

DDA and Planning Commission Meeting Minutes  
Byron Municipal Building  
June 17, 2021

Meeting called to order at 6:00 pm by Chairperson Vandemark

**Roll Call** – Present: Dickinson, Bowers, Bessenbacher, Miller, Baker-Murph, Brittain and Vandemark. Absent at time of Roll Call: Bailey and Russell. Total 7 members were present with 2 absent (Bailey and Russell). Also present, Attorney Christopher S. Johnson of Gormley and Johnson Law Offices, PLC, hereinafter referred to as Attorney Johnson.

**Agenda Approval:** Baker-Murph motioned to approve agenda for 6/17/2021. Seconded by Bessenbacher. Voice Vote. Ayes: Bowers, Miller, Bessenbacher, Dickinson, Baker-Murph, Brittain and Vandemark. No Nays. Motion passed.

**Minutes Approval:** Dickinson motioned to approve minutes of 5/20/2021 meeting. Seconded by Bowers. Voice Vote. Ayes: Bessenbacher, Bowers, Dickinson, Miller, Baker-Murph, Brittain and Vandemark. No Nays. Motion passed.

**Communications:** Miller said the DDA received one piece of mail. It was from the MI Township Participating Plan and it was a notice of policy change.

**Financial Status Report/Payment of Bills:** Miller reported balance as of 5/28/2021 as \$34,041.19 per bank statement and Village financial records. Two bills were presented for payment: 1) \$288.00 to the Village of Byron for clerk, treasurer, and recording secretary wages for April and May. 2) \$3200.00 to Hewlitt Concrete, this has already been paid because the DDA pre-approved the amount based on the estimate.

Dickinson motioned to pay the bills as presented. Seconded by Bessenbacher. Roll call vote. Ayes: Baker-Murph, Bessenbacher, Brittain, Bowers, Dickinson, Miller and Vandemark. No Nays. 2 absent (Bailey and Russell). Motion Passed.

Vandemark accepted the financial report pending audit.

**Semi-Annual Meeting:** Miller read the Semi-Annual Informational Meeting Report. She will make an amendment to the document and then give it to Marsha to post on the website.

**Presentation by Justin Sprague with CIB Planning:** Elena Moeller-Younger and Justin Sprague with CIB Planning shared that they work with many city's DDA's to help with development projects in areas like: finances, bringing in new business, and the writing of Development Plans. Justin Sprague explained to members what a Parks & Rec Plan is and how it can qualify towns for grants given by Michigan Department of Natural Resources trust fund. Vandemark asked him how much it would cost for them to write a Parks & Rec Plan and Justin said between \$3,000-\$30,000 depending on how detailed you want it. He shared that CIB Planning has written other town's Master Plans and Development Plans.

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**Upcoming Planning Commission duties:** Vandemark shared that he spoke with Bert Gale, the zoning administrator of Byron, about a possible new build project in Byron that might come before the Planning Commission.

Vandemark shared that the Planning Commission may be presented with this new project soon and reviewed the steps of approval.

**Update on Flower boxes:** Miller said the flower boxes will most likely be \$80 each and said the DDA could purchase 10 flower boxes. Miller will contact Keith Gulick.

**Upcoming fundraising events: Parade/River Regatta/Duck Race July 10:** Miller shared that the parade will be at 4 p.m. and she is coordinating it. Vandemark shared that he added a rule to the River Regatta rules. He also shared that his niece Alexa created a new flyer and will be adding the rules and regulations to the DDA Facebook page. He has the sponsorship letters ready to send, found the giant checks, and is getting an updated quote on the trophies. He has spoken with the fire department about helping during the event.

Miller shared notes from the 2019 event that may improve the experience.

**Any Other Business:** Miller will be amending the Semi-Annual report.

**Public and Board Member Comments/Adjournment:** Dickinson shared that "Cashiers Needed" signs had been screwed onto one of the trash receptacles in town. Vandemark said he will contact the business owner because the trash receptacles are property of the DDA.

Vandemark shared that Ben Fredrick will be coming to Byron to discuss the development of the downtown area.

Miller motioned to adjourn. Seconded by Bowers. Adjourned at 7:28 pm.

  
Kelsey Springer, Recording Secretary

7.15.21  
7/15/2021

  
Rob Vandemark, Chairperson