

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

Meeting called to order at 6:01 pm by Chairperson Vandemark

Roll Call – Present: Bailey, Miller, Prestonise, Bowers, Baker-Murph, Murphy, and Vandemark. Absent: Dickinson and one vacant seat. Also present, Attorney Chris Johnson of Gormley Law.

Agenda Approval: Bowers motioned to approve agenda for 11/21/19 meeting. Seconded by Baker-Murph. Voice Vote. All Ayes. No Nays. Motion passed.

Minutes Approval: Baker-Murph motioned to approve minutes of 9/18/19 meeting (there was no October meeting). Seconded by Prestonise. Voice vote. All Ayes. No Nays. Motion passed.

Communications: None

Financial Status: Miller reported balance as of 10/31/19 as \$28,092.55 per bank statement and Village financial records. One bill presented for payment: 1) \$45 to Village of Byron for Recording Secretary wages. Bowers motion to pay bill. Seconded by Bailey. Roll Call Vote. Ayes: Bailey, Miller, Prestonise, Bowers, Baker-Murph, Murphy, and Vandemark. No Nays. 1 absent & 1 open seat. Motion Passed. Bowers motioned to accept financial report pending audit. Seconded by Prestonise. Voice vote. Motion Passed.

2019/2020 Budget Amendments: Vandemark indicated that budget amendments are needed per the Village Clerk. Miller handed out copy of current budget for 2019/2020 and what the current status of spending is to date. One correction was made on the handout in that it stated that TIF funds collected to date were \$937.90 and the new amount collected to date is \$2043.43 for a total revenues to date of \$5,948.43. Miller indicated that the recommended corrections are needed in appropriations. Account 700 for Grant/Donated Monies shows a spending of \$200 to date, though we've only spent \$100 for a donation of \$100 from fundraised monies to the Masons golf outing. This needs to be adjusted, as no amount was budgeted for spending from this account. Account 702 for Wages was budgeted at \$1,500 but spending is at \$1,942.17 to date. Account 807 for Audit Expense was budgeted at \$100 but spent is at \$630. Account 906 for Fund Raising Expenses was budgeted at \$1,000 but spending is at \$1,759.20 to date. Discussion on what amounts need to be adjusted on the budget for recommending to Village Council to amend our budget. Bowers motioned to recommend to Village Council to adjust DDA budget to: Adjust Appropriations Acct 700 Grant/Donated Monies to \$200; Adjust Appropriations Acct 702 Wages/Governing Expense to \$2,500; Adjust Appropriations Acct 807 Audit Expense to \$630; and Adjust Appropriations Acct 906 Fund Raising Expense to \$2,000 for new total of budgeted Appropriations to \$15,855. Seconded by Murphy. Roll Call Vote. Ayes: Bailey, Prestonise, Bowers, Baker-Murph, Murphy, Vandemark, and Miller. No Nays. Motion Passed.

DDA Development Plan update: Vandemark discussed current plan and that the update should include the proposed crosswalk project that has been discussed, as well as street trash receptacles, & flower baskets. He reached out to Carlisle Wortman an estimate about updating our current Development Plan for the

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DDA. They gave an estimate of \$1,000 to insert items to the list of projects and 'clean it up' to meet any technical requirements. Vandemark indicated he has a verbal quote for the crosswalk project so it can be included in the plan. Atty Chris J. indicated he is assisting another town's DDA plan whose list of amendments is more detailed than what we have and we need to be sure what we approve meets the new State DDA Statue guidelines. He reiterated that projects in the Development Plan need to have details of the possible projects and proposed amounts of same projects. Vandemark asked if quotes must be in writing. He also read other verbiage proposed to change the plan with a couple of projects. Detailed written estimates are needed prior to starting any proposed changes to the plan. Atty Chris indicated that Gormley Law could make amendments for us to meet requirements needed. Baker-Murph offered to check on garbage recepticles & planters pricing. Vandemark will check on crosswalk project pricing. Vandemark suggested a facebook post on the DDA page to get a 'wish list' of ideas from the public for the Development Plan.

Any Other Business: Bowers expressed a concern about an issue that came to her attention that her business and building was discussed at a recent Village Council meeting by a one particular Council member and the information discussed wasn't true and she wasn't happy about the incident. Prestonise addressed her that he was unaware of the situation and that she should address this with the Village council. He also indicated that he will look into the issue of concern.

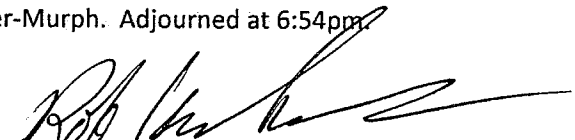
Vandemark inquired of Prestonise if the Village clerk could start attending the DDA meetings again for issues like the Master Plan for the Village, resolutions etc since those are duties of the Village Clerk. Prestonise indicated he will bring it up at the next Council meeting.

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

Meeting adjournment: Bowers motioned to adjourn. Seconded by Baker-Murph. Adjourned at 6:54pm.


Kelsey Springer, Recording Secretary

12/19/19
Date


Rob Vandemark, Chairperson