

DDA and Planning Commission Meeting Minutes
Byron Municipal Building
December 15, 2022

Meeting called to order at 6:01 by Chairperson Vandemark

Roll Call Present: Miller, Amsterburg, Baker-Murph, Brittain, Vandemark. Absent: Dickinson, Bessenbacher, Bailey, Russell. Total 5 members present and 4 absent. Also in attendance, Christopher P Parks, Attorney From Gormley Law.

Agenda Approval: Motion to approve agenda for 12/15/2022 made by Baker-Murph, Seconded by Amsterburg. Ayes - Miller, Amsterbur, Baker-Murph, Brittian, Vandemark. No Nays, Motion passed.

Minutes Approval: Motion made by Brittain to approve Minutes from 10/17/2022, seconded by Miller. Ayes - Miller, Amsterburg, Baker-Murph, Brittain, Vandemark, No Nays. Motion passed.

Communications: Nothing

Financial Status Report - November 30 Bank Statement ending balance is listed as \$50,027.51 but, that doesn't reflect two checks written to Rowe Engineering and Edwards Signs. Financial report accepted pending audit.

Bill Payments: None to pay

Budget: Miller explained the budgets and proposed budgets. Motion to adjust 2023 Budget made by Baker-Murph, seconded by Amsterburg. Roll Call Vote - Ayes: Miller, Amsterburg, Baker-Murph, Brittain, Vandemark. No nays. Motion passed.

Motion to accept 2023-2024 Proposed Budget made by Baker-Murph, seconded by Brittain. Roll Call Vote - Ayes: Amsterburg, Baker-Murph, Brittain, Miller, Vandemark. No nays. Motion passed.

Meeting Dates and Times: Motion to keep the third Thursday of every month at 6:00 pm made by Amsterburg, seconded by Miller. Ayes: Miller, Amsterburg, Baker-Murph, Brittain, Vandemark. No nays. Motion passed.

RRC Process Update: We have established the designated downtown area. The master plan is outdated and we need to do another for 2024. We need to start revising/reconstruction in 2023.

We do not have a Capital Improvements plan but, we need to adopt one.

We do not have a Public Participation plan but, need to adopt one.

We do not have an Internal Review Policy but, we need to adopt one.
We need to construct a fee schedule for public viewing.
We need Conceptual Review Meetings. We need to make information more accessible (website). We would possibly update our bylaws. We could update the training plan.
We need to make an application accessible for appointment to Village Boards/Committees/Commissions. Contact Lists need to be more visible on website.
Baker-Murph asked about meeting times for Conceptual Review. Vandemark replied we can schedule them as needed. Village Council and DDA should be working together for most of these processes.

CEDAM Fellowship Program: The DDA would fill out an application to have a representative from the program at our disposal for 15 months to look for grants, update websites, organize, etc. The Cost is \$10k but, the reward is nearly \$90k. You can share a fellow with another community but, it is better to have your own. We have applied and if we are selected, the money will be due in May. MEDC grant could cover the cost of the fellow. Recipients will be announced Jan 6.

Riverwalk Design Findings: Sparks grants are available in larger and smaller amounts. There are different deadlines. We need to look into which grants would apply to which projects, We could possibly apply one to the pocket park.

Wayfinding Signs: Nothing new. Installation supplies have been ordered but, we are still waiting on them.



Future project ideas: Nothing new starting

Planning Commission: nothing

Other Business - Can we see if the DPW can store some of the flower boxes for the winter.

Public/Board Comments: Amsterburg contacted a forrester. He will keep us updated on the status. Also, the school is trying for a Sparks grant for the playground. We discussed pocket park ideas. Brittain has several ideas.

Miller made a motion to adjourn the meeting, seconded by Brittain. Meeting adjourned at 7:28.

 11/19/23 

Antoinette Prestonise
Recording Secretary

Date

Rob Vandemark
Chairperson