

## CHAPTER 32: VILLAGE ORGANIZATIONS

### Section

#### *Downtown Development Authority*

- 32.01 Adoption and general provisions
- 32.02 Officers of the Authority
- 32.03 Meetings
- 32.04 Quorum
- 32.05 Meetings of the Authority
- 32.06 Agenda
- 32.07 Committees
- 32.08 Check signatures
- 32.09 Robert=s Rules of Order
- 32.10 Removal of members
- 32.11 Compensation and expenses
- 32.12 State laws

#### *Planning Commission*

- 32.35 Creation

### ***DOWNTOWN DEVELOPMENT AUTHORITY***

#### **32.01 ADOPTION AND GENERAL PROVISIONS.**

(A) *Adoption of Public Act 197 of 1975, being M.C.L.A. ' ' 125.1651 through 125.1680, by reference.* A Downtown Development Authority is hereby created and established pursuant to the terms and provisions of Michigan Public Act 197 of 1975, being M.C.L.A. ' ' 125.1651 through 125.1680, which Act is adopted by reference thereto by the village as Chapter 32 of the village code, as herein modified.

(B) *Reference in the Act.* Reference in the Act to **CHIEF EXECUTIVE OFFICER** shall mean the President of the village. References to **GOVERNING BODY OF A MUNICIPALITY** shall mean the Village Council. References to **MUNICIPALITY** shall mean the village.

(C) *Boundaries of the District.* The boundaries of the district within which the Authority shall exercise its powers are shown on Attachment A, attached to the ordinance codified herein.

(D) *Amount of bond for Director of PDA Board.* The Board, which is the governing body of the

Village Downtown Development Authority, may have a Director as provided by the Act, and the Director shall furnish bond, by posting a bond in the penal sum of \$1,000, under the provisions of the Act, being ' 5 therein.

(E) *Board=s Director report to Village Council.* The Board=s Director shall render to the Board and to the Village Council regular reports covering the activities and financial condition of the Authority, which reports shall be made at least quarterly during the first year of operation of the Authority, and at least annually every year thereafter, unless more frequent reports are requested by the Authority Board or Village Council.

(F) *Board=s Attorney.* The Board, when requiring legal counsel, may seek the services available from the Village Attorney, or any other attorney.

(G) *Effective date.* This subchapter shall be filed with the Secretary of State promptly after its adoption and shall be published at least once in a newspaper of general circulation in the village. This subchapter shall take effect ten days after publication in accordance with the provisions of the village general laws.

(Ord. 142, passed 6-13-1994)

**' 32.02 OFFICERS OF THE AUTHORITY.**

The Authority, at its annual organization meeting to be held in April of each year, shall elect from among its members a Chairperson, a Vice Chairperson and a Secretary-Treasurer. The Chairperson shall preside over meetings of the Authority and in his or her absence, the Vice Chairperson is not available then the Secretary-Treasurer shall preside over the meetings.

(Ord. 142, passed 6-13-1994)

**' 32.03 MEETINGS.**

(A) The Authority shall hold meetings at least once each quarter. All meetings shall be open to the public and public record or minutes shall be kept of each meeting so held, which at least one set of the minutes shall be available at the Clerk=s office for inspection by the public.

(B) All members of the Authority shall be given notice of the date, place and tentative agenda of the meetings at least 48 hours in advance, with the notice either being delivered personally to the members or by telephone or mail addressed to its last known address.

(Ord. 142, passed 6-13-1994)

**' 32.04 QUORUM.**

(A) A quorum shall consist of the presence of at least five members of the Authority. At least

five Authority members= votes shall be required to change the bylaws, or take other official action of the Authority, unless otherwise required by law.

(B) Simple, routine business matters may be conducted so long as a quorum is present; at no time shall any personnel be hired, appropriations be made, taxes be levied, appointments to fill vacancies or other significant matters be determined with less than five affirmative votes from members of the Authority. Proxy votes shall not be permitted.

(Ord. 142, passed 6-13-1994)

**32.05 MEETINGS OF THE AUTHORITY.**

Meetings of the Authority shall be held at the Village Hall, and whenever possible, where it is required by law, notice of the meetings shall be posted in the lobby or the Clerk=s office of the village building, which is accessible to the public.

(Ord. 142, passed 6-13-1994)

**32.06 AGENDA.**

The agenda at all regular meetings of the Authority shall be as follows:

(A) Call to order;

(B) Approval of agenda;

(C) Approval of minutes;

(D) Secretary=s report;

(E) Treasurer=s report:

(1) Approval of claims; and

(2) Pay all bills.

(F) Communications;

(G) Public comment;

(H) Discussion from Board members;

(I) Action items:

- (1) Reports from offices or Board;
- (2) Reports from Committees requiring action by Board; and
- (3) Unfinished business.

(J) Adjournment.

(Ord. 142, passed 6-13-1994)

‘ **32.07 COMMITTEES.**

The Chairperson of the Authority, by and with the advice and consent of at least four other members of the Authority, shall appoint members of the Authority to the committees or advisory boards or representation on other governmental agencies or bodies as the Authority deems necessary. The appointment to committees shall continue for the balance of the fiscal year or until a time as their successors are appointed.

(Ord. 142, passed 6-13-1994)

‘ **32.08 CHECK SIGNATURES.**

At least two officers of the Authority shall sign checks or drafts (the Chairperson and Secretary-Treasurer).

(Ord. 142, passed 6-13-1994)

‘ **32.09 ROBERT=S RULES OF ORDER.**

In all situations not covered for by the laws of the state, or by these bylaws, the procedure for the conduct of all Authority meetings shall be governed by the latest edition of *Robert=s Rules of Order*.

(Ord. 142, passed 6-13-1994)

‘ **32.10 REMOVAL OF MEMBERS.**

Pursuant to notice and an opportunity to be heard, a member of the Board (Authority) may be removed for cause by the action of the Village Council. The removal of a member is subject to review by the Circuit Court.

(Ord. 142, passed 6-13-1994)

' **32.11 COMPENSATION AND EXPENSES.**

Members of the Board (Authority) shall serve without compensation, but shall be reimbursed for actual and necessary expenses. All expense items of the Authority shall be published quarterly and the financial records shall always be open to the public. The financial records, at least one copy thereof, shall be kept in the office of the Clerk of the village.  
(Ord. 142, passed 6-13-1994)

' **32.12 STATE LAWS.**

These bylaws shall be in keeping with and pursuant to the requirements of Public Act 197 of 1975, being M.C.L.A. ' ' 125.1651 through 125.1680.  
(Ord. 142, passed 6-13-1994)

***PLANNING COMMISSION***

' **32.25 CREATION.**

Pursuant to Public Act 285 of 1931, being M.C.L.A. ' ' 125.31 through 125.45, at the regular meeting of the Council of the village, June 12, 1995, on motion by Arthur Thayer, support by Dwight Van Winkle, it was ordained that a Planning Commission be established per Public Act 285 of 1931, being M.C.L.A. ' ' 125.31 through 125.45.  
(Ord. 143, passed 6-12-1995)