

DDA and Planning Commission Meeting Minutes  
Byron Municipal Building  
August 18, 2022

UNAPPROVED MINUTES

Meeting called to order at 6:04 pm by Chairperson Vandemark

**Roll Call** – Present: Brittain, Vandemark, Miller, Russell, Bailey & Bessenbacher. Absent: Baker-Murph & Dickinson. Total 6 members were present with 2 absent and 1 vacant seat. Also present, Attorney Christopher S. Johnson of Gormley and Johnson Law Offices, hereinafter referred to as Attorney Johnson.

**Agenda Approval:** Bessenbacher motioned to approve agenda. Seconded by Russell. Voice Vote. Ayes: Brittain, Vandemark, Miller, Russell, Bailey & Bessenbacher. No Nays. 2 Absent & 1 vacant seat. Motion passed

**Minutes Approval:** Bessenbacher motioned to approve minutes of 7/21/22 meeting. Seconded by Bailey. Voice Vote. Ayes: Brittain, Vandemark, Miller, Russell, Bailey & Bessenbacher. No Nays. 2 Absent & 1 vacant seat. Motion passed

**Communications:** None

**Financial Status Report/Payment of Bills:** Miller reported balance as of 7/29/22 as \$41,254.07 per bank statement. 1 Bill presented for payment by Bessenbacher, which was previously presented at June meeting for Public Hearing expenses for DDA Development Plan but tabled for more information at that time for which party is responsible to cover Public Hearing expenses (Village Council or DDA). Per Attorney Johnson, the Statute for DDA indicates that holding the Public Hearing for updates to the DDA Development Plan is a duty of the Council. Based on that information, Bessenbacher stated that the Village would pay the bill. No other bills were presented for payment. There was brief discussion about a separate GL account needed for TIF expenses, per an email inquiring about this from the Village Clerk. Miller indicated she replied to the email from the Village Clerk that the auditor for the Village/DDA should be consulted on how this should be managed. Vandemark indicated financial Status report accepted, pending audit. No vote.

**River Coalition volunteer annual dues & Mile Marker for river:** Vandemark reviewed a request from the Shiawassee River Water Trail Coalition for voluntary dues of its member organizations. Some time ago, the DDA voted to join their organization. The request for voluntary dues is for \$50 for 2022 and \$100 for the following year. It is his understanding that the dues help offset their costs for river clean up expenses and other expenses. Vandemark also advised of a request from the Headwaters Trails Inc for \$140 to cover the expense of a Mile Marker post along the Village section of the Shiawassee River so paddlers know their location while on the river. Bessenbacher motioned to pay the \$50 voluntary dues to the Shiawassee River Water Trail Coalition for this year only and review again next year and to pay for the \$140 Mile Marker sign for the Village section of the river to the Headwaters Trails Inc. Seconded by Bailey. Roll Call Vote. Ayes: Brittain, Miller, Russell, Bailey, Bessenbacher & Vandemark. No Nays. 2 Absent & 1 vacant seat. Motion passed

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Vandemark also discussed that the coalition's water level gauges on the Shiawassee River that were funded by a grant are running out of grant funds. The gauges use cell service to report back to a website of the water levels along various spots of the Shiawassee River. This was informative information and Vandemark said he would forward an email to all DDA members on how to access the water level information.

**MEDC/RRC update:** Vandemark reported that per Elizabeth (our contact for RRC), item #4 in Best Practices for Boards & Commissions is a good place to start on the checklist of items to get updated. The Village website should have an application or forms to complete for parties interested in being a member of Village Council, or DDA/Planning Commission. It should include requirements on how to become appointed. It should also include what training and orientation is available for new members. The host of the Village's website should be contacted on how to get the site updated. Bessenbacher will check on who the website host is so a meeting can be set up to ask them questions.

**Fundraisers – Golf Outing update:** Russell reported that 4 teams are currently registered, and the minimum needed for the outing is 20 teams. There are 8 potential additional sponsors. The event is September 17 with 8am sign-in and a 9am 'shot gun start'. Cash prizes to be determined will come out of sponsorship monies. Volunteers are needed. Russell will follow up with Baker-Murph on other details.

**Riverwalk Design Concept:** Per Vandemark, the meeting date is September 20 at 7pm. He spoke with the Byron School Superintendent about use of a room in their facilities. He is awaiting that information.

**2021 Planning Commission:** No planning commission business to discuss

**Any Other Business:** None

**Public and Board Member Comments:** No public comments from 1 audience member. Brittain reported that the Erik Jones Hero Send-Off on August 7 went well with about 150 people in attendance.

**Meeting adjournment:** Bessenbacher motioned to adjourn. Seconded by Brittain. Adjourned at 7:03pm.

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Beverly Miller, Acting Recording Secretary

Date

Rob Vandemark, Chairperson