

DDA and Planning Commission Meeting Minutes
Byron Municipal Building
February 21, 2019

Meeting called to order at 6:02 pm by Chairperson Vandemark

Roll Call – Present: Dickinson, Prestonise, Murphy, Miller and Vandemark. Absent at time of Roll Call: Bailey, Bowers and Murphy-Alderman. Bowers arrived at 6:05 (after roll call) and Bailey arrived at 6:09 (after roll call). Total 7 members were present (after late arrivals), with 1 absent and 1 vacant seat. Also present, Attorney Chris Johnson of Gormley Law, Kelsey Springer (possible future recording secretary) and Debra Baker-Murph.

Agenda Approval: Miller motioned to approve agenda for 2/21/19 meeting with addition of Recording Secretary Item to be added between item #4 Financial Report and item #5 Amendments to DDA Act. Seconded by Murphy. Voice Vote. All Ayes. No Nays. Motion passed.

Minutes Approval: Dickinson motioned to approve minutes of 1/17/19 meeting. Seconded by Murphy. Discussion by Miller that a correction on the year of the future Jan 16 meeting needs to be changed to year 20 instead of 19 and that 2/20/20 meeting also to be added to the list of meetings for the year. Voice vote. All Ayes. No Nays. Motion passed.

Communications: Vandemark read resignation letter from Murphy-Alderman and indicated we would have another open position to fill. Vandemark will forward resignation letter to Village Clerk with request that the Village appoint a replacement member to complete Murphy-Alderman's term. Miller read thank you from the Berecz family for a card that was sent from DDA members for the sympathy for the loss of Ron Berecz.

Financial Status: Miller reported balance as of 1/31/19 as \$30,183.37 per bank statement and Village financial records. Two bills were presented for payment: 1) \$561.75 to Village of Byron for Clerk and Treasurer wages from Aug 2018 to Feb 2019 and 2) \$74.90 to Gormley Law for preparation of 2nd information letter about DDA Act 57. Dickinson motioned to pay both bills as presented. Seconded by Murphy. In discussion, Prestonise inquired how the Village normally bills the DDA. Miller advised that normally it is quarterly and the invoice outlines the number of hours. The Clerk gave apology that the DDA hadn't been billed quarterly this time as in the past. Prestonise indicated he felt the DDA should be billed monthly and would take care of that. Roll Call Vote. Ayes: Murphy, Bailey, Bowers, Dickinson, Miller, Prestonise, and Vandemark. No Nays. 1 absent & 1 open seat. Motion Passed
Dickinson motioned to accept financial report pending audit. Seconded by Murphy. Roll call vote. Ayes: Murphy, Bailey, Bowers, Dickinson, Miller, Prestonise, and Vandemark. No Nays. 1 absent & 1 open seat. Motion Passed

Recording Secretary: Kelsey Springer was present at our meeting and has applied for the position of Recording Secretary for the DDA/Planning Commission. There was discussion that the Village would pay her via the Village payroll and the DDA would reimburse the Village for the expense. Miller motioned to recommend to the Village Council that Kelsey Springer be hired as the DDA/PC Recording Secretary. Seconded by Dickinson. Voice Vote. All Ayes. No Nays.

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Amendments to Michigan DDA Act: Vandemark discussed the State of Michigan Public Act 57 of 2018 which is called the Re-codified Tax Increment Financing Act of 2018. Per the outline of the requirements provided by Gormley Law, getting the required information on a DDA website is the most important step at this time, in addition to providing information regarding the DDA to the State Treasury Department. Vandemark reviewed the requirements and indicated that the Village Clerk, Marsha, is taking care of providing the proper documentation to the State and getting the required information on the existing Village website through the DDA link on the same sight. Chris J of Gormley Law indicated TIF funds can cover any website and other expenses to comply. These added requirements may require an increase to hours for the Village Clerk and therefore increase the clerk wages which the DDA reimburses to the Village. Vandemark reviewed the newly established email addresses for DDA members and how each member can access their new email. Some members may choose not to use these emails. Chris J suggested setting an 'auto reply' on each email that it will not be accessed regularly. Most important to the requirements is that a way to contact each member be posted on the website, whether it's via an email or phone number.

Master Plan Update: Vandemark advised that he sent a digital copy to each DDA/PC member and to the Village Clerk with the most recent edition of the Master Plan with all suggested edits made. A few names of members of the boards will need to be corrected, once the names of the individuals to replace open seats are determined. Chris J said the current version of the Plan could get posted now so the process of getting the Master Plan could proceed. Vandemark also noted that on the Future Land Use map, the new Dollar General area had been corrected for General Commercial, and that one small area was marked for multi-family, but it's currently marked in a swampy area. The next step is to pass a resolution for a Public Hearing. Gormley Law will write that up. Then a hearing to be set for 63 days after the required documents is sent out. Prestonise mentioned that Carlisle Wortman continues to bill for additional expenses for the Master Plan. The Village is to have the Clerk contact them regarding that, since the original agreement between the Village and Carlisle Wortman was for a set price. Dickinson motioned to present the current draft of the Master Plan to Council for approval. Seconded by Murphy. Voice vote. All Ayes. No Nays. Motion passed.

Bench for Canoe Launch: Vandemark passed around a photo of a bench made from a recycled propane tank. There is \$614 still available from the Canoe Launch grant funds that were to be spent on a bench for the canoe launch area. Vandemark indicated that IPS is donating the labor and will invoice the DDA for the \$614 for the materials. Bowers motioned to use the remaining grant funds of \$614 for this bench. Seconded by Bailey. Roll Call Vote. Ayes: Murphy, Bailey, Bowers, Dickinson, Miller, Prestonise, and Vandemark. No Nays. 1 absent & 1 open seat. Motion Passed

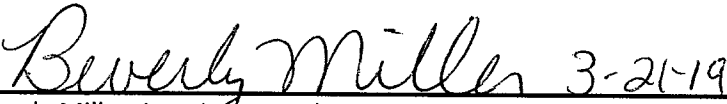
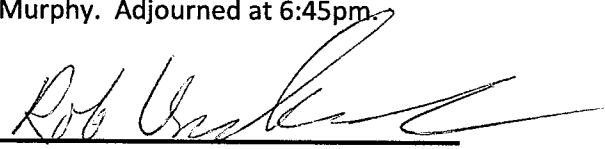
Any Other Business: Miller discussed that Debra Baker-Murph had expressed interest in filling the DDA seat vacated by Streeter. Miller motioned to recommend that Council consider Debra Baker-Murph to fill the seat vacated by Streeter for the remaining term of that seat. Seconded by Dickinson. Voice vote. All Ayes. No Nays. Motioned Passed

Vandemark inquired about the status of removing the new Way finding signs to be re-printed. Dickinson said that he hoped to get that taken care of soon.

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Public and Board Member Comments: No public comments. No board comments.

Meeting adjournment: Dickinson motioned to adjourn. Seconded by Murphy. Adjourned at 6:45pm.

 
Beverly Miller, interim Recording Secretary Date Rob Vandemark, Chairperson