

DDA and Planning Commission Meeting Minutes  
Byron Municipal Building  
July 21, 2022

UNAPPROVED MINUTES

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

**Roll Call** – Present: Brittain, Vandemark, Miller, Russell & Bailey. Absent at time of roll call: Baker-Murph, Dickinson, & Bessenbacher. Total 5 members were present with 3 absent and 1 vacant seat. Dickinson arrived at 6:07 & Baker-Murphy arrived at 6:08, after roll call.

**Agenda Approval:** Vandemark requested to amend agenda to add the Village sidewalk project as item #7 under the Financial Status Report. Bailey motioned to approve amended agenda. Seconded by Russell. Voice Vote. Ayes: Brittain, Baker-Murph, Vandemark, Dickinson, Miller, Russell & Bailey. No Nays. 1 Absent & 1 vacant seat. Motion passed

**Minutes Approval:** Russell motioned to approve minutes of 6/16/22 meeting. Seconded by Brittain. Voice Vote. Ayes: Brittain, Baker-Murph, Vandemark, Dickinson, Miller, Russell & Bailey. No Nays. 1 Absent & 1 vacant seat. Motion passed

**Communications:** None

**Financial Status Report/Payment of Bills:** Miller reported balance as of 6/30/22 as \$39,906.57 per bank statement and Village financial records. Once the July fundraiser funds get posted and expenses paid, should bring balance to \$43,059.90. Bill presented for payment: 1) \$190 to R&D Septic for rental of a porta-jon for July 9 fundraiser events & 2) \$225 to Village of Byron for Village Clerk & Village Treasurer wages for June & July. Baker-Murph motioned to pay both bills as presented, with the Wages for Clerk & Village to be paid from TIF funds. Seconded by Russell. Roll Call Vote. Ayes: Brittain, Baker-Murph, Bailey, Dickinson, Miller, Russell & Vandemark. No Nays. 1 Absent & 1 vacant seat. Motion passed. Vandemark indicated Financial Status report accepted, pending audit. No vote.

**Village Sidewalk Project:** Vandemark discussed that the Village plans to start the sidewalk project on the West side of Saginaw St, starting at Matador's up to Maple ST intersection. Per a conversation between Vandemark & Bessenbacher, the Village estimates \$3,000 off the total balance from Act 51 dollars, which should then bring the total for the project to \$20,000, with \$10,000 to be shared with the DDA if a 50/50 split. Baker-Murphy motioned to split the cost with the Village at the estimated amount of \$10,000 for the DDA share from TIF funds. Seconded by Russell. In discussion, it was agreed among members that in the future to review requirements for multiple bids for projects such as these since they use tax-payer funds. Roll Call Vote. Ayes: Brittain, Baker-Murph, Bailey, Dickinson, Miller, Russell & Vandemark. No Nays. 1 Absent & 1 vacant seat. Motion passed.

**MEDC/RRC update:** Per Vandemark, training is starting in September for all interested parties from the Village Council and the DDA. On the 'to-do' list is for the Village to have a Capital Improvements Plan. Some of the items to be completed include Master Plan, Public Participation Plan, Point of Contact, Information

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on Website – Internal Processes, Fee Schedule, Recruitment Process for Board Members, Orientation, By-Laws, and Training Strategy. No action items for us currently.

**Fundraisers – River Regatta & Duck Race July 9 results:** Per Miller, the Duck Race profit was \$1,615. Miller Motioned to donated \$300 of the profit to the Burns Township Fire Department in appreciation for their assistance with the event. Seconded by Bailey. Roll Call Vote. Ayes: Brittain, Baker-Murph, Bailey, Miller, Russell & Vandemark. No Nays. 2 Absent (Dickinson had to leave meeting early and prior to this vote) & 1 vacant seat. Motion passed.

Motioned by Miller to donated \$100 to the Byron Masonic Lodge #80 for their assistance with the raffle. Seconded by Baker-Murph. Roll Call Vote. Ayes: Brittain, Baker-Murph, Bailey, Miller, Russell & Vandemark. No Nays. 2 Absent (Dickinson had to leave meeting early and prior to this vote) & 1 vacant seat. Motion passed.

Per Miller, River Regatta had 17 sponsors. After expenses, which include the monetary prizes, trophies, printing expenses, and porta-jon, the profit is estimated to be \$365.19.

Baker-Murphy said she will be sending Thank You notes to the sponsors.

Golf Outing September 17: Sponsorships totaling \$950 have been received to date for the golf outing. Miller will check with the Masons about a raffle license for a 50/50 raffle for that date. The event needs to be promoted on the Facebook page and teams are needed.

**Riverwalk Design Concept:** A meeting date needs to be set for the Design Concept public meeting for the Riverwalk project. In discussion it was determined that a Tuesday should work best. Vandemark will check with Rose Professional Services on potential dates and check with Byron Schools for use of a room. A possible date is September 20.

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

**Any Other Business:** Miller read that there will be a Steak Fry dinner at the Byron Masonic Lodge 80 on August 2 for charity. The Lodge has requested assistance of a couple of volunteers from each local organization.

**Public and Board Member Comments:** No public present. Vandemark mentioned that there are some Byron School Board seats open and that the applications are to be submitted by July 26 for any resident interested.

**Meeting adjournment:** Russell motioned to adjourn. Seconded by Brittain. Adjourned at 7:30pm.

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Beverly Miller, Acting Recording Secretary

Date

Rob Vandemark, Chairperson