

Village of Byron
Regular Council Meeting Minutes
October 14, 2024

Meeting called to order at: 7:00 pm by President Stevens

Pledge of Allegiance Led By: President Stevens

Roll Call – Present: Campbell, Guttersohn, Willett, McDowell, Bibbee and Stevens. Also Present: Warren, and Attorney Clint Stevens, Zoning Administrator Thomas and Mellentine (treasurer). Casey Glass and Shirley Riley present from Burns Twps.

Approval of Agenda: Motion to approve the agenda with additions (old business: Kim Lynch) by Willett; seconded by Campbell. Voice Vote: Ayes Campbell, Guttersohn, Willett, McDowell, Bibbee and Stevens. Nays: None. Absent: Chapman. Motion Passed.

Approval of Minutes: Approval of September 9, 2024 minutes as written; motion by Guttersohn; seconded by McDowell. Voice Vote: Ayes Campbell, Guttersohn, Willett, McDowell, Bibbee and Stevens. Nays: None. Absent: Chapman. Motion Passed.

Public Comments-Agenda Items: None

Treasurers Report – Mellentine read report. Guttersohn motioned to accept report pending audit; seconded by Willett. Roll Call Vote: Ayes Campbell, Guttersohn, Willett, McDowell, Bibbee and Stevens. Nays: None. Absent: Chapman. Motion Passed.

Approval of Bills: Campbell reported total of 45 Checks 137E, 28648 - 28691 for a total of \$37,639.35. Guttersohn motioned to pay the bills; seconded by Willett. Roll Call Vote: Ayes Campbell, Guttersohn, Willett, McDowell, Bibbee and Stevens. Nays: None. Absent: Chapman. Motion Passed. Willett also reviewed bills.

Bills Awaiting Approval (Blue Folder)- None

Committee Reports: Reed explained the budget committee is working on setting goals for the new budget year.

Zoning Administrator: Thomas explained the special use permit. Questions were asked and Clint said Ordinance will be drafted.

Public Hearing for Township Hall opened at 7:08 pm

Thomas explained both the special use permit and site plan review. He also said that there were no issues with the driveway permit. Thomas went over the steps taken and deems them complete.

Call to Public for input: None.

Hearing Closed at 7:13 pm.

Council Vote on Special Use Permit: Guttersohn motioned to accept the Special Use Permit; seconded by Bibbee. Roll Call Vote: Ayes Guttersohn, Willett, McDowell, Bibbee and Stevens. Nays: Campbell. Absent: Chapman. Motion Passed.

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Council Vote on Site Plan: Guttershon motioned to accept the Site Plan; seconded by McDowell. Roll Call Vote: Ayes Guttersohn, Willett, McDowell, Bibbee and Stevens Nays: Campbell. Absent: Chapman. Motion Passed.

Police Report- Guttersohn read report.

DPW Report – Warren said another radium test done and ran for 7 hours. Service line inspection and bridge inspection done. Bridge needs to seal cracks and coat with epoxy coating and will be done in the spring/summer. He also said the signs for the dams are needed.

Cemetery Report: Guttersohn gave the cemetery report and introduce Jeffery James who has volunteered to clean and repair the headstones at no charge. James introduced himself and his training for cleaning headstones. Clint suggested a phone conference with Guttersohn. Discussion took place and tabled until November.

DDA Report: Vandemark explained council approval needed to put the new superintendent, Branden Chapman on DDA board. McDowell motioned to approve Chapman for the DDA board; seconded by Willett. Voice Vote: Ayes Campbell, Guttersohn, Willett, McDowell, Bibbee and Stevens Nays: None. Absent: Chapman. Motion Passed. Vandemark explained grants and how they would be used for the pocket park and river walk. Master Plan was addressed.

Commissioner Report: Howard said the county received a grant for pretrial services and health care agreements have been accepted.

911 Commission: Campbell that the 2025 budget was done and are working on board member review.

Old Business:

Kim Lynch: Bibbee explained the interview and the email received. Lynch explained hourly rate and hours per month along with some specific areas she could assist in. Discussion on the subject. Tabled until November.

New Business:

Master Plan/Rowe: Stevens the quotes for the Master Plan and suggested we go with Rowe. Willett motioned to accept Rowe's quote for the Master Plan not to exceed \$25,000.00; seconded by Guttersohn. Roll Call Vote: Ayes Campbell, Guttersohn, Willett, McDowell, Bibbee and Stevens Nays: None. Absent: Chapman. Motion Passed.

\$75,000.00 Grant: Discussed under DDA

Water Bill: Reed explained that a fire had occurred and the water has been off since end of August. Bibbee motioned to rescind water billing until services restored; seconded by McDowell. Roll Call Vote:

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Ayes Campbell, Guttersohn, Willett, McDowell, Bibbee and Stevens Nays: None. Absent: Chapman.
Motion Passed.

Public Comments: Mary Lou said sexton needs to be updated on website and she asked a police report question.

Any Other Business from Council /Comments: Bibbee commended DDA. Campbell thanked Jeffery James. Clint explained that no disrespect was intended toward Jeffery James.

Items For Next Agenda: Lynch and Cemetery

Meeting Adjourned at: 8:02 pm; motioned by Guttersohn and seconded by McDowell. Voice Vote: Ayes Campbell, Guttersohn, Willett, McDowell, Bibbee and Stevens Nays: None. Absent: Chapman. Motion Passed.



Marsha Reed, Clerk

11-18-2024

Date



Vicki Stevens, President

DDA and Planning Commission Meeting Minutes

Byron Municipal Building

October 17, 2024

Meeting was called to order at 6:00.p.m by Chairperson Vandemark.

Roll Call: Present: Bailey, Baker-Murph, Miller, Russell, Stevens, and Vandemark. Absent: Brittain, Chapman, and Dickinson. Total: 6 members were present with 3 absent. Clint Stevenson of Gormley Law was in attendance, as was Luanne Bibbee, Recording Secretary.

Agenda Approval: Baker-Murph motioned to approve agenda for 10/17/2024. Seconded by Stevens. Voice Vote. All Ayes. No Nays. 3 absences. Motion passed.

Minutes Approval: Baker-Murph motioned to approve the minutes of 9/19/2024 DDA/Planning Commission meeting, with corrections. Seconded by Russell. Voice Vote. All Ayes. No Nays. 3 absences. Motion passed.


Communications: Brandon Chapman, new Superintendent of Byron Area Schools, was approved by the Village Council at the 10/14/2024 Village Council meeting to fill the vacant seat on the DDA/Planning Commission.

Financial Status Report/Payment of Bills: Miller gave a financial report that as of 9/30/2024, there is a balance of \$84,578.41, which includes \$25,000 in the Saginaw WIN Grant. Bills were paid to Vandemark. A roll call vote was made to pay the Village for the DDA Audit fee of \$750. Motion passed. Motion was made by Baker-Murph to accept the Financial Report, pending audit. Seconded by Bailey. Voice Vote. All Ayes. No Nays. 3 absences. Motion passed.

RRC/(Redevelopment Ready Community) Update: The Capital Improvement Plan will be sent to Josh, Z Solutions, to add to the website. Discussion on Bylaws needed for the Village, as DDA has Bylaws in place. Stevenson will take care of this.

Beginning next month, on recommendation of Stevenson, the DDA meeting will close before the Planning Commission will begin, with separate agenda and minutes provided. Members of the DDA will also be members of the Planning Commission, as is the case now.

No further updates on the RRC were made. Dickinson presented comparative analyses from adjacent municipalities for upgrade changes. No decisions were made.



VILLAGE OF BYRON MICHIGAN
PLANNING COMMISSION
2023 ANNUAL REPORT

1. Introduction

The Planning Commission function is to review site plans & recommend to Village Council to approve or deny requests (i.e., Special land use permits, review of Master Plan every five years). On 12/16/2016, Ordinance 2016-12C was enacted by the Byron Village Council to appoint the existing Village of Byron Downtown Development Authority (a.k.a. DDA) to serve as the Village of Byron Planning Commission.

2. Purpose of this report

The Michigan Planning Enabling Act states:

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

This annual report shall increase information sharing between Village of Byron staff, Village Council, and Planning Commission. This will allow for anticipation of upcoming issues and priorities, to prepare and budget, if necessary.

3. Membership

Planning commission member	Term expiration
Rob Vandemark	11/2025
Elizabeth Bailey	11/2025
Debra Baker-Murph	11/2024
Keely Russell	11/2024
Jan Amsterburg	11/2027
Scott Brittain	11/2027
Beverly Miller	11/2026
Chris Dickinson	11/2026
Vicki Bessenbacher, Village President	

4. Meetings

The Village of Byron DDA which also serves as the Village of Byron Planning Commission met 10 times in 2023. At the 3/16/2023 meeting, the 2022 Planning Commission Annual Report was approved. It was noted that the Village Master Plan would be coming due for review in 2024. At the 12/21/2023 meeting, it was noted that the Village’s new Zoning Administrator would be looking into a Temporary Use Permit for the Planning Commission to review. The Planning Commission also needs their own By-Laws. Clint from Gormley Law will draft By-Laws. This meets the requirements of the MPEA for the Planning Commission to meet at least 4 times per year.

5. Master Plan review

The Village of Byron Master Plan was last reviewed by the Planning Commission in 2019. The resolution was adopted by the Byron Village Council on 1/13/2020 with Resolution #2020-1-13. This plan should be reviewed every 5 years.

6. Zoning ordinance review

The Village of Byron Zoning Ordinance was last reviewed by the Planning Commission in 2018. The Ordinance was adopted by the Byron Village Council on 11/30/2018 with Ordinance 2018-7. This plan should be reviewed every 5 years.