

DDA and Planning Commission Meeting Minutes
Byron Municipal Building
January 17, 2019

Meeting called to order at 6:08 pm by Chairperson Vandemark

Roll Call – Present: Bowers, Miller, Dickinson, Prestonise, Murphy, and Vandemark. Absent: Bailey, Streeter, and Murphy-Alderman. Also present, Attorney Chris Johnson of Gormley Law and audience member Ron Berecz.

Agenda Approval: Dickinson motioned to approve agenda for 1/17/19 meeting with addition of item between #8 & #9 for Redevelopment Ready Community Program. Seconded by Murphy. Voice Vote. All Ayes. No Nays. 3 absent. Motion passed.

Minutes Approval: Bowers motioned to approve minutes of 12/20/18 meeting. Seconded by Dickinson. Voice vote. All Ayes. No Nays. Motion passed.

Communications: Vandemark indicated that the DDA rec'd a letter from Gormley law outlining the new changes to the State of Michigan's DDA Act, which will be discussed later in the meeting.

A letter of resignation from Tammy Streeter has also been received due to time constraints with her regular job. Bowers motioned to accept Streeter's resignation. Seconded by Dickinson. Voice vote. All Ayes. No nays. Motion passed. Vandemark will forward the resignation letter to the Village Clerk's office with request that the Village will appoint a replacement member to complete Streeter's term.

Financial Status: Miller reported last balance as of 12/18/18 records provided by the Village office was \$30,183.37. No updated financial report or bank statement was provided for tonight's meeting. Two bills were presented for payment: 1) \$149.80 to Gormley & Johnson Law for research and preparation of letter regarding the updates to the DDA Act; and 2) \$2,279 to Edwards Sign for the Way finding signs. Dickinson motioned to pay both bills as presented. Seconded by Bowers. Roll Call Vote. All Ayes. No Nays. 3 absent. Motion Passed

Bowers moved to accept financial report pending audit. Seconded by Dickinson. Roll call vote. All Ayes. No Nays. 3 absent. Motion passed.

Miller also gave an unofficial synopsis of balances of funds in each account, such as TIF funds received to date and net fundraised moneys received to date. Vandemark inquired with Chris from Gormley if TIF funds can be used to pay for Village Clerk and Treasurer wages or for legal expenses, and Chris indicated that TIF funds can be used to pay for any DDA expenses and projects that are within the TIF zone.

Budget: Miller reviewed the current 2018/2019 budget and indicated that the projects appropriations account is currently over budget. Options to updating the current year budget were discussed. Dickinson moved to decrease the appropriations account for Wages/Governing Body Expense by \$1,000 and to increase the appropriations account for Village/Other Projects by \$1,000. Seconded by Murphy. Roll Call vote. All Ayes. No Nays. 3 absent. Motion passed.

The board then reviewed the 2019/2020 year budget. It was determined that the same fundraisers will take place in 2019. Some ideas were discussed for new projects for 2019. Chris of Gormley advised that

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any proposed spending for projects must be reflected on the DDA's development plan. Vandemark then read through the DDA project list from the current development plan to see what is eligible. From this discussion, it was determined that the DDA's development plan needs to be reviewed during the year for updates.

Projects discussed for 2019 are possibly another way finding sign, gateway signs, and crosswalk on Saginaw St, north of Maple.

Miller motioned to proposed a 2019/2020 DDA budget to the Village Council of a total of \$10,252 in proposed Revenues and \$12,625 in proposed appropriations, with a -\$2,373 net (keeping in mind that there are funds in the general fund which will fund the overage). Seconded by Dickinson. Roll Call vote. All ayes. No nays. Motion passed

DDA Annual Meeting: Vandemark indicated that as part of the By-Laws, the DDA is required to have an annual meeting during our regular January meeting to determine election of officers and set meeting dates for the upcoming year.

Prestonise motioned to election Rob Vandemark as chairperson, Chris Dickinson as vice-chairperson, and Beverly Miller as Treasurer for the 2019/2020 year. Seconded by Murphy. Voice Vote. All Ayes. No Nays. Motion passed.

Miller motioned to keep the 3rd Thursday of each month at 6pm as our monthly meetings with 2 of the meeting dates through the year to be the semi-annual Public Meetings, as required by the Michigan DDA Act. Seconded by Dickinson. In discussion, the board was reminded that each date must be referenced. Miller amended the motion to set the actual dates as: 2/21/19; 3/21/19; 4/18/19; 5/16/19; 6/20/19; 7/18/19; 8/15/19; 9/19/19; 10/17/19; 11/21/19; 12/19/19; and 1/16/20²⁰ as the dates of the meetings, with the June and December meetings to be the Public Meeting dates. Seconded by Dickinson. Voice Vote on original motion and amendment. All Ayes. No Nays. Motion passed.

Amendments to Michigan DDA Act: Chris from Gormley/Johnson Law gave a synopsis of the Michigan DDA Act and read through the list of items that must be provided on a website, which can either be the existing Village of Byron website or a new one established by the DDA. Chris also indicated that contact information must be posted on the website for all members of the DDA and that if a member has email that it is recommended that the member establish a dedicated email for DDA business only. There was discussion on the website requirements and whether to use the existing Village website vs establishing a new one for the DDA which would have a link from the Village's website. The requirements of the act will require more work by the Village Clerk and/or Treasurer. Chris also indicated that the existing DDA Facebook page also must comply with the same requirements and must have a hyperlink to direct to the website. The reporting requirements must start with compliance within 6 months, or by 8/27/19. No decisions were made at this meeting.

Master Plan Update: Vandemark indicated that Enos of Carlisle Wortman had emailed an updated draft with some of the suggested corrections made. Miller reviewed additional corrections that she found that needed to be made. Vandemark then read through some additional corrections he had found. Other

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members indicated they found the same items suggested by Miller & Vandemark. There was one section in the Master Plan for Capital Improvement projects for the Village that had been left blank. Both Prestonise & Berecz as members of the Village Council indicated that some future projects for the Village may be for the Water Tower; upgrading the fresh water pump system; and street improvement projects. The suggested corrections will be mailed to Enos of C/W.

Redevelopment Ready Community Program: Vandemark discussed the MEDC program for Redevelopment Ready Community Program. Vandemark has attended some of their training on his own time. If the Village chose to participate in the program, they would need to pass a resolution to commit to the program. Vandemark reported that there is no cost to commit to RRC, and that it's a way to get communities more transparent and up to speed for development. They have team leaders for the area and Vandemark reported that the contact person said there was no timeline to comply. A lot of the requirements are already complete, such as updating the Zoning Ordinance and Master Plan (almost complete). Technical assistance dollars are available through the program to help with various projects in the future. There is a self-assessment form to complete, if the Village chooses to participate.

Way finding Signs Update: The way finding signs have been installed. Dickinson has been in contact with Edwards Signs about possibly re-printing them as the lettering is small and difficult to read from driving by. He had an enlarged sample, which was much easier to read. Some of the lines of wording will need to be adjusted to fit on the same size sign. The estimate given by Edwards is for \$120 to replace the lettering on both signs, plus labor and they aren't sure how much time it will take to remove the original lettering. Miller motioned to authorize to spend no more than \$500 to make corrections to the 2 signs. Seconded by Murphy. Roll Call Vote. All Ayes. No Nays. Motion passed.

Fundraisers: January 19 breakfast. Will be in honor of Erik Jones but he won't be in attendance. There are autographed items that will be given away as door prizes, and one of the EJR flags that we have will be there for guests to sign to wish him luck on his new season. It was decided that we will also sell our last few EJR flags at a discount during the breakfast. The DDA is signed up again for a September 2019 breakfast, and will also do the Duck Race and River Regatta again in July.

Any Other Business:

Public and Board Member Comments: No public comments. For board comments, Miller mentioned that there should be a defined way of handling the replacement of DDA members. Prestonise added that there should also be a requirement that members must attend a certain number of meetings to remain on the board. Vandemark read the current by-laws about membership. No decision was made. Vandemark asked again about the recording secretary position. Miller will post again on the DDA facebook page and share to the Byron Community facebook page

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Meeting adjournment: Murphy motioned to adjourn. Seconded by Dickinson. Adjourned at 8:43pm.

Beverly Miller 2-21-19 Rob Vandemark
Beverly Miller, interim Recording Secretary Date Rob Vandemark, Chairperson

DDA MEETING DATES

2019 – 2020

March 21, 2019

April 18, 2019

May 16, 2019

June 20, 2019

July 18, 2019

August 15, 2019

September 19, 2019

October 17, 2019

November 21, 2019

December 19, 2019

January 16, 2020

February 20, 2020

Semi-Annual Public Meeting Dates for Michigan DDA ACT

June 20, 2019

December 19, 2019