

OTTAWA COUNTY LAND BANK AUTHORITY

Agenda

Friday, November 08, 2024, at 7:30 a.m.

Conference Room G, Fillmore Administration Building, West Olive, MI

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT: Limited to Agenda Items.

CONSENT ITEMS:

Approval of November 08, 2024, Agenda.

Land Bank Authority Minutes for October 11, 2024.

INFORMATION ITEMS:

1. None.

ACTION ITEMS:

1. None

OTHER BUSINESS:

1. Mission statement discussion.

Suggested Motion: To review current mission statement and review alternatives

PUBLIC COMMENT:

MISCELLANEOUS ITEMS:

1. Next meeting:

ADJOURNMENT:

Ottawa County Land Bank Authority

Friday, October 11, 2024

9:30 AM

**Treasurer's Office Conference Room,
Fillmore Administration Building, West Olive, MI**

ROLL CALL:

Clark called the meeting to order at 9:32 am.

Members In attendance:

DeHaan, Moss, Strikwerda, Oonk, Maday, Clark.

Members absent:

Jorritsma, Murray, Anderson.

Guests In attendance:

Huttenga.

PUBLIC COMMENT:

There was none.

CONSENT ITEMS:

Motion: Add the following items to Other Business.

- 2b Ottawa County Land Bank Authority Mission Statement.
- 2c Articles of Incorporation of Ottawa County Land Bank Authority.

Moved: Clark Supported: Moss

Approval of October 11, 2024, agenda with additional items.

Approval of Land Bank Authority Minutes for July 26, 2024.

Moved: Moss Supported: Maday

Motion Carried.

INFORMATION ITEMS:

There were none.

ACTION ITEMS:

1. Amend Fiscal Year 2025 Budget

Motion: To approve the following Fiscal Year 2025 Ottawa County Land Bank Authority Budget amendments:

- Other Revenue: Decrease from \$119,080.00 to \$32,806.00 to reflect new estimate.
- Project Costs: Increase from \$0 to \$32,806.00 to reflect new estimate.

Moved: Clark Supported: Maday

Motion Carried by the following votes: Yeas: DeHaan, Moss, Strikwerda, Oonk, Maday, and Clark. Nays: None.

OTHER BUSINESS:

1. Blight Elimination Grant Update – Becky Huttenga.

Motion: To approve the Ottawa County Land Bank chair to sign Amendment Two to the Grant Agreement between State Land Bank Authority and Ottawa County Land Bank Authority.

Moved: Moss Supported: Maday

2. Review the following documents:

- a. By-Laws of Ottawa County Land Bank Authority.

- b. **Ottawa County Land Bank Authority Mission Statement.**

- c. **Articles of Incorporation of Ottawa County Land Bank Authority.**

Suggestions were made for possible changes. Clark will email mission statements from other land bank authorities to the Land Bank Authority Board of Directors. The Land Bank Authority Board of Directors will review the documents and return to the next meeting with any suggested changes.

PUBLIC COMMENT:

There was none.

MISCELLANEOUS ITEMS:

1. Next meeting: Friday, November 8, 2024, at 7:30am in Conference Room G at the Fillmore Administration Building.

ADJOURNMENT:

Clark adjourned the meeting at 10:12am.

Direction for the Ottawa County Land Bank Authority

Mission Statement

The Land Bank will invigorate values in the community by acquiring, developing and returning to the tax rolls or for public purpose properties formerly underutilized, vacant or abandoned; in cooperation with stakeholders who value responsible land ownership, while providing for local government input.

Revised: 2/8/13

Sample Mission Statements

Michigan State Land Bank Authority

The State Land Bank works to create positive economic impact on Michigan communities by facilitating productive reuse of land. We work with communities – of all sizes – to make their property goals a reality. This is a collaborative effort to create a better quality of life for residents and put property back on the tax-roll.

Detroit Land Bank Authority

The Detroit Land Bank Authority's mission is to return the city's blighted and vacant properties to productive use.

Oakland County Land Bank Authority

The Oakland County Land Bank Authority will enhance our county through innovative and inclusive economic and community development strategies while helping to facilitate productive reuse of land.

Genesee County Land Bank

The Land Bank's mission is to restore value to the community by acquiring, developing and selling vacant and abandoned properties in cooperation with stakeholders who value responsible land ownership.

Ingham County Land Bank

Our mission is to build great places, strengthen our communities and generate sustainable economic prosperity. The Land Bank is a strategic economic tool for all of Ingham County that supports growth and investment within our community by returning tax reverted, purchased, donated and unclaimed land to more productive use more rapidly than might have been possible otherwise.

Kalamazoo County Land Bank

The mission of the Kalamazoo County Land Bank is to create vibrant communities through the elimination of blighted properties, creation of affordable housing opportunities, and the stabilization of property values.

Livingston County Land Bank Corporation

The mission of the Livingston County Land Bank Corporation is to support community development and the local economy by facilitating the return of vacant, abandoned, underutilized, and tax-delinquent properties to productive use.

Saginaw County Land Bank

The Saginaw County Land Bank works to create a positive economic impact on Michigan communities by recycling land to productive use.

Muskegon County Land Bank Authority

The mission of the Muskegon County Land Bank Authority is to transform vacant, tax delinquent and abandoned property for the benefit of the surrounding property to improve the entire community.

Grand Traverse County Land Bank Authority

The mission of the Grand Traverse County Land Bank Authority is to utilize tax-reverted properties, acquired properties and other resources for affordable housing and economic development opportunities through collaboration with community organizations and local governmental units.

Van Buren County Land Bank

The mission of the Van Buren County Land Bank is to revitalize communities and foster economic development by returning tax-foreclosed properties to productive use, eliminating blight, and creating affordable housing.

Marquette County Land Bank Authority

The mission of the Marquette County Land Bank Authority is to work collaboratively with local governmental units and community organizations in determining the best way to return tax-foreclosed and undervalued properties to the tax roll, while eliminating blight, providing attainable housing and economic development opportunities and revitalizing communities.

Emmet County Land Bank Authority

The Emmet County Land Bank Authority is a government authority that manages distressed, abandoned, or tax-foreclosed properties in the county with a mission of efficiently returning these properties to productive use for the maximum benefit of the community.

Osceola County Land Bank Authority

The mission of the Osceola County Land Bank Authority is to improve the quality of life in Osceola County by involving local units of government, community organizations, and other stakeholders in finding the best way to return tax-foreclosed properties to the tax rolls and to utilize the program to promote community & economic development.

Ogemaw County Land Bank Authority

The Ogemaw County Land Bank Authority's mission is to promote positive economic development and encourage neighborhood revitalization by acquiring, transforming and selling blighted, vacant and abandoned properties.

Benzie County Land Bank Authority

The Benzie County Land Bank Authority strives to promote county-wide economic development through consistent and transparent collaboration with local organizations by acquiring, remediating and disposing of properties posing as liabilities to the community.

**BYLAWS
OF
OTTAWA COUNTY LAND BANK AUTHORITY**

**An authority organized pursuant to
the Michigan Land Bank Fast Track Act and an
Intergovernmental Agreement between the Michigan Land Bank Fast Track
Authority, and
the Treasurer of the County of Ottawa, Michigan**

**Originally adopted by the Board of Director as of November 29, 2010, and approved by the
Ottawa County Board of Commissioners on December 28, 2010.**

**Amended by the Board of Directors as of July 26, 2021, and amendments approved by the
Ottawa County Board of Commissioners on August 24, 2021**

TABLE OF CONTENTS

	PAGE
ARTICLE ONE: NAME, LOCATION AND OFFICES	1
1.1 Name	1
1.2 Office and Agent	1
1.3 Other Offices	1
ARTICLE TWO: PURPOSE AND GOVERNING INSTRUMENTS	1
2.1 Public Body Corporate	1
2.2 Governing Instruments	1
ARTICLE THREE: BOARD OF DIRECTORS	1
3.1 Powers and Duties of the Board of Directors	1
3.2 Initial and Regular Board of Directors	2
3.3 Term of Office	2
3.4 Removal	2
3.5 Vacancies	3
3.6 Conflict of Interest	3
ARTICLE FOUR: MEETINGS OF THE BOARD OF DIRECTORS	3
4.1 Regular Meetings; Notice	3
4.2 Special Notice	3
4.3 Annual Meeting	3
4.4 Waiver	4
4.5 Quorum	4
4.6 Vote Required for Action	4
4.7 Adjournments	4
ARTICLE FIVE: NOTICE AND WAIVER	4
5.1 Procedure	4
5.2 Waiver	4
ARTICLE SIX: OFFICERS	5
6.1 Number and Qualifications	5
6.2 Removal	5
6.3 Chairperson	5
6.4 Vice-Chairperson	5
6.5 Secretary	5

6.6 Treasurer	6
ARTICLE SEVEN: COMMITTEES OF DIRECTORS	6
7.1 Executive Committee	6
7.2 Other Committees of Directors	6
7.3 Term of Appointment	6
7.4 Chairman	7
7.5 Vacancies	7
7.6 Quorum	7
7.7 Rules	7
ARTICLE EIGHT: EMPLOYEES, CONTRACTED SERVICES	7
8.1 Employees	7
8.2 Executive Director	7
ARTICLE NINE: CONTRACTS, CHECKS, DEPOSITS AND FUNDS	7
9.1 Contracts	7
9.2 Checks, Drafts, Notes, Etc.	8
9.3 Deposits	8
9.4 Gifts	8
ARTICLE TEN: MISCELLANEOUS	8
10.1 Books and Records	8
10.2 Fiscal Year	8
10.3 Budget	8
10.4 Audit	8
10.5 Construction	9
10.6 Table of Contents Headings	9
10.7 Relation to Articles of Incorporation	9
ARTICLE ELEVEN: AMENDMENTS	9
11.1 Power to Amend Bylaws	9
11.2 Conditions	9

**AMENDED BYLAWS
OTTAWA COUNTY LAND BANK AUTHORITY**

Incorporated under the laws of the State of Michigan

ARTICLE ONE

NAME, LOCATION AND OFFICES

1.1 Name. The name of this corporation shall be "Ottawa County Land Bank Authority" (hereinafter referred to as the "Corporation"). The Corporation may also be known as the "Ottawa County Land Bank"

1.2 Office and Agent. The Corporation shall maintain an office in the State of Michigan, and more specifically, 12220 Fillmore St., West Olive, Michigan 49460. The agent of the Corporation shall be the elected Treasurer of Ottawa County, Michigan.

1.3 Other Offices. The principal office of the Corporation shall be located in West Olive, Ottawa County, Michigan. The Corporation may have other offices at such place or places, within the State of Michigan, as the Board of Directors may determine from time to time or the affairs of the Corporation may require or make desirable.

ARTICLE TWO

PURPOSE AND GOVERNING INSTRUMENTS

2.1 Public Body Corporate. The Corporation shall be organized and operated as a land bank authority under the provisions of the Michigan Land Bank Fast Track Act, 2003 P.A. 258, 124.751 (the "Land Bank Act") and the Intergovernmental Agreement by and between the Michigan Land Bank Fast Track Authority and the Treasurer of the County of Ottawa, Michigan, dated January 28, 2010, (hereinafter referred to as the Intergovernmental Agreement"). The Corporation is an authority governed by a Board of Directors.

2.2 Governing Instruments. The Corporation shall be governed by its articles of incorporation and its bylaws, with specific direction from its Priorities and Policies document.

ARTICLE THREE

BOARD OF DIRECTORS

3.1 Powers and Duties of the Board of Directors

- (a) Except as otherwise provided in the articles of incorporation of the Corporation or in these bylaws, all the powers, duties, and functions of the Corporation conferred by the Land Bank, Act, the Intergovernmental Agreement, the articles of incorporation, these bylaws, other state statutes, common law, court decisions, or otherwise shall be exercised, performed, or controlled by the Board of Directors.
- (b) The Board of Directors shall be the governing body of the Corporation and shall have general charge of the affairs, property and assets of the Corporation. It shall be the duty of the Board of Directors to determine the policies of the Corporation or changes therein, actively to prosecute the purposes and objectives of the Corporation, and, to this end, to manage and control all of its property and assets and to supervise the disbursement of its funds. The Board of Directors may adopt, by majority vote of the members appointed, such rules and regulations for the

conduct of its business and the business of the Corporation as shall be deemed advisable, and, in the execution of the powers granted, may delegate certain of its authority and responsibility to an executive committee. Under no circumstances, however, shall any actions be taken which are inconsistent with the articles of incorporation and these bylaws, or the understanding that Local Unit control of property and developmental direction is foundational. Members of the Board of Directors shall receive no compensation for service as a member of the Board of Directors, but shall be entitled to be reimbursed by the Corporation for actual and necessary expenses incurred in connection with performance of official functions of the Corporation subject to available appropriations.

- (c) The Board of Directors may, from time to time, appoint, as advisors, persons whose advice, assistance, and support may be deemed helpful in determining policies and formulating programs for carrying out the purposes and functions of the Corporation.

3.2 Board of Directors. The Board of Directors of the Ottawa County Land Bank shall consist of nine (9) members including:

- (a) The elected and serving Treasurer of Ottawa County;
- (b) Eight (8) members appointed by the Ottawa County Board of Commissioners all of whom must be residents of Ottawa County;
1. Two (2) representatives of the Cities & Villages – one from a large and one from a small municipality (from senior elective or appointed officials);
 2. Two (2) representatives of the Townships - one from a large and one from a small municipality (from senior elective or appointed officials);
 3. A member of the Ottawa County Board of Commissioners;
 4. A representative from Ottawa County Administration;
 5. A representative from the Ottawa County Economic Development Office OCEDO;
 6. A person not married to or directly related to an Ottawa County employee.

Add: Board of Comm. member & Admin. rep. are appointed annually

3.3 Term of Office. The Treasurer of Ottawa County shall serve as a member of the Board of Directors without a term. Other members shall serve a six (6) year term, subject to their continued service in the capacity through which they were originally appointed. Members can be appointed to additional terms in the discretion of the Ottawa County Board of Commissioners.

3.4 Removal. Other than the Treasurer of Ottawa County, a director may be removed from office for cause by the Board of Commissioners of Ottawa County, and shall be automatically terminated from any “ex officio” appointment upon leaving the office which was the basis for appointment.

3.5 Vacancies. Any vacancy in the Board of Directors, other than the Treasurer of Ottawa County, arising at any time and from any cause, may be filled for the unexpired term by the Board of Commissioners of Ottawa County. Each director so appointed shall hold office until the

1 & 2
Need to have
descriptions
of the
qualifications
needed

5
OCEDO is now
Lakeshore
Advantage,
would like to
open this up to
those who
are involved
in Community
Economic
Development

expiration of his term, or the unexpired term of his predecessor, as the case may be, and until his successor is appointed.

3.6 Conflict of Interest. A director who has a direct or indirect personal or financial interest in any matter before the Corporation shall disclose his or her interest prior to any action on the matter by the Corporation, which disclosure shall become part of the record of the Corporation's official proceedings. The disclosure shall be made by written instrument, and copies of the disclosure form shall be filed with the Secretary of the Board of Directors. The interested director shall further refrain from participation in the Corporation's action relating to the matter. Each director, upon taking office and annually thereafter, shall acknowledge in writing that they have read and agreed to abide by this section.

ARTICLE FOUR

MEETINGS OF THE BOARD OF DIRECTORS

4.1 Regular Meetings. Regular meetings of the Board of Directors shall be held from time to time at such times and at such places as the Board of Directors may prescribe. Notice of the time and place of each such regular meeting shall be given by the secretary either personally or by telephone or by mail or by electronic mail not less than seven (7) nor more than thirty (30) days before such regular meeting. The meetings of the Board of Directors shall be public, and the appropriate notice of such meetings provided to the public. Notice of any and all meetings of the Board of Directors shall be given in accordance with the Open Meetings Act, (OMA") 1976 P.A. 267, as amended. The Board of Directors shall meet at least annually. As long as consistent with the OMA, any regular, special or annual meeting may be attended by a member digitally.

4.2 Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chairperson, or by any three (3) of the directors in office at that time. Notice of the time, place and purpose of any special meeting of the Board of Directors shall be given by the secretary either personally or by telephone or by mail or by electronic mail at least twenty-four (24) hours before such meeting.

4.3 Annual Meeting. The first meeting of the Board of Directors in each calendar year shall be deemed to be the annual meeting of the Board of Directors. All officers of the Board of Directors shall be elected at the annual meeting by the Board of Directors, unless a vacancy in such office occurs prior to the annual meeting, and each officer shall hold such office until the following annual meeting.

4.4 Waiver. Attendance by a director at a meeting shall constitute waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called.

4.5 Quorum. A majority of the Board of Directors shall be required to constitute a quorum for the transaction of business. Unless otherwise required herein or by Michigan law, the Board of Directors shall act by a majority vote at a meeting at which a quorum is present. A quorum shall be necessary for the transaction of business. Presence in person for both quorum and voting may include electronic communication by which such member is both seen and heard by all members present.

4.6 Vote Required for Action. Except as otherwise provided in these bylaws or by law, the act of a majority of the directors present at a meeting at which a quorum is present at the time shall be the act of the Board of Directors. Adoption, amendment and repeal of a bylaw are provided for in Article Eleven of these bylaws. Vacancies in the Board of Directors may be filled as provided in Section 3.5 of these bylaws.

4.7 Adjournments. A meeting of the Board of Directors, whether or not a quorum is present, may be adjourned by a majority of the directors present to reconvene at a specific time and place. Notice of any reconvened meeting of the Board of Directors shall be given in accordance with the Open Meetings Act, MCL 15.261 et seq., as amended. At any such reconvened meeting at which a quorum is present, any business may be transacted which could have been transacted at the meeting which was adjourned.

ARTICLE FIVE

NOTICE AND WAIVER

5.1 Procedure. Whenever these bylaws require notice to be given to any director, the notice shall be given as prescribed in Article Four. Whenever notice is given to a director by mail, the notice shall be sent first-class mail by depositing the same in a post office or letter box in a postage prepaid sealed envelope addressed to the director at his or her address as it appears on the books of the Corporation; and such notice shall be deemed to have been given at the time the same is deposited in the United States mail. Notice may also be given by electronic mail addressed to the director at his or her email address as it appears in the records of the Corporation.

5.2 Waiver. Whenever any notice is required to be given to any director by the articles of incorporation or by these bylaws a waiver thereof in writing signed by the director entitled to such notice, whether before or after the meeting to which the waiver pertains, shall be deemed equivalent thereto but only in those circumstances in which such notice is not required by law.

ARTICLE SIX

OFFICERS

Add: Vice Chairperson

6.1 Number and Qualifications. The officers of the Corporation shall be members of the Board of Directors and shall consist of a Chairperson, who shall act as the chairperson of the Board of Directors, a secretary, a treasurer, and such other officers as may be designated by the Board of Directors. The Chairperson of the Corporation shall be the Treasurer of Ottawa County.

6.2 Removal. Any officer of the Corporation other than the Chairperson may be removed as an officer by the Board of Directors of the Corporation with or without cause at any time.

6.3 Chairperson. The Chairperson shall be the principal executive officer of the Corporation and shall preside at all meetings of the Board of Directors. Subject to any policies adopted by the Board of Directors, the Chairperson shall have the right to supervise and direct the management and operation of the Corporation and to make all decisions as to policy and otherwise which may arise between meetings of the Board of Directors, and the other officers and employees of the Corporation shall be under the Chairperson's supervision and control during such interim. The Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

Remove

6.4 Vice-Chairperson. The Vice-Chairperson, ~~if such office has been designated by the Board of Directors,~~ shall, in the absence or disability of the Chairperson, perform the duties and have the authority and exercise the powers of the Chairperson. The Vice Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

6.5 Secretary. The secretary shall attend all meetings of the Board of Directors and record all votes, actions and the minutes of all proceedings in a book, to be kept for that purpose and shall perform like duties for the executive and other committees when required.

- (a) The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors.
- (b) The Secretary shall verify by his or her signature, contracts, deeds or other legal documents approved by the Board of Directors.
- (c) The Secretary shall be under the supervision of the Chairperson. He or she shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time delegate.

6.6 Treasurer.

- (a) The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements of the Corporation and shall deposit all monies and other valuables in the name and to the credit of the Corporation into depositories designated by the Board of Directors.
- (b) The Treasurer shall disburse the funds of the Corporation as ordered by the Board of Directors, and prepare financial statements each month or at such other intervals as the Board of Directors shall direct.
- (c) The Treasurer shall be under the supervision of the Chairperson. The Treasurer shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time to time delegate.

ARTICLE SEVEN

COMMITTEES OF DIRECTORS

7.1 Executive Committee. By resolution adopted by a majority of the directors in office, the Board of Directors may designate from among its members an executive committee which shall consist of three (3) or more directors, including the Chairperson or a Vice Chairperson of the Corporation, which executive committee, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of the affairs of the Corporation; provided, however, the designation of such executive committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or him by law and such executive committee may not do the following:

- (a) Approve the dissolution or the sale, pledge, or transfer of all or substantially all of the Corporation's assets;

(b) Elect, appoint, or remove directors or fill vacancies on the Board of Directors or on any of its committees; or

(c) Adopt, amend, or repeal the Corporation's Articles of Incorporation or these Bylaws.

7.2 Other Committees of Directors. Other committees, each consisting of two (2) or more directors, not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated by a resolution adopted by a majority of directors present at a meeting at which a quorum is present. Such resolution shall assign the duties and responsibilities of such committees. Except as otherwise provided in such resolution, members of each such committee shall be appointed by the Chairperson of the Corporation. Any member of any committee may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Corporation shall be served by such removal.

7.3 Term of Appointment. Each member of a committee shall continue as such until his successor is appointed, unless the committee shall be sooner terminated, or unless such member shall be removed from such committee, or unless such member shall cease to qualify as a member thereof.

7.4 Chairman. One member of each committee shall be appointed chairman thereof.

7.5 Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

7.6 Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum; and the act of a majority of members present at a meeting at which a quorum is present shall be the act of the committee.

7.7 Rules. Each committee may adopt rules for its own government, so long as such rules are not inconsistent with these bylaws or with rules adopted by the Board of Directors.

ARTICLE EIGHT

EMPLOYEES, CONTRACTED SERVICES

8.1 Employees. The Corporation may not employ or otherwise contract for the services of any staff deemed necessary to carry out the duties and responsibilities of the Corporation. Such staff as needed shall be provided by Ottawa County or by independent contract approved by the Board of Directors.

8.2 Executive Director. Notwithstanding the above, and with the approval of the Ottawa County Board of Commissioners, the Board of Directors may select and retain an Executive Director. An Executive Director selected and retained by the Board of Directors shall administer the Corporation in accordance with the operating budget adopted by the Board of Directors, general policy guidelines established by the Board of Directors, other applicable governmental procedures and policies, and the Intergovernmental Agreement. The Executive Director shall be responsible for the day-to-day operations of the Corporation, the control, management, and oversight of the Corporation's functions; and supervision of all Corporation employees. All terms and conditions of the Executive Director's length of service shall be specified in a written contract between the Executive Director and the Board of Directors, provided that the Executive Director shall serve at the pleasure of the Board of Directors.

ARTICLE NINE

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

9.1 Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority must be in writing and may be general or confined to specific instances. In the absence of such express authority granted by the Board of Directors, or a vacancy in the office to which the authority is delegated by the Board of Directors, the Chairperson shall have all authority necessary and appropriate to execute any and all documents, instruments and agreements on behalf of the Corporation.

9.2 Checks, Drafts, Notes, Etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by the Treasurer of the Corporation and in such other manner as may from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer and countersigned by the Chairperson or the Vice-Chairperson of the Corporation. The Board of Directors shall require all individuals who handle funds of the Corporation to qualify for a security bond to be obtained by the Corporation, at the expense of the Corporation, in an amount not less than \$100,000.00.

Checks are processed through Accounts Payable and signed by The Ottawa County Treasurer & Ottawa Clerk/Register of Deeds

9.3 Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

9.4 Gifts. The Corporation may acquire by gift, bequest, or devise any real or personal property or interests in real or personal property for the general purposes or for any special purpose of the Corporation on terms and conditions and in a manner the Board of Directors considers appropriate.

Add: a list of revenues received and expensed paid shall be provided to the Board of Directors at every meeting

ARTICLE TEN

MISCELLANEOUS

10.1 Books and Records. The Corporation shall keep and maintain at the principal office of the Corporation all documents and records of the Corporation. The records of the Corporation shall include, but not be limited to, a copy of the Intergovernmental Agreement along with any amendments to the Intergovernmental Agreement. The records shall also include correct and complete books and records of accounts and minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. All records of the Corporation shall be made available to the public to the extent required by the Michigan Freedom of Information Act, 1976 P.A. 442, as amended. Not less than annually the Corporation shall file with the parties to the Intergovernmental Agreement, and with the Board of commissioners of Ottawa County a report detailing the activities of the Corporation and any additional information as requested by such parties.

10.2 Fiscal Year. The fiscal year of the Corporation shall begin on October 1 of each year and end on the following September 30.

10.3 Budget. The Board of Directors shall adopt annually a budget for all operations, income, expenses and assets. The Corporation shall be subject to and comply with the Budget Act, 1968

PA 2, MCL 14 1.421 to 141 .440a. The Chairperson or Executive Director shall prepare and the Board of Directors shall approve a budget for the Corporation for each Fiscal Year. Each budget shall be approved by August 1 immediately preceding the beginning of the Fiscal Year of the Corporation.

10.4 Audit. The Corporation shall provide for the conduct of audits in accordance with section 6 to 13 of the Budget Act, 1968 PA 2, MCL 141.421 to 141.440a, which shall be made available to the parties to the Intergovernmental Agreement. The Corporation shall establish a dedicated audit committee of the Board of Directors for the purpose of overseeing the accounting and financial reporting processes of the Corporation and audits of its financial statements. The Corporation shall establish specific duties and obligations of the audit committee and standards and qualifications for membership on the audit committee. The Corporation may require at least one member to be specifically knowledgeable about financial reports.

10.5 Construction. Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these bylaws shall be invalid or inoperative, then, so far as is reasonable and possible:

(a) The remainder of these bylaws shall be considered valid and operative.

(b) Effect shall be given to the intent manifested by the portion held invalid or inoperative.

10.6 Table of Contents Headings. The table of contents and headings are for organization, convenience and clarity. In interpreting these bylaws, they shall be subordinated in importance to the other written material.

10.7 Relation to Articles of Incorporation. These bylaws are subject to, and governed by, the articles of incorporation and the Land Bank Act.

ARTICLE ELEVEN

AMENDMENTS

11.1 Power to Amend Bylaws. With the subsequent approval of the Ottawa County Board of Commissioners, the Board of Directors shall have the power to alter, amend, or repeal these bylaws, or adopt new bylaws; provided, however, that the Board of Directors shall have no power or authority to make any changes in the bylaws which would be inconsistent with the Land Bank Act or the Intergovernmental Agreement.

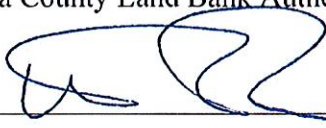
11.2 Conditions. Action by the Board of Directors with respect to these bylaws shall be taken by the affirmative vote of a majority of all directors then holding office.

Whereas, the Amended Bylaws of the Ottawa County Land Bank Authority were approved by the Board of Directors on the 26th day of July, 2021.



Amanda Price, Chairperson

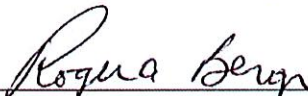
Ottawa County Land Bank Authority



Tom Oonk, Secretary

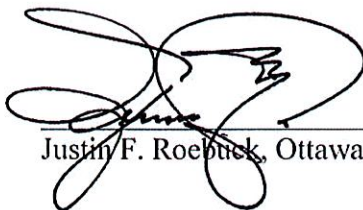
Ottawa County Land Bank Authority

Whereas the Amended Bylaws of the Ottawa County Land Bank Authority were approved by the Ottawa County Board of Commissioners on the 24th day of August, 2021.



Roger Berman, Chairperson

Ottawa County Board of Commissioners



Justin F. Roebuck, Ottawa