

**Village of Dansville
Downtown Development Authority
Meeting Minutes
October 10, 2024**

I. Call to Order

The meeting was called to order on October 10, 2024, at 7:00 PM by President Warvel at Dansville Village Hall, 1360 Mason St., Dansville, MI 48819.

II. Roll Call

Present: Parsons, Ashton, Hart, Kuch, C. Rutan, P. Rutan, Stolz, Halsted, Warvel

Absent: Eifert, Elliott, Hershiser, Hallock

Guest: Richard Enty (LEAP)

III. Approval of Agenda

Motion to approve the agenda by P. Rutan, seconded by C. Rutan. Motion carried.

IV. Approval of September Minutes

Motion to approve the September minutes by P. Rutan, seconded by Warvel. Motion carried.

V. Payment of Bills

Motion to approve payment of bills by Halsted, seconded by Stolz. Roll call vote taken, motion unanimously carried.

VI. Reports

- a. **Clerk's Report:** Available on the Village website.
 - b. **Treasurer's Report:** Available on the Village website.
-

VII. Communications

- a. **LEAP Update:** Richard Enty provided an update on LEAP's current initiatives, including monthly technology meet-ups, check-ins on small businesses, capital area childcare resources hub, security grants for things such as cameras, MSHDA housing TIF, housing development grant information.
- b. **Village Meeting:** No report due to absence.
- c. **Township Meeting:** Report given and received by Warvel. Township is conducting a citizen survey for planning purposes and will share the results with the DDA.

- d. **School Board Meeting:** No report given due to absence.
 - e. **Development Report:** Report given and received.
 - i. Development will begin to move forward once the Tax capture becomes fully reconciled, this is an on going project.
-

VIII. Citizens' Comments/Concerns

1. **Karla Ruest:** Presented her work regarding the new crosswalk lights and efforts to install a brighter light at the M-36 intersection to enhance safety.
-

IX. New Business

- a. **Village and DDA Tax Capture:** President Warvel will prioritize this initiative a focus going forward.
 - b. **Village/DDA Website:** The Village has approved working with a company to revamp the Village website. Motion to approve DDA funding for half of the startup costs (\$875) by Halsted, seconded by Stolz. This will be reviewed annually. Roll call vote, motion unanimously carried. Motion to increase the DDA subscription and publication budget line by \$875 to accommodate this expense by Warvel, seconded by C. Rutan. Roll call vote, motion unanimously carried.
 - c. **Damaged Lamp Post:** Clerk Parsons will look into the insurance payment that was received for part of the replacement of a damaged lamp post.
 - d. **Orkin Pest Control:** Motion by Stolz to approve up to \$250 for bee removal, seconded by Kuch. Roll call vote, motion unanimously carried.
 - e. **Job Descriptions & Wage Review:** Job descriptions will be reviewed by the Village Council in the near future and wages will also be reviewed. T. Hart will draft a list of DPW responsibilities requested by the DDA to be included in DPW job descriptions, as the DDA funds a portion of DPW salaries. This will be reviewed at the November meeting.
-

X. Old Business

- a. **Village Hall Phase 2:** The committee will continue adding ideas to the spreadsheet for Phase 2.
- b. **Sidewalk Update:** Sidewalk extension to Freer Park is scheduled to begin in mid-October.
- c. **Event Committee Recap:**
 1. The committee requested authorization to spend up to \$500 from the Event Account for refreshments to serve at the Village Hall on Halloween during trick or treating. Motion made by P. Rutan, seconded by Hart. Roll call vote, motion unanimously carried.
 2. Motion to approve up to \$1,500 for fall and winter street decorations from the DDA budget by P. Rutan, seconded by Halsted. Roll call vote unanimously carried.

3. Motion to increase the miscellaneous budget category by \$1,500 by Warvel, seconded by P. Rutan. Roll call vote, motions unanimously carried.

- d. **Village Hall and Emergency Maintenance Policy:** A draft Village Hall Emergency Maintenance Policy was presented. Motion by Warvel to approve adjustments, including increasing purchasing power to \$4,000 and collaboration with the DDA President, seconded by Stolz. Vote was 6 in favor, 1 uncommitted.
-

XI. Member Comments/Concerns

No comments or concerns were raised.

XII. Adjournment

Meeting adjourned at 9:24 PM. Motion by Stolz, seconded by P. Rutan. Motion unanimously carried.



Respectfully submitted,
Kelsey Parsons
Village of Dansville/DDA Clerk