

Village of Dansville
Downtown Development Authority
Meeting Minutes
July 6, 2023,

- I. Call to Order: July 6th at 7:01 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, Ashton, Eifert, C. Rutan, P. Rutan, Stolz, Hallock, Warvel.
Roll Call/Absent: V. Hart, Kuch, Elliott, Hershiser, Nevills,
Guests: Emma Bostwick with LEAP, Rod Taylor with Maner Costerisan.
- III. Approval of Agenda: Motion to approve agenda made by P. Rutan, 2nd C. Rutan. Unanimously carried.
- IV. Approval of May Minutes: Motion to approve minutes made by Hallock, 2nd Stolz. Unanimously carried.
- V. Approval of June Minutes: Motion to approve minutes with the recommended updates made by Hallock, 2nd Stolz. Unanimously carried.
- VI. Payment of Bills: Motion to approve made by Stolz, 2nd Rutan. – Unanimously Carried. Roll call taken.
- VII. Communications:

Financial planning: Rod Taylor with Maner Costerisan, presented a proposal for Financial and Strategic Planning Services (see Appendix A). This proposal will assist in getting the Village and the DDA in good standings at the state level and help develop a strong foundation for moving forward.

The cost for these services is estimated to be \$37,500-\$65,000, depending on the amount of time it takes. R. Taylor shared information about possible financial resources available through the state that could defray this cost. A motion made to approve the Proposal as is, contingent on the receipt of state funds for the work, and contingent on approval of Village Council, made by Stolz, second by P. Rutan. If the work is not fully funded by the state, and we are legally able to do so, the DDA will pay the difference up to \$65,000, made by Stolz, second by P. Rutan. Unanimously carried. Roll call taken.

- VIII. Citizens Comments/ Concerns:
 - a. A citizen stated their concerns about the sewage lift station, and the lack of the working of it properly. This citizen has expressed that the lift station backed up into their basement and has caused them a great deal of money in damage. This citizens' concern will be taken to the Village Council, and the Council will take care of it moving forward.
 - b. Emma Bostwick introduced a new point of contact Cloud Kelley, Tri-County Development Manager at LEAP. E. Bostwick also gave an update on the previous month, including the collection of data on childcare needs for potential funding. She provided information on grant-writing resources and reported that small business consulting services will only be available till the end of the fiscal year.
- IX. New Business:
 - a. Village hall cleaning and dumpster.
A motion to make a Village Hall cleaning position at \$20 an hour, and create a job posting, motion made by Stolz, second by P. Rutan. A motion made, to get a small dumpster, posted at the Village Hall, with a lock, motion made by P. Rutan, second by C. Rutan. Unanimously carried. Roll call.
- X. Old Business

- a. Concrete bids for exterior of the Village Hall (Drainage issues)
President Warvel explained the drainage issues with the Village Hall building that need to be addressed before concrete work can begin. Two bids have been received so far for the concrete work, and the DDA is waiting for a third bid before moving forward. This is tabled till next month.
- b. DDA Projects updated approved from last month (Rockwell)
Assistance is requested with the routine watering of the flowers in the planters along M-36 and the flower bed in front of the Village Hall, and the placement of rock, by the fences on the north side of M-36 right by the Dog Groomers and by the library. The stone will be a smaller stone, to prevent the interest of kids playing with them. The jobs will be sent to the council to be approved for completion by DPW.
- c. Bylaws: Tabled to the next meeting
- d. ERC/LEAP Assessment: Tabled for the next meeting.
- e. Food Bank: The DDA has received the questionnaire back from the food bank. President Miya will look scan and send out the questionnaire, and it will be discussed at the next meeting, in the process of putting together a lease with the food bank, which is a 501C3 organization.
- f. Budget Planning: Tabled for next meeting.
- g. Sidewalk Map: C. Rutan presented a partially completed map of sidewalks that need repair. The goal is to have a completed map and a plan in place for next year's budget planning.
- h. Agenda & Clerical request: working to resolve web site access issues.
- i. Community day: A budget of \$500 was originally approved for paint, supplies, and flowers for the planters along M-36, but expenses exceeded that amount. A motion to approve an amendment to the amount up to \$800, made by Warvel, second by C. Rutan. Unanimously carried.
- j. Downtown Flags: A budget of \$1,000 was originally approved for lamp post flags and brackets for along M-36, but the cost exceeded that amount. An motion to approve an amendment to the amount for the flags for up to \$1700 was made by C. Rutan 2nd by P. Rutan. Unanimously carried.

XI. Member Concerns/Comments:

- a. P. Rutan brought to the DDA's attention that her term would be up soon. She would like to know the process of reapplying. Clerk Parsons will check the record for expiring terms.
- b. Clerk Parsons read a piece that she had written, regarding her concerns.
- c. President Hallock: gave an update regarding the website.
- d. President Warvel: let everyone know that she is excited for the future moving forward.
- e. Treasurer Ashton: Gave her knowledge on how meeting minutes should be written. She also addressed the importance of communication all around.
- f. Stolz addressed: His concern with the lack of progress moving forward with the website.

XII. Adjourn: Meeting adjourned at 10:00pm – Motion made by Warvel, 2nd C. Rutan. Unanimously carried.



Respectfully submitted,
Kelsey Parsons
Village of Dansville/DDA Clerk