GAYLORD BROWNFIELD REDEVELOPMENT AUTHORITY
AGENDA FOR MEETING of September 22, 2026
10:00 A.M., CITY COUNCIL CHAMBERS
305 EAST MAIN STREET
GAYLORD MI 49735

1. Call to Order
2. Corrections, Deletions, or Amendments to the Agenda
3. Approval of the Minutes
4. Communications
5. Public Comment

A. UNFINISHED BUSINESS:

6. Approval of Policies and Procedures
7. Approval of Bylaws

B. NEW BUSINESS:

TELEPHONE (989) 732-4060 FACSIMILE (989) 732-8266

August 25, 2026 – Unapproved

Mayor Sharrard opened the meeting of the Gaylord Brownfield Redevelopment Authority at 10:01AM on Tuesday, August 25, 2026. The meeting was held in the City Council Chambers, located at City Hall, 305 E Main Street, Gaylord, Michigan.

Members Present: Todd Sharrard, Hannah Techel, Tanner Catt, Kim Awrey, Tim Rygwelski

Others Present: Tyler Pischel

Motion by Awrey, supported by Techel to add Public Comment to the agenda as item #5.

Ayes: Unanimous. Motion Carried.

Unfinished Business:

Approval of Policies and Procedures – Motion by Techel, supported by Rygwelski to postpone to a future meeting

Ayes: Unanimous. Motion Carried.

Approval of Bylaws – Motion by Techel, supported by Rygwelski to postpone to a future meeting.

Ayes: Unanimous. Motion Carried.

New Business:

Approval of Meeting Schedule – Motion by Awrey, supported Techel to approve the Meeting Schedule on the condition of adding a meeting on September 22nd at 10:00AM.

Ayes: Unanimous. Motion Carried.

No other business was presented, and the meeting was adjourned at 10:34AM.

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Tanner Catt, Secretary

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Todd Sharrard, Chair

City of Gaylord Brownfield Redevelopment Authority Guidance Document

The Gaylord City Council established the City of Gaylord Brownfield Redevelopment Authority (BRA) in 2025 pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended (Act 381). The BRA was established to facilitate redevelopment of properties that are blighted, functionally obsolete, contaminated, or have the potential to increase the City's attainable housing stock.

Brownfield plans are an economic and community development tool that help offset some development costs for distressed property. This Brownfield Plan Guidance Document (Guidance) will assist prospective developers and BRA members through the process for Brownfield Plan (Plan) approval. Act 381 authorizes BRAs to use tax increment financing (TIF) to prepare properties for redevelopment, help developers with their redevelopment costs, and/or help developers create attainable and affordable housing units.

The City of Gaylord BRA will prioritize incentives for:

- Projects pursuant to the goals laid out in the City of Gaylord Master Plan
- Attainable and/or affordable housing
- Blighted, functionally obsolete, or environmentally contaminated property.

Developers with projects that might not fit these parameters are still welcome to apply, and all projects must be consistent with City zoning.

There is no fee for initial project review and assistance from City staff. If a developer submits a Plan to the BRA, a $1,000 application fee with a $1,000 escrow fee will be charged to cover the review and potential approval of a Plan. Developers can be reimbursed with TIF for the application fee in an approved Plan. Any legal or consulting fees incurred by the City will be taken from the escrow account, to be replenished as necessary by the developer.

Eligible Property / Eligible Activities

Act 381 defines a "brownfield" as property that is blighted, functionally obsolete, contaminated, owned by a land bank, historic, at a transit hub, adjacent / contiguous to any of these if developing the adjacent / contiguous property increases the value of the first property, or property that will be used for housing. If the property for which incentives are needed does not currently meet one of these criteria, please contact City staff (contact information on the following page) to discuss options for qualifying the property.

As defined in Act 381, eligible activities for TIF reimbursement in the City of Gaylord include:

- Environmental response activities (including pre-acquisition due diligence costs)
- Abatement of lead, asbestos, and other hazardous or toxic materials
- Demolition
- Environmental insurance
- Interest on loans for other eligible activities
- Plan / Act 381 Workplan development
- Plan administration and implementation
- Infrastructure and site preparation activities
- Housing Finance Gap and other costs for rehabbing or developing housing
- TIF collection for a Local Brownfield Redevelopment Fund (LBRF)

A developer may request either reimbursement from local tax increment revenues only, or reimbursement from both state education taxes and local taxes. Reimbursement from state education taxes adds time to project approvals. The State must approve reimbursement from state education taxes and projects must meet State criteria.

Before Submitting a Plan

A developer who wishes to pursue brownfield incentives should first contact the City of Gaylord Staff to discuss their project.

City of Gaylord

305 E Main St, Gaylord, MI 49735

989-732-4060 | pischelt@cityofgaylord.com/awreyk@cityofgaylord.com

City staff will determine whether the project is eligible for BRA support. They will guide the developer and Plan through BRA and City Council approval.

If City staff believe the project is viable and in the best interest of the City of Gaylord, the prospective developer will be asked to complete a Brownfield TIF application. This application should be thorough and will be used to help the BRA ensure that the project meets legal and administrative requirements before a developer incurs the cost of writing a Plan. City staff will work with developers to ensure the application is complete prior to review by the BRA. This application should also include a one-page document that includes important parts of the application. These include total investment, total proposed TIF capture, rent amounts, capture period, taxable value increase, and a mockup of the project.

The vetted application will be included in the BRA's next feasible meeting agenda. The BRA will determine whether, and to what extent, support will be committed. Projects are not guaranteed approval of all available TIF, and approval may be conditional.

After the BRA agrees to support a project with Act 381 incentives, the developer must submit to the Gaylord BRA a complete Plan using the State's Plan template. The complete Plan should be submitted to city staff at least two weeks prior to the meeting at which the BRA will consider the proposed Plan. At this time, the developer will be required to submit the application fees for brownfield plan processing. The fee helps defray the City's Plan review and processing costs and is nonrefundable, but can be reimbursed through an approved brownfield plan. Developers or their representatives should all attend BRA and City Council meetings at which their Plan will be discussed.

The City Staff, consultants, and the BRA will consider whether the Plan meets State and local criteria (as applicable) listed below. A project does not need to meet every criteria listed below to be supported by the BRA, but it must meet statutory requirements. Staff and BRA members will evaluate the following:

- Is the Plan complete?
- Does the Plan demonstrate that the proposed costs are eligible under Act 381?
    - The property is blighted, functionally obsolete, contaminated, or otherwise qualified under Act 381

    - o The eligible activities are for environmental costs, demolition, or abatement, or are otherwise qualified under Act 381

- Is the project site in an existing commercial or industrial corridor?
- Is the existing infrastructure adequate for the project?
- Are environmental contamination and threats to public health and the environment addressed by the project, if applicable?
- Will jobs be retained or created?
- Does the developer have a history of success and financial viability? Is project financing secured? Is there a financial need?
- Is the developer seeking local TIF only, or local and State school TIF reimbursement?
- Is the project's timeline reasonable?
- Does the proposed project constitute a public purpose, as required by Section 14 of Act 381?
- Does the project plan include greenspace or improve walkability to other destinations?
- How much will the site's taxable value increase as a result of the project (the taxable value increase dictates the amount of TIF available for capture)?
- How long will tax increment revenues be collected to reimburse eligible activities?
- How does the cost of brownfield incentives incurred or subsidized by the public compare to the project's benefits?
- Is the project consistent with the City of Gaylord master plan, zoning ordinances, and / or redevelopment goals?
- Are the proposed eligible activity costs reasonable, eligible, and necessary?
- What will the rent be? Are they affordable according to MSHDA's rent table and HUD's income requirements?
- Is the project developer responsible for causing or contributing to contamination, blight, or other unsafe conditions at the project site? According to State of Michigan guidance, State school TIF cannot be used to reimburse environmental costs to a person who is liable for causing or contributing to contamination, but local TIF can reimburse a liable party, and State school TIF can reimburse a liable party for non-environmental costs.
- Does the project responsibly increase housing stock?

This list is not all-inclusive and the BRA may consider other relevant information when deciding whether to approve incentives. The BRA may ask the developer, as a condition of its approval, to include in the Plan BRA administrative costs and up to five years of additional TIF capture for its LBRF. The BRA may condition its adoption of the Plan on the amount and length of time it agrees to capture tax revenues for the project; the eligible activities it will support; and other factors. Developers may be reimbursed under a Plan for a maximum of 30 years (including 5 years for LBRF capture).

If the Plan will request reimbursement from State school taxes, please consult with the appropriate state agency before developing the Plan. The MEDC and MSHDA have a specific process that must be followed for brownfield TIF approval, and EGLE prefers to discuss projects in advance. For more information, please consult the Glossary / Further Information attachment.

Plan Approval

After the BRA has evaluated the Plan, members will vote at a meeting to either:

• Approve the Plan and recommend Plan approval to the Gaylord City Council.

• Request changes to the Plan and reconsider it at a subsequent meeting. In this case, the BRA will provide a written response to the developer describing requested changes, and invite the developer to resubmit a revised Plan.

• Reject the Plan. If the Plan is rejected by the BRA, the BRA will provide a written response describing the reason(s) the Plan was rejected.

Plans approved by the BRA must also be approved by the BRA's governing body, the Gaylord City Council. The Board must hold a public hearing before it can approve the proposed Plan.

According to Act 381, all affected taxing jurisdictions (Otsego County, school districts, COPESD, and so on) and the public must be notified of the Plan and public hearing at least ten days in advance of the public hearing date. If State tax capture will be requested, the BRA will notify the Michigan Department of Environment, Great Lakes, and Energy (EGLE), the Michigan Economic Development Corporation (MEDC), and the Michigan State Housing Development Authority (MSHDA) as applicable. The Plan must be available for public review at least ten days before the public hearing. As a result, the developer must provide the final Plan to the BRA at least five days before notice of the public hearing is published to allow staff time to post the Plan in public locations.

The developer or their representative must provide all materials required under Section 14 of Act 381 for a public hearing, attend the public hearing, provide a brief presentation of the project, and answer questions about the project.

After the conclusion of the public hearing, the Gaylord City Council will determine whether the proposed Plan constitutes a public purpose and meets the requirements of Act 381. The Gaylord City Council, by resolution, may approve, request revisions to, or reject the proposed Plan.

After the Plan is Approved

Following the City Council's approval of a Plan, the developer and BRA will enter into a Development / Reimbursement Agreement describing the terms for reimbursement of eligible activities from tax increment revenues, pending the project meeting all required zoning parameters set forth by the City of Gaylord Zoning Ordinance, as approved by the Planning Commission and City Council. The Development / Reimbursement Agreement must be signed by both the developer and the City before the developer can be reimbursed for eligible activities. The development agreement should have performance protections.

For projects using State school TIF, the developer must create an Act 381 Work Plan (Work Plan) for eligible activities and provide the Work Plan to the BRA for review before the Work Plan is submitted to the State. Projects using only local TIF are not required to create a Work Plan. The BRA will review Work Plans and may request changes to the Work Plan before submitting it to EGLE, the MEDC, and/or MSHDA for approval. Once appropriate State approvals are obtained, the developer will be notified and can implement the Work Plan.

Amending a Plan

A Plan that has been approved by the BRA may be amended in the event of unexpected project modifications, phased projects, or other conditions. Please follow the steps above for an amendment, beginning with contacting the City Staff. The original application for assistance can be modified to reflect new information, or a letter may be sufficient to document requested modifications. Amendments are subject to the same approval process as original Plans, including the public hearing and City Council approval.

After a Project is Completed

Developers must submit a package documenting eligible activities, including the following:

- A table or spreadsheet listing all invoices by invoice number or date, and the cost of the eligible activities approved in the Plan in that invoice.

- Readable copies of invoices for all eligible activities. If invoices include costs that are not eligible activities approved in the Plan, eligible activities should be identified on the invoice or in an attachment. Eligible activities must be clearly identified or the developer may not be reimbursed.

- Proof of payment for all invoices and eligible activities.

Once the new tax increment attributable to the development is collected by the City Treasurer and eligible activities have been acceptably documented and approved by the BRA, the developer will be reimbursed for eligible activities according to the Development / Reimbursement Agreement.

Glossary

Act 381: The Brownfield Redevelopment Financing Act, 1996 PA 381, as amended. Act 381 authorizes local governments to create brownfield authorities. Authorities (with subsequent approval by the local governing body) can approve brownfield plans under which tax increment revenues (TIR) are used to reimburse a developer for the cost of eligible activities at an eligible property.

Act 381 Work Plan: A developer whose eligible activities will be reimbursed in part from state taxes must submit an Act 381 Work Plan to the state agency responsible for approving the eligible activities. Michigan Economic Development Corporation (MEDC) and the Michigan Strategic Fund approve reimbursement from state school taxes for non-environmental eligible activities. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) approves state school tax reimbursement for eligible activities. An Act 381 Work Plan is completed after BRA and local government approval of a brownfield plan, and eligible activities cannot be incurred before the state’s approval of the Work Plan. Here are links to the Act 381 Work Plan Guidance, Instructions, and Template.

Brownfield: Under Act 381, a brownfield is an “eligible property” (defined below) – generally, property that is blighted, contaminated, functionally obsolete, a historic resource, located at a transit hub, or owned by a land bank authority or certain local governments.

Blighted: Act 381 brownfield incentives can be used at property that is determined by the City of Gaylord to be a public nuisance, an attractive nuisance for children, a fire hazard, or otherwise dangerous; has had utilities permanently disconnected, destroyed or removed; has buried demolition debris that makes the property unfit for its intended use; or is tax reverted and owned by the county, State, or a land bank authority. The complete definition is found is Section 2 of Act 381.

Brownfield Plan (Plan): A brownfield plan describes the property and costs that are eligible for reimbursement with tax increment revenues (TIR, defined below), and includes tables that estimate the anticipated increase in the property's taxable value and Tax Increment Financing (TIF, defined below) reimbursement schedule. The State of Michigan provides a brownfield plan template that must be used for a Plan submitted to the City of Gaylord. When the BRA and City Council approve a Plan, they are authorizing the city to reimburse a developer for their eligible costs from TIR as described in the Plan. A development / reimbursement agreement will describe the process by which the developer is reimbursed.

Contaminated: Act 381 brownfield incentives can be used at property that is a "facility" under Part 201 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), or a "property" under Part 213 of NREPA. Environmental samples must show contamination in excess of state criteria for that contaminant (which makes property a facility or a property under NREPA) to qualify as contaminated for brownfield TIF.

Eligible Activities: Under Act 381, eligible activities in the City of Gaylord include demolition; lead, asbestos, and mold abatement; environmental response activities (from due diligence to cleanup or due care); and other incidental costs such as environmental insurance, interest on loans for other eligible activities, brownfield plan and Work Plan preparation, and brownfield authority administration. See Act 381, Section 2(o), for the complete definition. Eligible activities on a property that is owned by a land bank also include site preparation, public infrastructure, and costs of buying and conveying property.

Eligible Property: The BRA can approve incentives for property that is located in the city and is an eligible property as defined in Section 2(p) of Act 381. That includes:

• Property for which eligible activities are identified under a brownfield plan AND

• Property that was used or is currently used for commercial, industrial, public, or residential purposes, including personal property located on the property, to the extent included in the brownfield plan; AND

• Property that is contaminated, a historic resource, functionally obsolete, blighted, and parcels that are adjacent or contiguous to that property if the development of the adjacent and contiguous parcels is estimated to increase the captured taxable value of that property, OR

• Property owned by or under the control of a land bank fast track authority, OR

• Property that is or will be part of a transit-oriented development or transit-oriented property

Functionally Obsolete: Property that is unable to be used for the function for which it was intended due to changes in technology, deficiencies or inadequacies in design, or other similar factors that affect the property itself or its relationship with surrounding properties. The complete definition is found in Section 2 of Act 381.

Historic Resource: Act 381 refers to another law, the Michigan Strategic Fund Act, 1984 PA 270, MCL 125.2090a, for this definition. Under Act 270, historic resource means a publicly or privately owned historic building, structure, site, object, feature, or open space either manmade or natural, individually listed or located within and contributing to a historic district designated by the national register of historic places, the state register of historic sites, or a local unit acting under the local historic districts act, 1970 PA 169, MCL 399.201 to 399.215.

Land Bank: A land bank can assume ownership of property that is reverted to a unit of government for nonpayment of taxes. Land banks can also acquire property by other means and can accept ownership of property that is not otherwise a brownfield in order to qualify it for brownfield incentives.

MEDC and EGLE will not extend state brownfield incentives to property that is transferred in and out of a land bank for the purposes of making it qualified for brownfield TIF. Local TIF may still be used in this instance.

LBRF: Local Brownfield Revolving Fund. Tax increment revenues can be collected for up to five years after developer is reimbursed for eligible activities and placed into an LBRF for eligible activities. Section 8 of Act 381 describes LBRFs in more detail.

Neighborhood Improvement Authority (NIA): An NIA can be established to approve TIF for public facilities (infrastructure and public housing) in a project area that is zoned at least 75% residential. The property does not need to be a brownfield to qualify, but NIA TIF for infrastructure can be used on a brownfield and in conjunction with brownfield TIF.

BRA: The City of Gaylord Brownfield Redevelopment Authority. The BRA is an appointed authority.

State School Tax / State Education Tax: Homestead property tax bills include a 6 mill state school tax and non-homestead tax bills include the 6 mill tax plus an 18 mill state education tax. Under Act 381, with State approval, TIR from these two taxes can be used to reimburse eligible activities.

Tax Increment Financing (TIF) and Tax Increment Revenues (TIR): TIF is a method of paying for eligible activities using the increased amount of property and personal property taxes – the TIR – that result from a property's sale or redevelopment. For example, say that property taxes on a vacant, blighted building are $500. The property is sold to a developer who demolishes the building (an eligible brownfield activity) and builds a new office. The property taxes increase to $2,500. The tax increment, or TIR, is $2,000 – the difference between the original $500 taxes and the new $2,500 taxes. The $2,000 TIR can be reimbursed to the developer who paid for building demolition, provided they have an approved brownfield plan. TIF is a plan and TIR is the money, but the two terms are frequently used interchangeably.

Since property taxes are paid both to the local government and the State of Michigan, a Plan can request approval of both the local and state taxes. Approval of State TIF adds time to a project up front, but the eligible brownfield expenses are repaid more quickly. Using the example above, say the $2,000 TIR is made up of $1,200 in local taxes and $800 in state school and state education taxes. If the brownfield Plan includes only local taxes, the developer will be reimbursed $1,200 instead of $2,000, making the payback time longer. If the Plan includes local and State taxes, the developer may be reimbursed the full $2,000 of TIR, provided their Plan has been approved by the State.

Developers who wish to include state TIF in their Plan should consult with the MEDC and / or EGLE in advance of drafting a plan to ensure that the state agencies will support the project. MEDC has a specific process for requesting TIF approval.

Sources for more information:

Michigan Economic Development Corporation – fact sheets, webinars, staff contacts, and templates

Michigan Department of Environment, Great Lakes, and Energy – brownfield redevelopment video series, staff contacts, Act 381 Work Plan information

BYLAWS OF THE CITY OF GAYLORD
BROWNFIELD REDEVELOPMENT AUTHORITY

ARTICLE I: Name and Address

The name of the Authority is the City of Gaylord Brownfield Redevelopment Authority (hereinafter referred to as the "Authority"). The address of the Authority is c/o City of Gaylord, 305 East Main St., Gaylord, Michigan.

ARTICLE II: Directors

Section 1. **General Powers.** The business and affairs of the Authority shall be managed by its Board, except as otherwise provided by statute or by these Bylaws.

Section 2. **Board of Directors.** The Board of Directors (hereinafter referred to as the "Board") of the Authority shall consist of not less than five (5) persons and not more than nine (9) persons.

Section 3. **Replacement and Vacancies.** Subsequent Directors shall be appointed in the same manner as original appointments at the expiration of each Director's term of office. A Director whose term of office has expired shall continue to hold office until his/her successor has been appointed with the advice and consent of the Gaylord City Council. A Director may be reappointed with the advice and consent of the Gaylord City Council to serve additional terms. If a vacancy is created by death or resignation, a successor shall be appointed with the advice and consent of the Gaylord City Council within thirty (30) days to hold office for the remainder of the term of office so vacated.

Section 4. **Removal.** A Director may be removed from office for inefficiency, neglect of duty, or misconduct or malfeasance, by a majority vote of the Gaylord City Council.

Section 5. **Conflict of Interest.** The Directors shall comply with the City of Gaylord Ethics Ordinance, Charter, and all applicable state law.

Section 6. **Meetings.** Meetings of the Board may be called by or at the request of the Chairperson of the Board or any two Directors. The meetings of the Board shall be public, and the appropriate notice of such meeting shall be provided to the public. The Board shall hold an annual meeting in the second calendar quarter of each year at which time officers of the Board shall be elected as provided in Article III, Section 2.

Section 7. **Notice.** Notice of any meetings shall be given in accordance with the Open Meetings Act (Act No. 267 of the Public Acts of 1976).

Section 8. **Quorum.** A majority of the members of the Directors then in office constitutes a quorum for the transaction of business at any meeting of the Board, provided, that a majority of the Board present may adjourn the meeting from time to time without further notice. The vote of the majority of the Directors present at a meeting at which a quorum is present constitutes the action of the Board, unless the vote of a larger number is required by statute or by these Bylaws. Amendment of the Bylaws by the Board requires the vote of not less than a majority of the members of the Board then in office.

Section 9. **Participation by Communication Equipment.** A member of the Board or of a committee designated by the Board may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this provision constitutes presence at the meeting.

Section 10. **Committees.** The Board may, by resolution passed by a majority of the whole Board, designate one or more committees, each committee to consist of one or more of the Directors of the Authority. The Board may designate one or more Directors as alternate members of a committee, who may replace an absent or disqualified member at a meeting of the committee. In the absence or disqualification of a member of a committee, the members thereof present at a meeting and not disqualified from voting, whether or not they constitute a quorum, may unanimously appoint another member of the Board to act at the meeting in place of such an absent or disqualified member. A committee, and each member thereof, shall serve at the pleasure of the Board. A committee so designated by the Board, to the extent provided in the resolution by the Board, may exercise all powers and authority of the Board in the management of the business and affairs of the Authority, except that such committee shall not have the power or authority to: (a) recommend to members a dissolution of the Authority, or a revocation of dissolution, (b) amend the Bylaws of the Authority, or (c) fill vacancies in the Board.

ARTICLE III: Officers

Section 1. **Officers.** The officers of the Authority shall be elected by the Board and shall consist of a Chairperson, Vice Chairperson, and Secretary/Treasurer. The Board may appoint a Recording Secretary who need not be a member of the Board. Two or more offices may be held by the same person, but an officer shall not execute, acknowledge, or verify and instrument in more than one capacity if the instrument is required by law or Bylaws to be executed, acknowledged, or verified by two or more officers.

Section 2. **Nomination, Election, and Term of Office.** The officers of the Authority shall be elected by the Board at an annual meeting held during the second calendar quarter of each year. Candidates shall be nominated by a nominating committee composed of three members appointed by the Chairperson. The term of each office shall be for one (1) year. Each officer shall hold office until his/her successor is appointed. No person shall hold the same office for more than three successive terms.

Section 3. **Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the Board for the unexpired portion of the terms of such office.

Section 4. **Chairperson and Vice Chairperson.** The Chairperson shall be the chief executive officer of the Authority, but he or she may from time to time delegate all or any part of his/her duties to the Vice Chairperson. He or she, or in his/her absence, the Vice Chairperson, shall preside at all meetings of the Board, he or she shall have general and active management of the business of the Authority and shall perform all the duties of the office as provided by law or these Bylaws. He or she shall be ex-officio a member of all standing committees, and shall have the general powers and duties of supervision and management of the Authority.

Section 5. **Secretary/Treasurer and Recording Secretary.** The Secretary/Treasurer or Recording Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose, and shall perform like duties for the standing committees when required. They shall further perform all duties of the office of Secretary/Treasurer as provided by law or these Bylaws. They shall be sworn to the faithful discharge of these duties.

Section 6. **Delegation of Duties of Offices.** In the absence of any officer of the Authority, or for any other reason that the Board may deem sufficient, the Board may delegate, from time to time and for such time as it may deem appropriate, the powers or duties, or any of them, of such officer to any other officer, or to any Director, provided a majority of the Board then in office concurs therein.

Section 7. **Executive Committee.** The Chairperson, Vice Chairperson and Secretary/Treasurer shall comprise the Executive Committee.

ARTICLE IV: Contracts, Loans, Checks and Deposits

Section 1. **Contracts.** The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific instances.

Section 2. **Loans/Grants.** No grant or loan shall be contracted on behalf of the Authority and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 3. **Checks, Drafts, etc.** All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by such officer or officers, agent or agents of the Authority and in such manner as shall from time to time be determined by resolution of the Board.

Section 4. **Deposits.** All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority with the City Treasurer.

ARTICLE V: Fiscal Year

The fiscal year of the Authority shall correspond at all times to the fiscal year of the City of Gaylord.

ARTICLE VI: Miscellaneous

Section 1. **Seal.** The Board shall provide a corporate seal which shall be the official seal of the Authority.

Section 2. **Waiver of Notice.** When the Board or any committee thereof may take action after notice to any person or after lapse of a prescribed period of time, the action may be taken without notice and without lapse of the period of time, if at any time before or after the action is completed the person entitled to notice or to participation in the action to be taken submits a signed waiver of such requirements.

ARTICLE VII: Amendments

These Bylaws may be altered, amended, or repealed by the affirmative vote of a majority of the Board then in office at any regular or special meeting called for that purpose.

I HEREBY CERTIFY that the above Bylaws were adopted the __th day of ________, 2026.

____

Chairperson