority.

May 18, 2017



CITY OF DETROIT LOCAL DEVELOPMENT FINANCE AUTHORITY

CODE LDFA 17-05-03-35

**APPROVAL OF TREASURER'S REPORT FOR OCTOBER THROUGH DECEMBER 2016**

RESOLVED, that the Treasurer's Report of Receipts and Disbursements for October through December 2016 as presented at this meeting, are hereby in all respects ratified and approved as action of the Local Development Finance Authority.

May 18, 2017





CITY OF DETROIT LOCAL DEVELOPMENT FINANCE AUTHORITY

CODE LDFA 17-05-03-36

**APPROVAL OF TREASURER'S REPORT FOR JANUARY - APRIL 2017**

RESOLVED, that the Treasurer's Report of Receipts and Disbursements for January through April 2017 as presented at this meeting, are hereby in all respects ratified and approved as action of the Local Development Finance Authority.

May 18, 2017



**ADMINISTRATION: FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES**

**WHEREAS**, pursuant to 2015 amendments to Michigan's Freedom of Information Act (MCL 15.231 et seq.) ("FOIA"), the LDFA is required to establish procedures and guidelines to implement FOIA (the "Guidelines") and a written public summary of the Guidelines written in a way to be easily understood by the public; and

**WHEREAS**, staff and counsel have prepared proposed Guidelines which comport to the requirements of FOIA and describe the manner in which the LDFA will comply with FOIA, including but not limited to the acceptance of and response to FOIA requests, fee calculations, deposit requirements, and appeals and challenges; and

**WHEREAS**, the Board of Directors has reviewed proposed Guidelines attached hereto as **Exhibit A**, has determined that the proposed Guidelines are consistent with the requirements of FOIA and with the intents and purposes of the LDFA.

**NOW, THEREFORE, BE IT RESOLVED** that the LDFA Board of Directors hereby approves and adopts the Guidelines in the substantial form attached hereto as **Exhibit A**.

**BE IT FURTHER RESOLVED** that the LDFA Board of Directors hereby authorizes staff and counsel to prepare the written public summary of the Guidelines as required by FOIA.

**BE IT FURTHER RESOLVED** that the LDFA Board of Directors hereby authorizes any two of its Officers or any two of its Authorized Agents or one Officer and any one Authorized Agent to take any other actions and execute any documents necessary or appropriate to implement the provisions and intent of this resolution.

**BE IT FINALLY RESOLVED** that all of the acts and transactions of any Officer or Authorized Agent of the LDFA, in the name and on behalf of the LDFA, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolutions except that such acts were taken prior to execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

May 18, 2017



**ADMINISTRATION: AMENDMENT TO THE FY 2016-2017 LDFA/DEGC PROFESSIONAL SERVICES AGREEMENT EXTENSION**

WHEREAS, the City of Detroit Local Development Finance Authority (the "LDFA") entered into a Professional Services Agreement (the "Agreement") with the Detroit Economic Growth Corporation (the "DEGC") for provision by the DEGC of administrative services on behalf of the LDFA; and

WHEREAS, the Agreement is extended from year to year, subject to appropriation of funds by the LDFA Board of Directors and in an amount as the Board of the LDFA and the DEGC shall mutually agreed upon in writing; and

WHEREAS, Section 2 of the Agreement provides that the President of the DEGC shall designate a staff executive of DEGC as the individual with primary responsibility for supervising the performance by DEGC of its obligations under the Agreement; and

WHEREAS, On November 16, 2016, the Board of Directors of the LDFA approved a resolution employing Jennifer Kanalos as Director of the LDFA, which was approved by Detroit City Council on February 21, 2017; and

WHEREAS, it has been determined that it would be in the best interest of LDFA to allow the President of the DEGC to designate more than one staff member to supervise the performance by DEGC of its obligations under the Agreement and to sign documents on behalf of LDFA; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the LDFA hereby authorizes Amendment of the FY 2016-2017 LDFA/DEGC Professional Services Agreement allowing the President of DEGC to designate in writing to the LDFA, one or more staff of DEGC to supervise the performance by DEGC of its obligations under the Agreement and to execute documents on behalf of the LDFA, as "authorized agents" in addition to the LDFA Director.

BE IT FURTHER RESOLVED, that any LDFA Officer, LDFA Director, or Authorized Agent is hereby authorized by the LDFA Board of Directors to execute the Amendment to of the FY 2016-2017 LDFA/DEGC Professional Services Agreement Extension.

BE IT FINALLY RESOLVED, that all of the acts and transactions of any Officer, Authorized Agent or the Director of the LDFA in the name and on behalf of the LDFA, relating to matters contemplated by the foregoing resolutions, which acts would have been approved by the foregoing resolutions except that such acts were taken prior to execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

May 18, 2017



**ADMINISTRATION: DESIGNATION OF AUTHORIZED SIGNATORIES FOR LDFA BANK ACCOUNTS**

NOW, THEREFORE, BE IT RESOLVED:

1. That the authorized signatories for all existing bank accounts of the Local Development Finance Authority (the "LDFA") shall be the Treasurer, the Director and any one Authorized Agent, or any two Authorized Agents of the LDFA.
2. Prior resolutions of the LDFA with regard to authorized signatories for LDFA bank accounts shall be rescinded upon adoption of this resolution.

May 18, 2017



**ADMINISTRATION: FY 2017-2018 LDFA BUDGET**

WHEREAS, Act 281, Public Acts of Michigan 1986 ("Act 281"), provides that the Director of the Local Development Finance Authority (the "LDFA") shall prepare and submit a budget for the operation of the LDFA for each ensuing fiscal year to the City Council of the City of Detroit before such budget is adopted by the LDFA Board; and

WHEREAS, the Board of Directors of the LDFA has reviewed the LDFA Operating and Program Budget for FY 2017-2018 prepared by the Director.

NOW, THEREFORE, BE IT RESOLVED, that the LDFA Program Budget and Operating Budget for 2017-2018 is hereby approved and that the Director of the LDFA is hereby authorized and directed to submit the LDFA Operating Budget for the fiscal year 2017-2018 in the form attached hereto as Exhibit B to the City Council of the City of Detroit for its review and approval, prior to its adoption by the LDFA Board of Directors.

May 18, 2017



**ST. JEAN BERM PROJECT: 2017 SUMMER LANDSCAPE MAINTENANCE CONTRACT WITH J.E. JORDAN LANDSCAPING INC.**

WHEREAS, the LDFA has committed to providing summer landscape maintenance of the St. Jean Berm as a sound buffer between the Chrysler facility and the adjoining residential areas; and

WHEREAS, the LDFA publicly advertised and issued a Request for Proposals ("RFP") in March 2017 for the performance of the landscape maintenance services as described in the scope of services; and

WHEREAS, upon reviewing the responses to the RFP, the staff has determined that Payne Landscaping Inc. (the "Contractor") was the most qualified and responsive bidder with a total bid amount of \$12,050 to perform the work commencing May 1, 2017 thru November 30, 2017; and

WHEREAS, LDFA staff therefore recommends to the LDFA Board, that it authorizes staff and general counsel to negotiate and enter into a one year Contract Agreement with Payne Landscaping Inc. to perform the work in an amount not-to-exceed Twelve Thousand Fifty and 00/100 Dollars (\$12,050.00) for the 2017 season; and

WHEREAS, LDFA staff also recommends an owners contingency of \$1,205.00 for unforeseen conditions or additional work under the Agreement; and

NOW, THEREFORE, BE IT RESOLVED, the LDFA Board of Directors hereby authorizes LDFA staff to negotiate and execute the Agreement upon the above described terms.

BE IT FURTHER RESOLVED, that the LDFA Board of Directors hereby the LDFA Director to negotiate and execute any and all documents necessary or appropriate to implement the provisions and intent of this resolution, including but not limited to change orders for us of owners contingency funds.

BE IT FINALLY RESOLVED that all of the acts and transactions of any Officer or Authorized Agent of the LDFA, in the name and on behalf of the LDFA, relating to matters contemplated by the foregoing resolution, which acts would have been approved by the foregoing resolutions except that such acts were taken prior to execution of these resolutions, are hereby in all respects confirmed, approved and ratified.

May 18, 2017