



1101 S. SAGINAW STREET
FLINT, MICHIGAN 48502
810.766.7426 TEL
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City of Flint EDC Agenda: March 11, 2025

1. Call to Order
2. Roll Call
3. Public Comments
4. Approval of Agenda
5. Approval of February 11 2025 Minutes
6. Oak Business Center & Audit
7. EDA Funds Advisory Committee
8. EGLE Brownfield Stakeholder Workshops
9. Update of EDC By Laws
10. Updates
 - a. EDA Funds
 - b. Oak Business Center Projects
 - c. Other Updates
11. Adjournment

Next Meeting: Tuesday April 8 2025
City Hall McKenzie Room 10:00AM



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City of Flint BRA Agenda: March 11, 2025

1. Call to Order
2. Roll Call
3. Public Comments
4. Approval of Agenda
5. Updates:
 - a. Flint Commerce Center Redevelopment Project Brownfield Plan Amendment
6. Adjournment

DRAFT MINUTES



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EDC Minutes: February 11, 2025

1. Called to Order at 10:02am
2. Roll Call – Mayor Neeley, Vice Chair King, Banks, Munroe, Priestley, Wells-Strozier. Absent with Notice: Vance. Also attending: Bailey, Strittmater, Madis.
3. Public Comments - none
4. Approval of Agenda – motion by Wells-Strozier, support by Priestley; unanimous vote of approval
5. Approval of Minutes from November 12, 2024 – motion by Wells-Strozier, support by Priestley; unanimous approval
6. EDC/BRA Roster & Terms - discussed discrepancies in start and end dates for each member, and vacancies created by departure of Hammond and Vanier in 2024. Will work to update terms and renew members in 2025.
7. Approval of 2025 EDC/BRA Meeting Schedule -

Motion to approve the 2025 meeting schedule by Priestley, seconded by King; unanimous approval

8. EDC/BRA 2024 Annual Report - discussed and recommended changes to include BRA-specific legislation and authorizations.

Motion to approve with changes by Banks, seconded by Wells-Strozier; unanimous approval

9. EDA REI Project Acceptance - discussed application and approval of submittal, and need to accept funds.

Motion to adopt Resolution EDC02-2501 by Priestley, seconded by Banks; unanimous approval by roll call vote

DRAFT MINUTES

10. Updates

1. EDA Funds - discussed intended scope of work with Genesee County to utilize funds. Awaiting approval with state and federal EDA partners.
2. Oak Business Center Projects - discussed ongoing work and future needs at Oak Business Center. Will triage needs as part of upcoming 2025-2026 budget discussions.
3. Other Updates

11. Adjournment -

Motion to adjourn by King, seconded by Banks; unanimous approval at 11:03am.

BRA Minutes: February 11, 2025

Brownfield Redevelopment Authority Meeting cancelled due to lack of agenda items.



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March 11, 2025

Resolution Supporting EDC Audit
Resolution EDC03-2502

WHEREAS, the Economic Development Corporation of the City of Flint (EDC) is working to better understand the finances for the Economic Development Corporation and current and former Brownfield Agreements; and,

WHEREAS, the City of Flint EDC has asked staff to seek remedies to ,

BE IT RESOLVED, that the Board of Directors hereby supports the staff to select an auditor and begin a process to address financial issues related to the Economic Development Corporation and Brownfield Redevelopment Authority.

Moved By:

Supported By:

Voting For:

Voting Against:

The foregoing resolution was duly adopted in accordance with law at a regular meeting of the Board of Directors held March 11, 2025, at which a quorum of members was present. The Resolution declared adopted by the President.

Derwin Munroe, Secretary

Oak Business Center Report

February 2025

Wolverine Fire Suppression

- The riser room is complete and has been pressure tested. Several visits have been made to assist Wolverine in drafting the building's interior blueprint. Units 1, 3, 5, and 7 are located on the outside walls and experience cold air through the overhead doors, a dry system will need to be installed for these units. This issue originally contributed to the problem with the system and this change will resolve future problems. Awaiting a quote for the remainder of the system to be installed.
- Awaiting to integrate the security system with the fire suppression system. Working w/ Lee to determine who would monitor the system.
- 1/23/25, Wolverine fixed (2) sprinkler heads in unit 10 breakroom that froze due to lack of heat.

William M Walter

- 12/13: Technician inspected rooftop unit, tightened 1 belt, and found 4 others that needed replacing. All the filters look good but will need replacements in the spring.
- 12/17: Technician adjusted burners on rooftop units and repaired heat in the front lobby during the week of Christmas.
- 1/3/25: A leak from the 2nd floor urinal caused damage to ceiling tiles, carpet, and equipment.
- 2/10/25: Bill inspected the faucet, replaced the cartridge with the hot knob, and found another leak in the center piece. A quote for repair has been issued.
- 2/14/25: Received quote for the inspection of all heating units throughout the building. \$5,277
- 2/18/25: Bill fixed the urinal on the 2nd floor which caused the leak in the management office. \$2,290

Sonitrol Security Alarm

- Installed 12/2/24 and completed by 12/16. Training on the system was provided and key fobs distributed.
- 12/18: Alarm issue reported in unit 18, resolved same day with replacement of faulty device.
- 1/16: Technician replaced door sensor for unit 18.

Oak Business Center Report

February 2025

Comcast

- IT completed the relocation of the internet to the rear management office, recycled old computer equipment, set up the phone system, and switched to AT&T with a mesh network to reach the back units. This switch also lowered the cost of internet services, saving several \$100 dollars a month.

Weinstein Electric

- 12/12: Completed light bulb replacement and floodlight timer repair for the main lobby.

Carpet Cleaning

- Lobby, hallway, and conference room carpets cleaned personally by utilizing a tenant's equipment. However, all carpet throughout the front section of the building will need to be replaced as soon as possible due to mold growth. Working with Lee and maintenance to strip and wax the lobby tile floor.

Trio Painting

- Received a quote for repairs to several units (paint, drywall, baseboard installation). The quote declined. This does not include removing the flaking paint which could be lead-based and would need to be removed and repainted.

Restrooms

Several restrooms are currently out of order due to damage, leaks, and non-functional toilets and sinks. The restrooms that are operational have stalls with visible graffiti. Additionally, the urinal in the 2nd-floor restroom leaked into the management office, causing stains, unpleasant odors, and bodily fluids to contaminate company equipment, furniture, and the carpet. As a result, the management office has been temporarily shut down and cannot be used until a professional cleaning service addresses the health and safety concerns.

New Units Rented

- Several units have been rented, with more pending approval.
- Notable leases:
 - MaryAnn Sanders (Unit 13C) - \$420
 - Men Motivating Men (Unit 119) - \$395
 - TLC Real Estate (Unit 107) - \$200
 - K Heart Photography (Unit 117) - \$420
 - Cathedral of Faith (Unit 116) - \$420

Oak Business Center Report

February 2025

- Ombudsman (Units 205/206) – Awaiting Agreement
- Black Lives Matter (Unit 213) - \$120
- Susaye Brewer (Unit 105) - \$100

Cameras

- An incident occurred on February 1st, which prompted an alarm response from our police department. After this incident occurred, a meeting took place with Nicole Reid and Robert Frost to discuss adding video capabilities to the alarm system, allowing it to connect directly to the police system. A discussion with Ashley at Sonitrol, who mentioned that the cost would be several thousand dollars per unit. We are currently awaiting the necessary funds to move forward by addressing this concern.

Phone System

- A new phone installed for the management office with extension 3004. IT replaced a broken handset on 1/15.

Dover & Company

- Approved for door spring replacement for Premier Powder. Awaiting PO to schedule repair. \$1,274 - Awaiting PO

Roofing

- Phase 1 was completed last year which included A, J, K, L and M.
- Phase 2 is proposed between \$600,000 to \$700,000 and includes B, C, D, E, F, G, P
- Phase 3 is proposed between \$400,000 to \$500,000 and includes H, I, N, O
- This does not include the old roof vents that also need to be replaced or fixed

Foundation & Walls

- The foundation is deteriorating, and the exterior walls are visibly pulling away from the structure. This situation poses a significant safety risk.
- Additionally, the steel headers above the overhead doors are failing, which has led to the bricks becoming unstable. There is a real potential for these bricks to fall, which could not only cause damage to the surrounding area but also potentially injure anyone in proximity.

Electric

- There are several units that need the electric inspected to make sure it is not a fire risk. Units 1, 3, 5, 7A, 9 and the breakroom near units 13 do not have any electricity.

Oak Business Center Report

February 2025

Heating

- A space heater was added to the riser room, and the baseboard heater turned on.
- Pipe froze due to insufficient heat for the breakroom in unit 10. Weinstein quoted a new heating unit and awaiting approval. \$2,376

Plumbing

- Broken faucet identified in the utility room on 10/17. William Walter replaced the cartridge for the hot side and awaiting the centerpiece of the faucet as it is on backorder.

Unit Repairs

- Several units are needing attention and a quote came in from Trio Painting for \$5,400. This would not include all the units as others are needing attention as well.

Flooring & Ceiling Tiles

- Several areas throughout the building have active asbestos flooring and, in the ceilings.

Windows and Doors

- Three damaged windows were replaced. Additional broken windows were discovered in units 1 & 3 on the second floor and repaired on 12/4/24.
- Several doors are damaged and numerous locks are needing a locksmith

Mail Service & Mailboxes

- New mail delivery protocol in place started November 1st. Mailboxes are in use, with keys provided to tenants and the mailman. A drop box for the management office was installed as well.

OAK BUSINESS CENTER

ITEM	QUOTE	COMPLETED	PAID
DOVER DOOR - OVERHEAD DOOR SPRING	\$1,274.00	NO	
SONITROL - SECURITY SYSTEM INSTALL	\$22,487.50	YES	NO
SONITROL - 1 CAMERA	AWAITING QUOTE	NO	
LOCKSMITH - DOOR LOCKS	AWAITING QUOTE	NO	
TOOLS	NEEDING QUOTE	NO	
W. WALTER - HEATERS	\$5,277.00	NO	
ROYAL ROOFING - SECTIONS (B,C,D,E,F,G & P)	600K - 700K	NO	
ROYAL ROOFING - SECTIONS (H, I, N & O)	\$400K - 500K	NO	
ROYAL ROOFING - ROOF VENTS	NEEDING QUOTE	NO	
CARPET REPLACED	NEEDING QUOTE	NO	
UNIT 17 - ELECTRICAL PERMIT	AWAITING PAYMENT	NO	
TRIO PAINTING - 4 UNITS REPAIRED & PAINTED	\$5,400.00	NO	
REPAIR UNITS - (DRYWALL, PAINT, BASEBOARDS, FLOORING)	UNKNOWN	NO	
WOLVERINE - DRY SYSTEM	\$65,500.00	NO	
WEINTSTEIN ELECTRIC - LED CONVERSIONS	\$4,135.00	PARTIAL	
W. WALTER - HEATER UNIT 10 (FIRE SUPPRESSION PIPE)	\$2,376.00	NO	
W. WALTER - URINAL LEAK 2ND FLOOR RESTROOM	\$2,290.00	YES	
W. WALTER - HEAT EXCHANGER	\$4,394.00	YES	
FLINT GLASS	\$2,456.76	YES	
BIO COMPANY - URINAL LEAK INTO MANAGEMENT OFFICE	NEEDING QUOTE	NO	
MEI ELEVATOR VIOLATIONS	\$697.78	NO	

Lease Term Expiration	Unit Number	Company	Contact	Email	Phone Number	Rent Amount	3% Rent Increase
EXPIRES - 4/29/2055	Land	American Tower	Nicole Tarzy	ntarzy@toweralliancellc.com	(561) 419-6865	\$3,250	
3/31/24 - EXPIRED	212	Artistic Vision Enterprise	DeWaun Robinson	dewaun.robinson1@gmail.com	(313) 258-8967	\$130	
SIGNED 1/24 (M2M)	Pole Barn/Parking	Genesee County Land Bank	Yolanda Collins	ycollins@thelandbank.org	(810) 257-3088 Ext 533	\$3,300	
3/31/24 - EXPIRED	211	Michigan State University	Anita Hernandez	garzaa@msu.edu	(517) 353-9555	\$117.00	
NEEDS TO SIGN LEASE	2-4-6-8-10-12-14	Premier Powder Coating	Matt Hall	premierhall@usa.com	(810) 397-1780	\$3,214.00	
6/30/24 - EXPIRED	201-202	W. T. Stevens Construction	Rhonda Grayer	rhondag@wtstevens.com	(810) 397-9949	\$402.00	
6/30/24 - EXPIRED	7-114	Future Mindset	Patrick Julian	pjulian2@gmail.com	(810) 423-5751	\$391.00	
EXPIRES - 12/31/25	207	LGC Global, Inc	Chaitanya Kadari	chaitanya.kadari@lgccorp.com	(313) 989-4141	\$386.25	YES
4/30/24 - EXPIRED	103	Johnson Training & Consulting	Anthony Johnson	ajohnsonjtc@gmail.com	(517) 230-9104	\$95.00	
NO LEASE	Vending Machines	Genesee Vending Inc	No Contact	No Email	(810) 230-1080	Varies	\$15-45/mnth
EXPIRES - 9/30/2025	13C	MaryAnn's Community Outreach	MaryAnn Sanders	mardigg0914@gmail.com	(810) 429-8050	\$420	
EXPIRES - 5/31/2025	119	Men Motivating Men Worldwide	Ondante Lott	ondantelott@gmail.com	(810) 625-5509	\$395	
Expires - 1/31/2026	107	TLC Real Estate	Lisia Williams	ms.lisiawilliams@gmail.com	(810) 969-0902	\$200	
Expires - 1/31/2026	105	The Oatmeal Club	Susaye Brewer	theoatmealclub@gmail.com	(810) 336-9897	\$100	
Expires - 1/31/2026	116	Cathedral of Faith	Christopher Martin	pastormartincof@yahoo.com	(810) 938-5575	\$420	
Expires - 2/28/2026	117	K Heart Photography	Crystal Burns	info@kheartphotography.com	(810) 339-7821	\$420	
Expires - 2/28/2026	213	Black Lives Matter	DeWaun Robinson	dewaun.robinson1@gmail.com	(313) 258-8967	\$120	
				Total Monthly		\$13,360.25	
				Total Annually		\$160,320.00	

Brownfield Stakeholder Workshops

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) Brownfield Program is excited to host in-person Brownfield Stakeholder Workshops. EGLE Brownfield staff will highlight 2024 accomplishments, provide program updates, and be available for questions. The workshop will allow plenty of time for networking with EGLE Brownfield staff and other brownfield professionals, including dedicated time to offer feedback directly to program staff. This workshop is recommended for environmental consultants, local government officials, developers, and others that work on Michigan brownfield redevelopment projects.

Registration Cost: \$30*

*Includes light refreshments

REGISTRATION / CANCELLATION DEADLINE:

Cancellations must be received at least **7 business days** before the event.

In-Person Workshop Dates and Locations (not offered virtually)

March 4 - LV Eberhard Center, Grand Rapids

March 6 - Vistatech Center, Livonia

March 13 - Northern Center, NMU, Marquette

(Held in conjunction with the [Northern Michigan Environmental Conference](#).)

March 18 - University Center, Gaylord

April 16 - LCC-West, Lansing

SCHEDULE

Registration: 12:30 p.m.

Program begins: 1:00 p.m.

Program adjourns: 5:00 p.m.



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March 11, 2025

Resolution Supporting Update of EDC By Laws
Resolution EDC03-2501

WHEREAS, the Economic Development Corporation of the City of Flint (EDC) has had cause to update its bylaws from time to time, throughout its history; and,

WHEREAS, the City of Flint EDC has identified necessary changes to enhance the effectiveness of its processes and to clarify the roles and responsibilities of its members,

BE IT RESOLVED, that the Board of Directors hereby supports the amended bylaws as discussed and moved on this day, March 11, 2025.

Moved By:

Supported By:

Voting For:

Voting Against:

The foregoing resolution was duly adopted in accordance with law at a regular meeting of the Board of Directors held March 11, 2025, at which a quorum of members was present. The Resolution declared adopted by the President.

Derwin Munroe, Secretary

**THIRD AMENDED BYLAWS OF
THE ECONOMIC DEVELOPMENT CORPORATION
OF THE CITY OF FLINT**

**ARTICLE I
Purposes**

Section 1. Statement of Purposes.

The purpose or purposes for which the corporation is organized are as follows: To act as an economic development corporation in accordance with Act 338 of the Public Acts of 1974, as such statute may from time to time be amended; including particularly to alleviate and prevent conditions of unemployment, to assist and retain local industries and commercial enterprises, to strengthen and revitalize the economy of the State of Michigan and particularly the City of Flint, to provide the means and methods for the encouragement and assistance of industrial and commercial enterprises in locating and expanding in the State of Michigan and particularly in Flint, to encourage the relocation and expansion of commercial enterprises to more conveniently provide needed services and facilities of the commercial enterprises to the City of Flint and residents thereof. In furtherance of these purposes, the corporation shall have all of the powers which now are or hereafter may have conferred by law on corporations organized under Act 327, Public Acts of 1931, as amended, Act 284, Public Acts of 1972, as amended, Act 338, Public Acts of 1974, and particularly the powers granted by Act 154, Public Acts of 1984, and subsequent amendments, and especially section 7 thereof, to-wit:

- A. Construct, acquire by gift or purchase, reconstruct, improve, maintain, or repair projects and acquire the necessary land, or an interest in land or portions of the land, for the site of a project.
- B. Acquire by gift or purchase the necessary machinery, furnishings, and equipment for a project.
- C. Borrow money and issue its revenue bonds or revenue notes to finance or refinance part or all of the project costs and the costs necessary or incidental to the borrowing of money and issuing of bonds or notes for that purpose, and may secure those bonds and notes by mortgage, assignment, or pledge of any of its money, revenues, income, and properties. Bonds and notes may be issued to acquire and install projects, necessary lands, or an interest in the land or a portion of the land, for the site of the project, and the necessary machinery, furnishings, and equipment for a project notwithstanding that the corporation

does not own or propose to own the projects, lands, or machinery, furnishings, and equipment.

- D. Enter into leases, lease purchase agreements, or installment sales contracts with any person, firm or corporation for the use or sale of the project.
- E. Mortgage or create security interests in the project, a part of the project, a lease or loan, or the rents, revenues, or sums to be paid during the term of a lease or loan, in favor of holders of bonds or notes issued by the corporation.
- F. Sell and convey the project or any part thereof for a price and at a time as the corporation determines.
- G. Lend, grant, transfer, or convey funds, as permitted by law, but subject to applicable restrictions affecting the use of those funds.

Subject to any amendments to said statute either increasing or diminishing the powers of economic corporations formed thereunder.

ARTICLE II

Offices

Section 1. Registered Office.

The corporation shall have and continuously maintain in the State of Michigan, a registered office, and a registered agent whose office is identical to such registered office, as required by the statutes of the State of Michigan. The registered office may be, but need not be, identical with the principal office in the State of Michigan, and the address of the registered office and the registered agency may be changed from time to time by the board of directors.

Section 2. Other Offices.

The corporation may have such other offices as the board of directors may determine, or the affairs of the corporation may require from time to time.

ARTICLE III

Board of Directors

Section 1. General Powers.

The affairs of the corporation shall be managed by its board of directors.

Section 2. Number, Tenure and Qualifications.

The board of directors of the corporation shall consist of nine (9) persons, not more than three (3) of whom shall be an officer or employee of the City of Flint. The directors shall be appointed for terms of six (6) years, except that of the directors first appointed four (4) shall be appointed for six (6) years, one (1) for five (5) years, one (1) for four (4) years, one (1) for three (3) years, one (1) for two (2) years and one (1) for one (1) year.

Section 3. Selection of Directors.

The Mayor of the City of Flint with the advice and consent of the Governing Body of the City of Flint, shall appoint the members of the board of directors. Subsequent directors shall be appointed in the same manner as the original appointments at the expiration of each director's term of office.

Section 4. Expiration of Term; Continuation in Office; Reappointment; Filling Vacancies.

A director whose term of office has expired shall continue to hold office until his successor has been appointed with the advice and consent of the Governing Body of the city of Flint. A director may be reappointed with the advice and consent of the Governing Body of the City of Flint to serve additional terms. If a vacancy is created by the death, resignation, or removal of a director, a successor shall be appointed with the advice and consent of the Governing Body of the City of Flint within thirty (30) days to hold office for the remainder of the term so vacated.

Section 5. Removal. Pursuant to notice and an opportunity to be heard, a member may be removed from office for inefficiency, neglect of duty, misconduct, or malfeasance by a majority vote of the City Council.

Section 6. Disclosure of Interests.

A director, who has an interest in any matter before the corporation, shall disclose his interest prior to the corporation's taking any action with respect to that matter, which disclosures shall become a part of the record of the corporation's official proceedings. Provided, a director making such disclosure shall refrain from participating in the decision-making processes of the corporation on said matter.

Section 7. Annual Meetings.

An annual meeting of the board of directors shall be held on the second Tuesday at the 10:00 a.m., in the month of January for the purpose of electing officers and for the transaction of such other business as may come before the meeting. If the election of officers shall not be held on the day designated herein for any annual meeting or any adjournment thereof, the board of directors shall cause the election to be held at a regular or special meeting of the board of directors within 90 days of the annual Meeting.

Section 8. Regular Meetings.

The meetings of the board of directors shall be public. Notice of any meetings shall be given in accordance with the Open Meetings Act (Act No. 267 of the Public Acts).

Section 9. Special Meetings.

Special meetings of the board of directors may be called by and at the request of the chairman or any two directors. The person or persons authorized to call special meetings of the board may fix any place, either within or without the State of Michigan, as the place for holding any special meeting of the board called by them.

Section 10. Notice of Special Meeting.

Notice of any special meeting of the directors shall be given in compliance with the Open Meetings Act. A public notice stating the date, time, and place of the special meeting shall be posted at least 18 hours before the meeting in a prominent and conspicuous place at both the EDC's principal office and on the EDC website.

Section 11. Quorum and Voting.

A majority of the members of the board then in office constitute a quorum for the transaction of business. The vote of a majority members present at a meeting at which a quorum is present shall constitute the action of the board of directors unless the vote of the larger number is required by statute or elsewhere in these bylaws. A member of the board or of a committee designated by the board may participate in a meeting by conference telephone or other means of remote connection through which all persons participating in the meeting can communicate with each other. Participation in a meeting in this manner constitutes presence in person at the meeting.

Section 12. Compensation of Directors.

Directors shall serve without salary, but may be reimbursed their actual expenses incurred in the performance of their official duties, and may receive a per diem of not more than \$50.00 if authorized by the board of directors.

ARTICLE IV
Officers

Section 1. Officers.

The officers of the corporation shall be a president, one or more vice presidents (the number thereof to be determined by the board of directors), a secretary, a treasurer and such other officers as may be elected in accordance to the provisions of this article. The board of directors may elect or appoint such other officers, including one or more assistant secretaries and one or more assistant treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the board of directors. Any two or more offices may be held by the same person, except the officers of president and Secretary.

Section 2. Election and Term of Office.

The officers of the corporation shall be elected annually by the board of directors at the regular annual meeting of the board of directors. If the election of officers shall not be held at such meeting, such election shall be held within 90 days of the annual meeting. New offices may be created and filled at any meeting of the board of directors. Each officer shall hold office until his successor shall have been duly elected and shall have qualified.

Section 3. Removal.

Any officer elected or appointed by the board of directors may be removed by the board of directors whenever it is judgment the best interests of the corporation would be served thereby.

Section 4. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the board of directors for the unexpired portion of the term.

Section 5. President.

The President shall be the chief executive officer of the corporation, and subject to the direction of the board of directors, and the chairman of the board, the President shall have general charge of and supervision over the property and affairs of the corporation. He shall be an ex-officio member of all committees; shall prepare and recommend an annual budget; and shall have such other powers and perform such other duties as are incident to his office or may be delegated to him by the board of directors. The reaffirming resolution, allowing the President and other mentioned officers to sign documents and act upon the board of directors wishes, shall be signed once per year or upon the election and change of officers.

The President shall from time to time make reports and recommendations to the board of directors as to the affairs of the corporation, as he deems appropriate or as may be required of him by the board of directors. The President may delegate to other members of the board or other persons the authority to present reports and recommendations at the annual meeting.

Section 6. Chairman.

The chairman shall be the chief presiding officer of the corporation and shall have general supervision of the corporation. He shall preside at all meetings of the directors and shall discharge the duties of a presiding officer, shall present at each annual meeting of the board of directors a report of the business of the corporation for the preceding fiscal year, shall perform whatever other duties the board of directors may from time to time prescribe.

Section 7. Vice President.

In the absence of the chairman or in event of his inability or refusal to act, the vice-chairman (or in the event there be more than one vice chairman, the vice-chairman in the order of their election) shall perform the duties of the chairman, and when so acting, shall have all the powers of and be subject to all the restrictions upon the chairman. Any vice-chairman shall perform such other duties as from time to time may be assigned to him by the chairman or by the board of directors.

Section 8. Treasurer.

If required by the board of directors, the treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the board of

directors shall determine. He shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of Article VI of these bylaws; and in general perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him by the chairman or by the board of directors.

Section 9. Secretary.

The secretary shall keep or cause to be kept the minutes of the meetings of the members and of the board of directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; by custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these bylaws; keep a register of the post office address of each member which shall be furnished to the secretary by such office of secretary and such other duties as from time to time may be assigned to him by the chairman or by the board of directors.

Section 10. Assistant Treasurers and Assistant Secretaries.

If required by the board of directors, the assistant treasurers shall give bond for their faithful discharge of their duties in such sums and with such sureties as the board of directors shall determine. The assistant treasurers and assistant secretaries, in general, shall perform such duties as shall be assigned to them by the treasurer or the secretary or by the chairman or the board of directors.

ARTICLE V
Committees

Section 1. Committees of Directors.

The board of directors, by resolution adopted by a majority of the directors present at any meeting, may designate, and appoint one or more committees, each of which shall consist of two or more directors, which committees shall have and exercise such authority as shall be granted to them by such resolution;

PROVIDED, HOWEVER, such committee shall not have the power or authority to amend the articles of incorporation, adopt an agreement of merger or consolidation or an agreement for the sale, lease or exchange all, or substantially all of the corporation's property and assets, dissolve the corporation, or amend the bylaws of the corporation. Except as otherwise provided in such resolution, the members of such committee shall be directors of the corporation and the chairman shall appoint the members thereof. Any member 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.

Section 2. Term of Office.

Each member of a committee shall continue as such until the next annual meeting of the members of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 3. Chairman.

One member of each committee shall be appointed chairman by the person or persons authorized to appoint members thereof.

Section 4. 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 the members present at a meeting at which a quorum is present shall be the act of the committee.

ARTICLE VI
Contracts, Checks, Deposits and Funds

Section 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 of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc.

All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent, or agents of the corporation and in such manner as shall 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 or an assistant treasurer and countersigned by the chairman or a vice-chairman of the corporation.

Section 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.

Section 4. Gifts.

The board of directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purpose or for any special purpose of the corporation.

ARTICLE VII
Books and Records

The corporation shall; keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, board of directors and committees having any of the authority of the board of directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any director, and his agent or attorney for any proper purpose at any reasonable time. An annual audit shall be conducted by an independent certified public accountant and Published.

ARTICLE VIII
Fiscal Year

The fiscal year of the corporation shall begin on the first day of July and end of the last day of June in each year.

ARTICLE IX

Seal

The board of directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words "Corporate Seal, The Economic Development Corporation of the City of Flint."

ARTICLE X
Amendments to Bylaws

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a majority of the board of directors present at any regular meeting or at any special meeting, if at least two days' written notice is given of intention to alter, amend or repeal or to adopt new bylaws at such meetings.

STATE OF MICHIGAN))
) ss.
COUNTY OF GENESEE)

I, _____, the duly qualified and acting Secretary of the Economic Development Corporation of the City of Flint, Genesee County, Michigan, do hereby certify that the foregoing is a true and complete copy of the Second Amended Bylaws of the Economic Development Corporation of the City of Flint amended the 11 day of March, 2025.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this _____ day of _____, 2025.

Corporation Secretary

**ECONOMIC DEVELOPMENT CORPORATION
OF THE CITY OF FLINT**

PURCHASING POLICY

The Board of Directors have approved this Purchasing Policy, on this 11th day of March, 2025. It replaces any and all previously adopted or used purchasing policies, including, but not limited to those approved on June 6, 1991.

Definitions:

- A. **“EDC”** is the Economic Development Corporation of the City of Flint.
- B. **“Board”** is the Board of Directions of the EDC.
- C. **“Administrator”** is an individual employed by the City of Flint and appointed by the Board of Directors of the EDC.
- D. **“City”** is the City of Flint, Michigan.
- E. **“OBC”** is the Oak Business Center, located at 2712 N. Saginaw Street, which is owned and operated by the EDC.
- F. **“Services”** are those contractual services and supplies needed to be purchased by the EDC for its operation.
- G. **“Vendors”** are those businesses that provide services to the EDC.

Duties and Responsibilities of the Administrator:

The Administrator shall have the power and authority to purchase and contract for services necessary for the normal operation of the EDC, including but not limited to the operation of the OBC subject to the following procedures. It will be the Administrator’s responsibility to procure the highest quality services at the least expense to the EDC. The Administrator, with the approval of the Board, shall declare vendors who default on providing their services by exceeding quoted prices, supplying inadequate services, or not providing services in a timely manner, from receiving any new business from the EDC for a stated period of time.

Purchasing Guidelines:

All services to be purchased by the EDC will conform to the following:

Less than \$2,500 – No bid required. Administrator has authority to purchase these services.

\$4,999 to \$10,000 – Written bids required from at least two (2) vendors. Information should be placed on file documenting the bids. Administrator has authority to purchase these services.

\$10,001 and higher – Advertise for written bids. Approval of the Board is required before services purchased.

Emergency Purchases – In the case of an emergency which requires the immediate purchase of services, the Administrator shall be empowered to secure the needed service at the lowest obtainable price, with a cap of \$25,000. An emergency meeting may be called should an expenditure exceeding \$25,000 being required. When emergency purchases are required, the Administrator will report to the Board the circumstances surrounding the purchase at the next regular Board meeting, if the above procedures can not be followed.

Unique Services – Services which are considered unique, such as utilities, telephone, management fees, legal representation, etc., are not subject to these purchasing procedures and may be paid monthly with the approval of the Board.

Maintenance and Service Agreements – Where agreements have been entered into for routine maintenance or service on any of EDC’s property, work not covered by the agreements will be contracted to the vendor that provides this maintenance or service as long as the agreement is in force.

Other Requirements:

- All checks, regardless of the amount, require two (2) signatures.
- The EDC will attempt, when at all possible, to contract with vendors that are located within the City.
- The EDC will not knowingly contract for services with a vendor who is not in good standing with the City, including, but not limited to the default in the payment of taxes, licenses or other monies.

After Board approval at a regular meeting of the Board of Directors, this Purchasing Policy is adopted on the date first stated above:

**ECONOMIC DEVELOPMENT
CORPORATION OF THE CITY OF FLINT**

By: Sheldon Neely
Its: Chairman

By: _____
Its: Secretary

APPROVED AS TO FORM ONLY:

Chris Stritmatter, Attorney for EDC