

DDA Meeting Minutes
Byron Municipal Building
July 9, 2015

Meeting called to order at 6: 03pm by Chairperson Vandemark

Roll Call – Present: Vandemark, Rauch, Murphy, Murphy-Alderman, Brunell, Bowers, Miller. Absent members: Ayotte and Dickinson* and Clerk Reed. Also in attendance John Gormley (Attorney), and guests Justin Horvath and Brent Jones from SEDP, Mike Smith from MDOT, Christian VanEpps, Katie Johnson from Safe Routes to School, Paula Willoughby from Laingsburg, Tony Prestonise and Hugh Miller from Byron Village Council. *Dickinson arrived later in meeting, but wasn't present at roll call and the first couple of agenda items.*

Agenda Approval: Rauch motion to approve agenda with a switch of item #7 (discussion with SEDP and guest speakers) and #5 (update on Wayfinding Sign project) , Murphy-Alderman seconded. Voice Vote: All Ayes, 2 Absent. Carried.

Minutes Review: Murphy-Alderman motion to approve minutes from June meeting, Murphy seconded. Voice Vote: All Ayes, 2 Absent. Carried.

Communications: None

Financial Status :Miller reported DDA current balance of \$18,345.47 per summary provided by Village office as of 6/30/2015. A bill was presented to be reimburse Phil Hathaway for \$500 for the fee to MDEQ for the Canoe Launch project. Rauch motion to approve Financial report pending audit and to pay bill from the Saginaw WIN Grant Funds. Seconded by Murphy-Alderman. Roll Call-Ayes: Murphy, Vandemark, Rauch, Murphy-Alderman, Brunell, Bowers, Miller. 2 absent. Accepted pending audit. A check in the amount of \$354 for the profits from the May 16 breakfast were presented for deposit.

Discussion with Justin Horvath & guest speakers to educate the Byron DDA on what is available and the steps required to get some grant funds: Brent Jones of the SEDP introduced Mike Smith of MDOT to discuss the Transportation Alternatives Program. Mike provided us with some brochures from the Office of Economic Development. He indicated grant funds from this program could be used for projects such as streetscaping; trails; and rail trails. He handed out some photos of various streetscape projects in other Michigan towns such as Sturgis, Houghton, Grand Rapids, Gladwin, and Williamston. He gave us some 'pointers' that on applications for grants, that you get more 'points' for creative design proposals such as adding brick or other design elements to the project proposals. Grant monies never pay 100% of the project cost. A lot are a 20% - 40% match. Grants are usually given for a year in advance or more of the project date. The application process is highly competitive. The average grant from MDOT is \$340,000. The entire State has \$6.5 million in grant monies to give. If Byron were to apply for a MDOT grant, the Village would have to apply (not the DDA), because the applying entity has to be a 'gas tax agency'. The Village would not have to have the matching funds available in order to apply. Donors, such as a DDA, can help with the matching funds.

Katie Johnson of the Safe Routes to School (SRTS) spoke to us about the Federal grant program. The Safe Routes to School program helps with infrastructure to get kids to walk and bike to school and is available for K-8 school districts. Communities can apply for up to \$200,000 for infrastructure and \$8,000 for non-infrastructure monies. These grants are an 80/20 match program. Engineering costs are

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the highest in these projects and consultants can be hired. Examples of projects in this program would be: new sidewalks, enhanced crosswalks, bike paths, signage, etc. Engineering fees are separate from grant funds and usually fall on the community. Engineering work could be done pro-bono if we had it available. All proposed work would have to meet federal standards.

Tricia Murphy-Alderman indicated that the school has been registered for 2 years with the SRTS program.

Depending on an application, it could be for more than a year out (i.e. if a grant were applied for now and approved, it could be for a project for the summer of 2017). Again we were told that for this type of grant, the Village would need to file the application due to the requirement of being an Act 51 entity (a gas tax entity). A donor such as a DDA could cover the matching funds.

Justin Horvath of the SEDP introduced Paula Willoughby from Laingsburg. She indicated that she is now a certified grant writer for the CDBG (Community Development Block Grant). She discussed with us that Laingsburg bonded a millage to get funds for streets recently. Laingsburg has also received a SRTS grant, which has been 3 years in the making. IF our community is in the low 40's and needs to get 51 or over for the low-to moderate income level to qualify for any CDBG grants, she recommends that a survey be conducted. The survey would need to be completed for the entire Village limits. There is a requirement that a certain percentage of the surveys get returned. The survey is "per household", so renters are acceptable as well. The CDBG website has a manual with requirements. In Laingsburg, they mailed or took the survey direct to each household. She said that people like to know it is confidential. The part of the survey about household income was put in a sealed envelope after completion and put into a locked box (so no one knew the address of the income). They did the surveys themselves. Everyone had a name tag, and they documented everything that they did. The survey information is good for 10 years. They used Council members, DDA members and more. EVERY household was visited. A notice was given a week ahead of time. The canvassers/surveyors should be trained/educated well on the requirements for the survey. The completed surveys would need to be submitted to Nate Scramlin from the MEDC. When Laingsburg completed this, they went from the low 40's to nearly 57% for low-to mod income levels in their community. This has allowed them to become eligible for grants and have been able to get a façade grant from the CDBG; a Wayfinding sign grant; a grant for a parking lot by their post office; a half million dollar grant for their park; and they are currently going after another one for a \$400,000 façade grant.

Wayfinding Signs Update: Murphy-Alderman reported that the Wayfinding sign committee met and they have 2 graduated students, Chris Jansson and Jamie Wolahan who they are working with on putting together some ideas. They will be meeting on Monday July 13 at 1pm, and we should have some designs by our August meeting. After the designs are submitted and chosen, then some Byron HS CAD students could get this to our metal shop and have some signs made.

Rauch inquired about a prior discussion for a Pedestrian Crossing. The Village is to check the ordinance. Rauch asked that if paint was provided to the Village, could the DPW do the painting of lines for a pedestrian crosswalk. It was indicated that the ordinance manual would need to be checked first.

Canoe Launch Update: Per Vandemark, Saginaw WIN has approved the grant for Byron DDA for \$6,444 for the proposed canoe launch. Murphy-Alderman, Vandemark, and Miller met to draft an agreement for the launch area between the Byron Schools and the DDA. Copies of the drafted agreement and map area were provided to members. Attorney Gormley noted regarding the indemnification clause that it is not possible to indemnify the school and that the indemnification clause should be removed from the

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agreement. The school will review with their insurance company. Atty. Gormley recommends that a public hearing needs to be done to change the DDA Development Plan to include the specific project of the Canoe Launch. The DDA would have to pass a resolution, then the Village would have to do a public hearing, IF the project is going to be paid for with Tax Increment Financing monies, which this particular project is not. All funding for this project are being provided both by the Grant and with donated labor and other donations, with no funding for the canoe launch project to come from the DDA's bank account. Gormley indicated that if no TIF money is used for the project, then maybe we don't need to do a development plan amendment, since a canoe launch is already proposed in the development plan, which was already approved with a public hearing and put into place by the Village Council at the end of 2014. Gormley still indicated that he thinks we should do a hearing to change the plan for the canoe launch or at least to get council approval.

There was discussion about the lease agreement.

Rauch motioned to approve the lease agreement for the canoe launch between the BDDA and the Byron School District with striking item 5 (the Indemnification clause), and pending insurance approval.

Seconded by Bowers. Voice Vote: All Ayes. 1 Absent. Motion passed. Brunell indicated she would add this to the agenda for the Monday July 13 Council meeting.

Atty Gormley indicated that the grant funds from Michigan WIN should go into a separate accounting line item, and the \$500 for the MDEQ permit should be reimbursed from the grant monies only, when we receive the funds.

Entertainment Tent August 1, 2015: Vandemark reported that he met with Willow Brook about details for the August 1 Entertainment tent event. The time of the event will be 6pm – midnight, with a \$5 coverage charge and only 21 & older can be admitted. Simple food will be available (pulled pork sandwiches, chips). Tickets will be sold for drinks and food. Willow Brook will be serving the alcohol and preparing the food. The split of funds for ticket sales (for alcohol and food) will be 1/3 to DDA and 2/3 to Willow Brook. The entertainment is a band called Jenni Lynn and the Ruckus and the cost is \$500. Royalty Landscape of Byron & Tucker Chrysler of Durand have each committed to donating \$250 which will cover the cost of the band. Flyers will be made and circulated. The BDDA will need to request the Village to get a variance to the noise ordinance, since the band will be playing longer than the ordinance. We will also have a 50/50 raffle through the evening; some temporary fencing will need to be purchased for the event; and porta jons need to be rented. Vandemark also said the NASCAR race with Erik Jones will be televised at the event.

Rauch motion to approve up to \$500 in spending by Chairperson Vandemark for budget items for the Entertainment Tent. Seconded by Brunell. Roll Call Vote: 1 No vote, Murphy. All others Ayes. Carried.


Bubble Ball fundraiser: On Sat. July 11 during Byron Family Fun Day, the DDA will do a Bubble Ball fundraiser with Bubble Ball equipment provided at no cost to us by Sage Link Cr Union of Durand. Volunteers are needed to work at the fundraiser. Dickinson and Vandemark both indicated that they would be available. Miller will get them a cash box. The rep from Sage Link will provide goals, a ball, and the equipment and our volunteers are to have participants sign waivers and we collect money. The current waiver that Sage Link provided just included Byron Schools and the Village of Byron, in addition to Sage Link Cr Union. Atty Gormley advised that the BDDA should be added as a separate entity to the waiver.

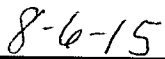
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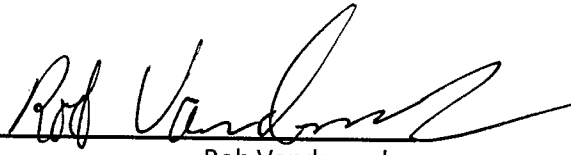
Any Other Business: None

Public and Board Member Comments: Murphy asked if the DDA ever decided to assist Mr. Hanson for any sidewalk funding for the Valero gas station, and Vandemark said no. Village Council Trustee Miller reported on the street committee for the Village Council regarding this matter. He said that plans were approved with 'greenspace' on the original plan, but did not get completed in the final project. The building inspector should have checked on things first before authorizing the opening of the business with the completed project. No other communications have occurred between the Village and Hanson. Attorney Gormley said that the DDA should not ever approve for money to help with sidewalks unless it is a grant sidewalk project.

Brunell moved to adjourn the meeting. Rauch seconded. Meeting adjourned at 8:05pm All Ayes, 1 Absent. Carried.


Beverly Miller, Clerk fill-in


Date


Rob Vandemark