

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
January 6, 2022

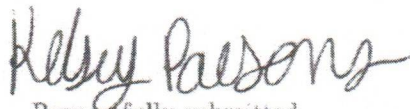
- I. **Call to Order:** January 6<sup>th</sup> at 7:04 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.

**Roll Call/Present:** Parsons, Eifert, Elliott, Rutan, Stolz, Warvel

**Roll Call/Absent:** Hart, Nevills

**Guests:** Kelen Gailey

- II. **Approval of Agenda:** Motion to approve agenda made by Stolz, 2<sup>nd</sup> Rutan. Unanimously carried.
- III. **Approval of December Minutes:** Motion to approve minutes made by Stolz, 2<sup>nd</sup> Rutan. Unanimously carried.
- IV. **Payment of Bills:** Motion to approve made by Elliot, 2<sup>nd</sup> Rutan – Unanimous. Roll call.
- V. **Communications:**
- **10-year plan:** The board was given a copy of the 10 – year plan. The board went through the plan. *Motion to approve the rough draft of the 10 – year plan, to send to the Village Council knowing adjustments will come made by Elliot 2<sup>nd</sup> by Rutan. Unanimously carried.*
- VI. **Citizens/Guests Concerns:** None.
- VII. **New Business:**
1. Easter
  2. Memorial Day
- Pennie Rutan will be the head of the Memorial Day committee. They plan to have their first meeting on February 3<sup>rd</sup>, at 7 PM at the Village Hall. Easter will be discussed by the committee at the festival meeting. There will be a meeting in March to discuss the flyer for the Easter Egg hunt.
- VIII. **Old Business:** None
- IX. **Member Concerns/Comments:**
- X. **Adjourn:** Meeting adjourned at 8:18 pm – Motion made by Stolz, 2<sup>nd</sup> Elliot. Unanimously carried.



Respectfully submitted,  
Kelsey Parsons- Village of Dansville/DDA Clerk

**Village of Dansville**  
**Downtown Development Authority**  
**Meeting Minutes**  
**February 10<sup>th</sup>, 2022**

**I. Call to Order:** February 10<sup>th</sup> at 7:01 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.

**II. Roll Call/Present:** Parsons, Elliot, Hart, Nevills, Rutan, Warvel

**Roll Call/ Absent:** Eifert, Stolz

**Guest:** Kelen Gailey, Dillon Rush, Emma Bostwick

**III. Approval of Agenda:** Motion to approve agenda made by Rutan, 2<sup>nd</sup> by Elliot. Unanimously carried.

**IV. Approval of January Minutes:** Motion to approve minutes with adjustments made by Hart, 2<sup>nd</sup> by Rutan.

**V. Payment of Bills:** Motion to approve made by Elliot, 2<sup>nd</sup> by Hart. Unanimous. Roll Call.

0 - no 5 - yes

**VI. Communications:**

1. 10 -year plan.

The 10 - year plan was discussed. The public hearing of the 10 - year plan will be held on February 28<sup>th</sup> at 6 PM, at the Dansville Village Hall. Discussed that all opinions and adjustments wanted at the 10 - year plan, public hearing will need to be in written word and submitted to the council.

**VII. Citizens Comments/Concerns:** None

**VIII. New Business:**

1. Sidewalk Extension

Discussion on expanding the side walks out to Freer Park, as well as on M36 with the curve going towards the school. This will be tabled and be discussed in up coming meetings. The meeting on March 10<sup>th</sup> the board will bring contractor ideas, and the board will request that Fritz attends the next meeting to help the discussion of sidewalks expansion.

**IX. Old Business:**

1. Budget:

Supplied updated budget for review. Discussion had. Motion by x, second by x, roll call vote, unanimously approved. Budget will go to the Village for review and final approval. Financial suggestion on water tower. Between the DDA Savings and Water Bond/RRR accounts, the Village and DDA could pay off the water tower over the next two years. This move would not put either in financial jeopardy and would save a lot in interest, as the current loan still has 25+ years remaining, and as previously

discussed, refinancing the loan for 15 years saved nearly \$250,000. This suggestion is being given as the water tower is the biggest financial drain on both the Village and DDA. We need to be fiscally responsible with the money both now and for future generations. Paying this off over the next two years allows for water rates to only be raised slightly, compared to a nearly 250% increase needed to make the water rates cover the actual water expenditures and have it be a self-sustaining program. While this does not have to be decided tonight, repayment of the water tower should be within the 10-year plan, and future discussions should be had in the near future to make this decision of a two year payoff plan.

A Motion was made to approve the DDA budget with modifications made by Elliot 2<sup>nd</sup> by Nevills. Roll call.

0 no 5 yes

**X. Member Concerns/ Comments:**

Guest Emma Bostwick of LEAP: Emma discussed a few of the possible Grants, that Elliot brought to the meeting. Specific requirements for the current grants are not released yet, but Emma mentioned she will be watching and keeping an eye out on them for us.

**XI. Adjourn:** Meeting adjourned at 8:27 PM – Motion made by Elliot, 2<sup>nd</sup> by Hart.



Respectfully submitted,

Kelsey Parsons – Village of Dansville, DDA Clerk

**VILLAGE OF DANSVILLE**  
**Downtown Development Authority**  
**Meeting Minutes**  
**March 10, 2022**

1. Meeting called to order at 7:05 pm, Village Hall, 1360 Mason Street, Dansville, MI 48819, by President Warvel. Followed by the Pledge.
2. Roll call was taken.
  - a. Present
    - i. Voting: Deb Elliott, Penny Rutan, Mike Stolz, Mya Warvel
    - ii. Non-voting: Kelen Gailey
  - b. Absent
    - i. Voting: Laura Eifert, Shane Hart, Wanda Nevills
    - ii. Non-voting: Kelsey Parsons
  - c. Guest
    - i. None
3. Approval of Agenda:
  - a. Motion to approve agenda made by Stolz, 2<sup>nd</sup> by Elliott. Carried.
4. Approval of February Minutes:
  - a. Motion to approve minutes made by Rutan, 2<sup>nd</sup> by Elliott. Carried.
5. Payment of Bills:
  - a. Motion to approve made by Stolz, 2<sup>nd</sup> by Elliot. Roll Call. 4 yes, 0 no.
6. Communication:
  - a. Add broad category of infrastructure under projects to encompass water, sewer, etc. Motion by Stolz, 2<sup>nd</sup> by Elliot.
7. Citizens Comments/Concerns:
  - a. None
8. New Business:
  - a. Water Tower, can no longer refund due to audit delays and the change of financial climate. Will bring idea to Village about paying off sooner.
  - b. DDA Meeting Procedures, updated dates and members. Motion by Stolz, 2<sup>nd</sup> by Elliot. Roll Call. 4 yes, 0 no.
  - c. Village Park, Mike would like to bring some park projects up in future meetings and would like to take the lead on this.
9. Old Business:
  - a. Sidewalk, talked about possible projects, need more quotes before moving forward.
  - b. Budget, will need to make amendments if Water Tower payments changes.
10. Member Concerns/Comments:
  - a. Rutan – would like access to copy of physical copies of bills at least a week before the meeting.
  - b. Elliott – likes the transparency with the finances.
11. Adjourn
  - a. Motioned to adjourn at 8:27 pm by Elliot, 2<sup>nd</sup> by Stolz. Carried.

Respectfully submitted,

**VILLAGE OF DANSVILLE**  
**Downtown Development Authority**  
**Meeting Minutes**  
**March 10, 2022**  
Kelen Gailey  
Village of Dansville / DDA Treasurer

DRAFT

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
April 7, 2022

- I. Call to Order: April 7<sup>th</sup> at 7:03 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, Elliott, Hart, Nevills, Rutan, Warvel, Gailey  
Roll Call/Absent: Eifert and Stolz  
Guests: Emma Bostwick
- III. Approval of Agenda: Motion to approve agenda made by Rutan 2<sup>nd</sup> Elliot. Unanimously carried.
- IV. Approval of March Minutes: Motion to approve minutes made by Elliot 2<sup>nd</sup> Hart. Unanimously carried.
- V. Payment of Bills: Motion to approve made by Nevills, 2<sup>nd</sup> Elliot. - Unanimously carried. 5- Yeas, 0 - Neas
- VI. Communications:
  - Guest Emma Bostwick presented Broadband information, as well as the Tri- county "Housing Drives"
- VII. Citizens Comments/ Concerns.
- VIII. New Business:
  1. Appraisal for DDA Property
    - a. Motion to obtain bids from appraisal companies to appraise the 9 DDA owned land parcels labeled A - I, made by Elliot 2<sup>nd</sup> by Hart. Unanimously carried.
- IX. Old Business
  1. Resolution to pay off water tower
    - a. The resolution to pay off the water tower was presented to the board. A motion was made to approve the resolution with edits, to be moved on to the Village Council, made by Elliot 2<sup>nd</sup> by Rutan. Roll call. Unanimously Carried.
  2. Sidewalk
    - a. Gailey has a conflict of interest with all bids that were submitted, he will not be involved in any discussions due to this conflict of interest.
    - b. The board would like further clarification on the current bids, and the discussion will be tabled until the May meeting.
- X. Member Concerns/Comments:
- XI. Adjourn: Meeting adjourned at 8:33 pm - Motion made by Hart, 2<sup>nd</sup> by Rutan.



Respectfully submitted,  
Kelsey Parsons- Village of Dansville/DDA Clerk

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
May 5, 2022

- I. Call to Order: May 5th at P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, Eifert, Elliott, Hart, Nevills, Rutan, Stolz, Warvel, Gailey  
Roll Call/Absent:  
Guests: Amanda Kuch, Victoria Hart, Cheryl Rutan, Kathy Hershiser and Emma Bostwick.
- III. Approval of Agenda: Motion to approve agenda made by Stolz, 2<sup>nd</sup> Rutan.
- IV. Approval of April Minutes: Motion to approve minutes made by Stolz, 2<sup>nd</sup> Elliot.
- V. Payment of Bills: Motion to approve made by Elliot, 2<sup>nd</sup> Nevills. - Unanimously Carried.
- VI. Communications:
  1. Memorial Day Progress
- VII. Citizens Comments/ Concerns.
  - a. Kelly Cuson presented the possibility of donations of material to help make the Village Park baseball field regulation size, so the 14u baseball team can have home games.
- VIII. New Business:
  1. Food Bank
  2. Agenda & Facebook Reassignment
  3. Set up Village Park committee (Travis Halsted presented)  
Travis is in search of people to form a committee of about 4 - 6 people to help expand the and better the Village Park.
  4. DCAA softball have donors that would like to add storage space to the pavilion to store their equipment in.
  5. Recommendations to the Village President, Amanda Kuch, Victoria Hart and Cheryl Rutan and Kathy Hershiser to be members of the DDA.
  6. American Legion  
Gailey presented the idea of having the American Legion place flags in town.
- IX. Old Business
  1. Progress on the DDA land appraisals
  2. Sidewalks
    - a. Motion to approve the sidewalk project up to \$16,000 made by Stolz, 2<sup>nd</sup> by Rutan.  
Unanimously carried.
- X. Board Member Concerns/Comments:  
Rutan- Does the DDA have written by laws.
- XI. Adjourn: Meeting adjourned at 8:50 pm - Motion made by Stolz, 2<sup>nd</sup> Hart.



Respectfully submitted,  
Kelsey Parsons- Village of Dansville/DDA Clerk

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
July 7, 2022, 7pm

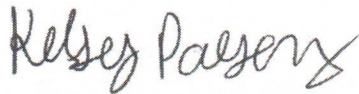
- I. Call to Order: July 7<sup>th</sup> at 7:01 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel. Pledge Recited.
- II. Roll Call/Present: Parsons, Eifert, Elliott, S. Hart, Nevills, P. Rutan, V. Hart, Hershieser, Kuch, C. Rutan, Stolz, Warvel  
Non-Voting Members: Parsons, Gailey  
Roll Call/Absent: S. Hart, Elliot, Hershieser, Nevills, Stolz  
Guests: Emma Bostwick
- III. Approval of Agenda: Motion to approve agenda made by P. Rutan, 2<sup>nd</sup> Kuch: Unanimously Carried
- IV. Approval of June Minutes: Motion to approve minutes made by P. Rutan, 2<sup>nd</sup> C. Rutan. Unanimously Carried.
- V. Payment of Bills: Motion to approve made by Kuch, 2<sup>nd</sup> C. Rutan. - Unanimously Carried.
- VI. Communications:
  - a. Guest Emma Bostwick updated on the Broadband wireless.
  - b. Guest Emma led a discussion on the current housing crisis
  - c. Guest Emma Bostwick brought up the art policy/ committee that was discussed in the past.
- VII. Citizens Comments/ Concerns.  
N/A
- VIII. New Business:
  1. Village Debt forgiveness: To forgive all debt the Village of Dansville owes to the DDA of Dansville: Motion made by P. Rutan 2<sup>nd</sup> by V. Hart. Unanimously Carried.
- IX. Old Business
  1. DCAA Baseball: The DCAA crew has made the adjustments to the Village ballpark. A motion to approve the payment of the diamond dust made by C. Rutan 2<sup>nd</sup> by P. Rutan unanimously carried.
  2. Food Bank: To set up a tome for a walk through. To also reach out to see what the food bank needs, how the DDA can help the food bank moving forward.
  3. Extra work needed for sidewalk instillation: there will be some additional cost, and the DDA will be prepared to provide those funds for the project to be complete.
  4. Treasury Meeting: Warvel and Stolz have a meeting with the Treasury, to explain the proactive measures.
- X. Member Concerns/Comments:
  - a. V. Hart asked for a Village Park committee meeting update.
- XI. Adjourn: Meeting adjourned at 9:18 pm - Motion made by C. Rutan, 2<sup>nd</sup> V. Hart.

Respectfully submitted,  
Kelsey Parsons- Village of Dansville/DDA Clerk



Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
July 7, 2022, 7pm

- I. Call to Order: July 7<sup>th</sup> at 7:01 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel. Pledge Recited.
- II. Roll Call/Present: Parsons, Eifert, Elliott, S. Hart, Nevills, P. Rutan, V. Hart, Hershieser, Kuch, C. Rutan, Stolz, Warvel  
Non- Voting Members: Parsons, Gailey  
Roll Call/Absent: S. Hart, Elliot, Hershieser, Nevills, Stolz  
Guests: Emma Bostwick
- III. Approval of Agenda: Motion to approve agenda made by P. Rutan, 2<sup>nd</sup> Kuch. Unanimously Carried
- IV. Approval of June Minutes: Motion to approve minutes made by P. Rutan, 2<sup>nd</sup> C. Rutan. Unanimously Carried.
- V. Payment of Bills: Motion to approve made by Kuch, 2<sup>nd</sup> C. Rutan. - Unanimously Carried.
- VI. Communications:
  - a. Guest Emma Bostwick updated on the Broadband wireless.
  - b. Guest Emma led a discussion on the current housing crisis
  - c. Guest Emma Bostwick brought up the art policy/ committee that was discussed in the past.
- VII. Citizens Comments/ Concerns.  
N/A
- VIII. New Business:
  1. Village Debt forgiveness: To forgive all debt the Village of Dansville owes to the DDA of Dansville: Motion made by P. Rutan 2<sup>nd</sup> by V. Hart. Unanimously Carried.
- IX. Old Business
  1. DCAA Baseball: The DCAA crew has made the adjustments to the Village ballpark. A motion to approve the payment of the diamond dust made by C. Rutan 2<sup>nd</sup> by P. Rutan unanimously carried.
  2. Food Bank: To set up a tome for a walk through. To also reach out to see what the food bank needs, how the DDA can help the food bank moving forward.
  3. Extra work needed for sidewalk instillation: there will be some additional cost, and the DDA will be prepared to provide those funds for the project to be complete.
  4. Treasury Meeting: Warvel and Stolz have a meeting with the Treasury, to explain the proactive measures.
- X. Member Concerns/Comments:
  - a. V. Hart asked for a Village Park committee meeting update.
- XI. Adjourn: Meeting adjourned at 9:18 pm - Motion made by C. Rutan, 2<sup>nd</sup> V. Hart.



Respectfully submitted,  
Kelsey Parsons- Village of Dansville/DDA Clerk

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
August 4<sup>th</sup>, 2022, 7pm

- I. Call to Order: August 4th at 7 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel. Pledge Recited.
- II. Roll Call/Present: Parsons, Eifert, S. Hart, Nevills, P. Rutan, V. Hart, Kuch, C. Rutan, Stolz, Warvel  
Non- Voting Members: Parsons, Gailey  
Roll Call/Absent: Elliot, Hershieser  
Guests: Emma Bostwick
- III. Approval of Agenda: Motion to approve agenda made by P. Rutan, 2<sup>nd</sup> Stolz. Unanimously carried.
- IV. Approval of July Minutes: Motion to approve minutes made by V. Hart 2<sup>nd</sup> Nevills. Unanimously carried.
- V. Payment of Bills: Motion to approve made by Stolz, 2<sup>nd</sup> S. Hart. – Unanimously carried.
- VI. Communications:
  - a. P. Rutan gave the board an update on the Memorial Day overview meeting. A planning Committee will meet in the fall to begin discussion of 2023.
- VII. Citizens Comments/ Concerns.
  - a. A resident gave feedback over Memorial Day events and the possibilities of more holiday events within the Village.
  - b. Guest, Emma Bostwick gave an update from LEAP.
- VIII. New Business: N/A
- IX. Old Business
  - a. Selling DDA Land
    - i. Treasurer Gailey gave an overview of the process the board should follow for selling the DDA land. Nevills brought to the board an old appraisal value from 2007 of DDA land.
    - ii. A resident expressed interest in purchasing the DDA land behind his parcel to extend his parcel of land. The land of interest does not have frontage. A motion to move forward with the sale of the land to David Spinner at appraisal value

or a minimum of \$1500 plus all additional fees, made by C.  
Rutan 2<sup>nd</sup> by Kuch. Roll call,  
Yeas - 7  
Nays - 1  
Stolz abstained.

Motion to adopt a procedure for the sale of land, by P. Rutan 2<sup>nd</sup> by V. Hart.  
Unanimously Carried

A draft procedure to be presented at the September meeting.

- b. Sidewalk Installation: Sidewalks the DDA would like done this year are the south side of 36 to the Village Park on Dakin Street. A motion to approve these sidewalks made by Nevills, 2<sup>nd</sup> by P. Rutan. Unanimously carried.
- c. A meeting was set up with the Michigan Treasury Department to go over the structure of the DDA: President Warvel did an overview of the meeting. It was a productive meeting, and the treasury will be assisting the DDA, moving forward.

X. Member Concerns/Comments:

- a. Stolz - something to think about - expanding the cemetery.
- b. Gailey- Looking into repairs of the Village Hall.
- c. Nevills - meeting minutes should be posted on the website.

XI. Adjourn: Meeting adjourned at 8:50pm - Motion made by Stolz, 2<sup>nd</sup> V. Hart.  
Unanimously carried.



Respectfully submitted,  
Kelsey Parsons- Village of Dansville/DDA Clerk

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
September 8, 2022

- I. Call to Order: at 7:02 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, Eifert, Nevills, P Rutan, C. Rutan, V. Hart, Gailey, Stolz, Warvel  
Roll Call/Absent: Elliot, S. Hart, Hershieser, Kuch,  
Guests:
- III. Approval of Agenda: Motion to approve agenda made by P. Rutan, 2<sup>nd</sup> Stolz. Unanimously carried.
- IV. Approval of August Minutes: Motion to approve minutes made by Stolz, 2<sup>nd</sup> P. Rutan. Unanimously carried
- V. Payment of Bills: Motion to approve made by Nevills, 2<sup>nd</sup> Stolz. – Unanimously carried.
- VI. Communications: N/A
- VII. Citizens Comments/ Concerns.
  - a. A resident raised a concern that was brought up at the Village Council meeting about a property issue concerning him. The resident has presented to the council the corrective action he has taken, and that specific concern is no longer of issue. This resident then presented concerns about another resident having personal property on land that is owned by the DDA. The DDA will be addressing the issue and will update the concerned resident with the outcome of the concern.
  - b. A resident encouraged the DDA to include more details in the meeting minutes.
- VIII. New Business:
  1. Ingham Township Fire Department
    - a. Chief Whipple of the Ingham Township Fire Department reported that the Lansing/Mason Ambulance will be closing their doors on September 30. The fire department will still respond to all calls as a medical response, and ambulance service from surrounding towns will also respond as they are available. A committee is being established to assess various options, including the possibility of a daytime crew and ambulance as

part of Ingham Township's emergency services. The Chief will be looking for two people from the Village Council to sit in on this committee. This committee will have open meetings and the public will be welcome to come observe.

**2. DDA Property**

- a. Regarding the property concern raised earlier in the meeting, DDA members discussed the issue of "permanent" fixtures encroaching onto DDA property, as well as a fire pit and trash burning on DDA property. It was agreed that the complaint must be addressed to protect DDA property, its intended uses, and its ownership by the DDA. A Motion was made by Nevills, 2<sup>nd</sup> by V. Hart, that President Warvel will provide written notice of the violation to the resident that provides a 10-day deadline for removing personal property from DDA land. 5 yeas - V. Hart, C. Rutan, P. Rutan, Eifert, Nevills. 1 nay - Warvell, Stolz abstained to voting. It was also agreed that written and transparent procedures for future complaints should be established, as well as a policy to clarify appropriate and inappropriate uses of DDA property by the public.

**IX. Old Business**

1. Procedures on Selling DDA Land - Tabled
2. Sidewalk installation:
  - a. M. Stolz reported that the sidewalk installation on the south side of M-36 and Dakin Street near the Village Park would begin in the next two weeks and that a resident gave permission, to place part of the sidewalk on their flatter land to make it more accessible in exchange for the Village agreeing to maintain it. Written letter of the agreement will be given to the resident by the Village for the record.

**X. Member Concerns/Comments:**

- a. V. Hart: Asked about the status of the Audit, and the scanning of all documents within the office. Gailey addressed that the audit should be done by the end of the month or into early October. Warvel added to the comment of what further needs to be done for the files in the office and will organize a time where more members can come into the office to help scan more documents. Agendas and minutes should be scanned first and organized by fiscal year.
- b. C. Rutan: Would like to receive an inventory of all DDA land, including location, acreage, property lines, and information about uses as previously determined by the DDA.
- c. P. Rutan: Would like more detail in the minutes.
- d. Parsons: Addressed concerns.
- e. Stolz: N/A

- f. Warvel: President Warvel addressed she likes the open communication and wants this to be an area of no personal agendas and doing what is right for the community.
- g. Eifert: N/A
- h. Nevills: Requested that the technical issue with loading Meeting Minutes on the website be resolved. – Gailey addressed this, and it is being taken care of. Clarification for roll call votes that are not unanimous: names should be recorded with the votes in the minutes.
- i. Gailey: Suggested that an announcement be made to remind people to know and respect property lines. Stolz added that the Village Council and the DDA need to work together.

XI. Adjourn: Meeting adjourned at 9: 14pm – Motion made by Nevills, 2<sup>nd</sup> C Rutan. Unanimously carried.

A handwritten signature in cursive script that reads "Kelsey Parsons". The signature is written in black ink and is centered on the page.

Respectfully submitted,  
Kelsey Parsons- Village of Dansville/DDA Clerk

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
October 06, 2022

- I. Call to Order: October 6th at 7:02 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, Eifert, Elliott, Hart, Nevills, Rutan, Stolz, Warvel, Gailey  
Roll Call/Absent: Elliot,  
Guests:
- III. Approval of Agenda: Motion to approve agenda made by P. Rutan, 2<sup>nd</sup> C. Rutan.  
Unanimously carried.
- IV. Approval of September Minutes: Motion to approve minutes made by V. Hart, 2<sup>nd</sup> C. Rutan. Unanimously carried.
- V. Payment of Bills: Motion to approve made by Kuch, 2<sup>nd</sup> C. Rutan. – Unanimously carried.
- VI. Communications:
  - a. Gailey updated on the audit, it is still in progress and the hope is the end of the month for the completion of that.
- VII. Citizens Comments/ Concerns:
  - a. A resident brought up a concern that was brought up at the last DDA meeting involving a resident's property on DDA Land. President Warvel addresses that the council did act, a letter was given to the resident and the resident will present.
  - b. The resident in question presented the following information
    - i. Picture on presented that the fire pit has been moved and he will spread seed when the weather is permitting.
    - ii. Second picture presents the flower boxes are placed from the maintained mowed line. The resident went ahead and got a survey and presented the picture of the survey findings. The survey findings did find that a flower box is within DDA land.
    - iii. President Warvel spoke of a document that will need to be signed that will release all ownership rights to the land, which will also allow said resident to keep property on the DDA land, with the understanding if the DDA decides to do something with the land that land will be cleared and used for DDA uses only. Per discussion with president and resident the resident is interested in purchasing the land behind him.
    - iv. The president asked for a motion to keep or move the flower box should be moved or allowed to stay. A motion was made that a document will be drafted and approved through the Village/DDA lawyer and signed by both parties to allow residents property to stay on DDA land while establishing clear ownership of the land. Made by P. Rutan 2<sup>nd</sup> by V. Hart. Unanimously carried.
- VIII. New Business: N/A
- IX. Old Business

- a. DDA Property
- b. Progress on the DDA land appraisals
  - i. Council member Victoria Hart presented a draft ordinance of a land sale procedure. This will be the first reading of the ordinance. The council had a select few word changes and V. Hart will present with changes at the next DDA meeting.
  - ii. Gailey presented that the Title company would like to see the resolution of the land sale.

X. Member Concerns/Comments:

- a. C. Rutan asked about the sidewalk progress: Deposit has been paid, easement for land is in place, and it should be starting soon. Once the process starts it should be finished quickly.
- b. Eifert has concern about the property lines and the act of selling property and messing with property lines, there were reasoning to why the property lines are what they are, Eifert was unable to recall those reasoning but would like council to dig deeper.

XI. Adjourn: Meeting adjourned at 7:48pm – Motion made by P. Rutan, 2<sup>nd</sup> V. Hart.



Respectfully submitted,  
Kelsey Parsons- Village of Dansville/DDA Clerk



Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
November 10, 2022

- I. **Call to Order:** at 7:00P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Pro Tempore Elliot.
  
- II. **Roll Call/Present:** Parsons, Elliott, S. Hart, Nevills, P. Rutan, C. Rutan, V. Hart, Kuch, Gailey, Stolz  
  
**Roll Call/Absent:** Warvel, Hershiser, Eifert  
  
**Guests:** N/A
  
- III. **Approval of Agenda:** Motion to approve agenda made by P. Rutan, 2<sup>nd</sup> V. Hart. Unanimously Carried.
  
- IV. **Approval of October Minutes:** Motion to approve minutes made by V. Hart, 2<sup>nd</sup> C. Rutan. Unanimously Carried.
  
- V. **Payment of Bills:** Motion to approve made by Stolz, 2<sup>nd</sup> V. Hart. – Roll call, Unanimously Carried.
  
- VI. **Communications:**
  1. **Building Security**
    - a. Treasurer Gailey reported that locks will be updated for the continued security of the DDA Building/Village Hall.
  2. **Dansville Memorial Freedom Festival Committee (DMFFC) Meeting Report**
    - a. P. Rutan gave an update on the DMFFC meeting of 11/7/22. This included a planning timeline and possible events for 2023. Citizens have expressed interest in having fireworks for Independence Day, especially since Mason is no longer doing them. P. Rutan and Clerk Parsons will create/post a survey to gather broader input from the community regarding a date for fireworks if funding is limited to only one holiday (Independence Day or Memorial Freedom Festival).
  
- VII. **Citizens Comments/ Concerns.**  
N/A
  
- VIII. **New Business:**
  1. **Food Bank Christmas Program**
    - a. President Warvel had the pleasure of learning more about the Dansville Food Bank, their accomplishments, and their plans. In this conversation the Food Bank expressed interest in using the Village Hall for showcasing items that are available for Christmas gifts for eligible families (during times when the Village Hall isn't being rented). The DDA was strongly supportive and will work with the Food Bank to identify dates. DDA is looking forward to working with the Food Bank this holiday season and to being of assistance in the future.

## 2. Future Development

- a. Stolz explained some ideas to help provide affordable, 1,000 square foot homes for people to own or rent in Dansville through the development of DDA land or other nearby property. This was not on the table for decision during the meeting but was raised as a possibility for future planning. The subdivision has 30-40 lots that could be sold for new housing, and the need for expanding the cemetery was also briefly discussed.
- b. Treasurer Gailey provided an up-to-date inventory of DDA-owned land. A review of DDA files will be conducted to locate additional background information regarding previous plans made by the DDA about land use to aid DDA board members with future decisions.

## IX. Old Business

### 1. Purchase of DDA Land Resolution

- a. V. Hart shared a revised draft of a resolution to outline the process of any interested party to purchase land owned by the DDA. It was suggested that language be added that states that approval of a sale requires a majority roll call vote of the DDA. Stolz made a motion to adopt the resolution including the adjustment noted for a roll call vote, 2<sup>nd</sup> by S. Hart. Roll call, unanimously carried. The draft resolution will be presented to the Village Council for approval.

### 2. Sidewalk installation

- a. The new sidewalk at the southeast corner of M-36 and Dakin was completed before Halloween, increasing safety for students and other pedestrians near the school and Village Park.

### 3. Document for Personal/Public Use of DDA land

- a. V. Hart presented a draft resolution regarding the use of DDA land by private citizens. Following discussion, the consensus was that the document should be separated into two documents: 1. a resolution describing the policy and procedures and 2. a form for individuals to complete and submit for permission to use DDA land. It was also suggested that language be added to the resolution that states the approval of requests requires a majority roll call vote of the DDA. V. Hart will present draft documents at the next DDA meeting for DDA approval. Final drafts, when complete, will be reviewed by the village attorney and then be presented to Village Council for approval.

### 4. Job Descriptions

- a. The village attorney has drafted position descriptions for the president and the clerk, and the intention is for position descriptions to be drafted for each DDA member's position so that roles will be clearly defined for all members.


## X. Member Concerns/Comments:

1. Stolz commented on what a pleasure it has been to be on the DDA, and he hopes to stay involved in the community, and a part of the DDA.
2. The entire DDA board acknowledged what a pleasure it was to work with Mike Stolz, and that his ideas and accomplishments, he brought to the DDA are greatly appreciated.
3. Gailey announced that this would be his last DDA meeting as treasurer as he was voted into a trustee position at the Village Council in the

November 8<sup>th</sup>, 2022, election. His dedication and hard work on behalf of the DDA and Village was acknowledged with much gratitude.

4. Gailey also expressed concern about the safety of the M-36 crosswalk at Grove Street and asked DDA to consider having flashing lights installed to alert drivers on M-36.

XI. Adjourn: Meeting adjourned at 8:42 pm – Motion made by S. Hart, 2<sup>nd</sup> V. Hart.  
Unanimously Carried.

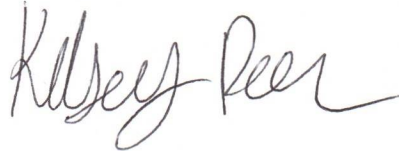
A handwritten signature in cursive script, appearing to read "Kelsey Parsons".

Respectfully submitted,  
Kelsey Parsons- Village of Dansville/DDA Clerk

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
December 8, 2022

- I. Call to Order: December 8<sup>th</sup> at 7:00 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, Eifert, V. Hart, C. Rutan, Elliot, S. Hart, Hershiser, Nevills, Hallock, Warvel  
Roll Call/Absent: Kuch, P. Rutan  
Guests:
- III. Approval of Agenda
- IV. Approval of November Minutes: Motion to approve minutes made by Elliot, 2<sup>nd</sup> by Rutan. Unanimously carried.
- V. Payment of Bills: Motion to approve made by Elliot, 2<sup>nd</sup> Nevills. – Unanimous. Roll Call.
- VI. Communications:
  - Burnham and Flowers.
    - A motion to approve Payment of \$11,100, which is half of the Annual Liability insurance made by Nevills 2<sup>nd</sup> by S. Hart pending village council vote. Roll Call. Unanimously carried.
- VII. Citizens Comments/ Concerns.
  - Gailey: Acting as a citizen, informed council that the audit will be done by the end of the year.
- VIII. New Business:
  - Budget planning
    - Discussion to establish a budget for the DDA. President Warvel requested council bring ideas for the DDA that they would like to be completed in the near future.
  - Mike Stolz – Interest in being a committee member of the DDA
    - Mike Stolz did request in writing that he has interest in being apart of the DDA. He expressed why he is interested and what he hopes to bring to the board if he can join the DDA.
    - A closed meeting was called at the end of the session to discuss the addition of Mike Stolz. Closed session called at 7:36 PM. A vote of 7 yes 2 no, this will be brought to Village council.
- IX. Old Business
  - Revised Document(s) for Personal/ Public use of DDA Land
    - A motion to approve a Resolution of utilizing land owned by the Dansville Development Authority with specific adjustments made by Elliot 2<sup>nd</sup> by Hershieser. Unanimously carried.
  - Job Descriptions

- President Warvel will be going through Job descriptions and hopes to be able to present job descriptions for President, Treasurer, Clerk, and board members at the January meeting.
  - Food Bank
    - The food bank has been working hard this season. The leader of the Food Bank has invited the board to do a walk through to show the board the improvements, as the DDA and the food bank work closely to build the relationship. A date will be set up for the board to walk through the Food Bank in January.
- X. Board Member Concerns/Comments:  
Shane Hart announced that this will be his last DDA meeting. We will be sad to see him go but thank him for his time and service to the community.
- XI. Adjourn: Meeting adjourned at pm – Motion made by Elliot, 2<sup>nd</sup> C. Hart. Unanimously Carried.



Respectfully submitted,  
Kelsey Parsons  
Village of Dansville/DDA Clerk

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
January 5<sup>th</sup>, 2023

- I. Call to Order: January 5th at 7:01 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Pro tempore Elliot.
- II. Roll Call/Present: Parsons, Eifert, V. Hart, Kuch, P. Rutan, Elliot, Stolz, Hershiser, Hallock.  
Roll Call/Absent: Warvel, C. Rutan, Nevills  
Guests:
- III. Approval of Agenda: Motion to approve agenda made by Hallock, 2<sup>nd</sup> P. Rutan.  
Unanimously carried.
- IV. Approval of December Minutes: Motion to approve minutes made by Stolz, 2<sup>nd</sup> V. Hart.  
Unanimously carried.
- V. Payment of Bills: Motion to approve made by Stolz, 2<sup>nd</sup> Kuch. – Unanimously carried.  
Roll call taken.
- VI. Communications:
  - a. Memorial Day Committee Update/Set Next Meeting
    - i. Elliot presented the Cash Flow from last Memorial Day. Also presented interested parties for possible rides.
    - ii. P. Rutan took a poll for the next Council meeting. The meeting will be held at 6:30 pm on January 25<sup>th</sup>.
    - iii. P. Rutan created a google form that will be presented to the public in finding out when the best time to do fireworks would be. As well as a free form text box to see what the community would also be interested in.
- VII. Citizens Comments/ Concerns.
- VIII. New Business:
  - a. Budget Planning
    - i. Kelen Gailey gave an update on where we are sitting with the budget. Real budget talk will begin next month.
    - ii. President Warvel would like to have certain projects within the budget for the next Fiscal year.
  - b. Park Update
    - i. Travis Halstead – The leader of the Park Committee gave a power point presentation on where the park project is. He gave us a projected cost estimate the possibility of what the park could look like, showed models of the playground equipment they would like to install, and the projected lay out of the park when the park project would be complete.

IX. Old Business

- a. Job Descriptions Update
- b. Insurance Breakdown: Clerk Parsons will be reaching out to the insurance company to update all the insurance coverages. An update will be given at the next meeting.

X. Member Concerns/Comments:

- a. V. Hart: The food bank will confirm a time for a walk through for the DDA.
- b. Stolz would like to start looking into dividing up some lots within the subdivision. He will be putting together a plan as well as a presentation.
- c. Eifert would like a sympathy card sent to Tony Hawkins family.

XI. Adjourn: Meeting adjourned at 8:41pm - Motion made by Hershiser, 2<sup>nd</sup> Kuch.  
Unanimously carried.



Respectfully submitted,  
Kelsey Parsons  
Village of Dansville/DDA Clerk

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
February 9<sup>th</sup>, 2023

- I. Call to Order: February 9<sup>th</sup> at 7:00 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, Hart, Kuch, P. Rutan, Elliott, Nevills, Hallock, Spinner, Warvel  
Roll Call/Absent: Eifert, C. Rutan, Stolz, Hershiser  
Guests: Emma Bostwick
- III. Approval of Agenda: Motion to approve agenda made by Elliott, 2<sup>nd</sup> P. Rutan.  
Unanimously Carried.
- IV. Approval of January Minutes: Motion to approve minutes made by P. Rutan, 2<sup>nd</sup> V. Hart. Unanimously Carried.
- V. Payment of Bills: Motion to approve made by Hallock, 2<sup>nd</sup> Nevills. – Unanimously carried.
- VI. Communications:
  - a. Memorial Day Committee update: President Warvel gave an update of the meeting that the Memorial Day Committee had in January. P. Rutan also filled in on key details of the project. A community survey did go out asking about fireworks, and the results showed a desire to align fireworks with July 4<sup>th</sup>. P. Rutan did share there is an interested individual in doing a firework show who is available on June 30. Research will be done, to decide on a location and confirm the date. D. Elliott consulted an accountant about the possibility of the festival committee having a bank account separate from the DDA, who advised against it. Following discussion, it was agreed that the festival revenue and expenses will remain with the DDA. She also reported on the cost of portajohns and that she has made initial contact about festival insurance. It was suggested that we check to see if the Village's insurance would cover liability for Kids' Day and the Memorial Day parade before we purchase additional insurance. The idea of inviting the community to assist with putting flags out in the cemetery before Memorial Day Weekend was discussed, as well as replacing broken flag holders. DPW does have some flag holders and flags. The number of flags and holders that would need to be ordered must be assessed and ordered beforehand. There was a consensus to continue the Easter Egg event, which will be discussed at the next Memorial Day Committee meeting.
  - b. Food Bank Walk Through Recap – Tabled as the walk through was canceled.
  - c. Community Partners Grant through the Michigan Festival and Events Association (MFEA): Elliott brought to the table the Community Partners Grant – It is a competitive grant program that is working to strengthen the community. Eligibility criteria for the grant includes being a member of the MFEA, and MFEA membership includes other benefits, such as promotion of your festival. Emma Bostwick agreed to review the grant guidelines for DDA feasibility. Motion for approval to purchase a membership of \$125 to join the



- MFEA in order to apply for the grant- Provided Emma Bostwick states it is a good move, made by Elliott 2<sup>nd</sup> by P. Rutan. Unanimously carried.
- d. Dansville Middle/ High School Community Day: Clerk Parsons informed the council that the school is putting on a community day. The school is in search of task for middle and high school students to do on the day of May 5<sup>th</sup>, 2023, and a suggested project was painting and planting the flower pots in the Village along M-36. A motion made to provide up to \$500 to purchase flowers, paint, and paint supplies, made by Elliott 2<sup>nd</sup> by Hallock. Unanimously carried. It was agreed that DDA members who are available on May 4 prior to the DDA meeting would purchase flowers and supplies and bring them to the meeting for Clerk Parsons to make available to the high school students working on the project.

VII. Citizens Comments/ Concerns.

- a. Emma Bostwick gave an update on.
- i. ~~the broadband~~Broadband research. The community survey is complete, and results are being analyzed.
  - ii. The tri county housing report is still in process.
  - iii. LEAP offers free consulting for small businesses.

Commented [P1]: Should this be under the Communications section?

VIII. New Business:

- a. Budget Planning: President Warvel – Spoke about which projects we would like to get done. To obtain some new quotes for sidewalks, and to allocate funds for certain projects.
- i. The draft 2023 Budget was presented by Treasurer Spinner and Trustee Gailey.(See Appendix A.)
  - ii. B. Rockwell is removing grass from overgrown sidewalks to assess condition and plans to continuously maintain sidewalk edging. Once sidewalks are assessed, it was agreed that President Warvel will request updated quotes from Performance Concrete, who was previously selected to complete multiple sidewalk projects in the Village.
  - iii. It was agreed that we will collect 3 bids for a maintenance project for the Village Hall that will include exterior cleaning, repairs, and painting; windowsill repairs; caps on the “bump-outs” on the back of the building; repairs to the metal support on the front of the building; and repairs to the sidewalk along the front of the building to prevent water issues.
  - iv. Motion made to transfer funds from the savings into the Checking – motion made by Nevills 2<sup>nd</sup> by P. Rutan. Unanimously carried.
  - v. Motion made to approve the draft projected budget, to send to the Village – made by Elliott 2<sup>nd</sup> by Hallock. Unanimously carried.
- b. Ordinance 52: Village President Hallock brought ordinance 52, which prohibits angle parking in the Village. (See Appendix B.) The Village Council was requesting DDA feedback on whether the ordinance should be amended because there is currently angle parking in the Village. Following discussion, the DDA recommends the Village amend the ordinance to allowed angled parking in designated areas and post a sign designating the

spots in front of the post office for compact cars. A decision will be finalized at the Village Meeting.

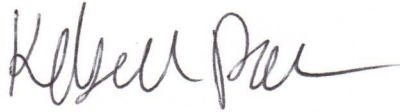
- c. 2023 Meeting Dates: Clerk Parsons presented a list of DDA meetings dates. (See Appendix C.) A motion made to finalize meeting dates by Nevills 2<sup>nd</sup> by Elliott. Unanimously carried.

IX. Old Business

- a. Job Descriptions Review: T. Hart presented a rough draft of job descriptions for DDA officers and members. Members will review and discuss at the March meeting.
- b. Insurance Breakdown: Clerk Parsons has a meeting set up with the insurance company to address concerns and to create a more pinpoint insurance policy. Village/DDA assets are being compared with current policy coverage to ensure appropriate coverage and cost.
- c. Brackets and Signs for Downtown: D. Elliott presented information on purchasing banner signs for the Village lamp posts along M-36. Bracket hardware price for 8 poles would be \$250. A set of 8 2-sided signs would cost around \$500. Approval to purchase the hardware and one set of flags for no more than \$1000 made by P. Rutan 2<sup>nd</sup> by Hart. Unanimously Carried.

X. Member Concerns/Comments: (none)

- XI. Adjourn: Meeting adjourned at 9:05pm - Motion made by Hallock, 2<sup>nd</sup> Elliott. Unanimously carried.



Respectfully submitted,  
Kelsey Parsons  
Village of Dansville/DDA Clerk

Add Appendix A (draft budget)

Add Appendix B (Ordinance No. 52)

Add Appendix C (DDA meeting dates)

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
March 9, 2023

- I. Call to Order: March 9th at 7:01 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, V. Hart, Kuch, P. Rutan, Elliott, Stolz, Nevills, Warvel, Spinner  
Roll Call/Absent: Parsons, Eifert, C Rutan, Hershiser, Hallock  
Guests:

III. Approval of Agenda: Motion to approve agenda made by Elliott, 2<sup>nd</sup> Hart. Unanimously carried.

IV. Approval of February Minutes: Motion to approve minutes with appendices added made by Stolz, 2<sup>nd</sup> Elliott. Unanimously carried.

V. Payment of Bills: Motion to approve made by Stolz, 2<sup>nd</sup> Nevills. – Unanimously carried. Roll call taken. More detail was requested on the bills in the future. Warvel will clarify why the Consumers Energy bill for the Village Hall was for two months.

VI. Communications:

a. Memorial Day Committee update

Rutan gave event update regarding the use of the Village Park for July fireworks. The Village Park is too small for the use per the fireworks vendor. Fireworks to be held at Freer Park pending Township approval by end of month. Event committee is working to find a Grand Marshal for Memorial Parade. Memorial committee encourages participation at their next meeting on March 29<sup>th</sup> at 6:30 PM.

VII. Citizens Comments/ Concerns.  
(none)

VIII. New Business:

- a. Fire Department Proposal - Not present - Warvel to reach out to Chief Whipple to present at the next meeting.
- b. Park Committee Proposal – Travis Halstead – Removing volleyball courts from Village Park design plan. Propose to add pickleball. Will meet with Village Monday RE: Design Change. Asking for \$23,000 from each DDA and Village to move forward.

Motion to approve \$5,000 from DDA funds to Park Committee. Motion by Stolz, 2<sup>nd</sup> Elliott – Roll call: P. Rutan , Elliott, Stolz, Nevills, Warvel – Yes.  
Abstain due to conflict of interest (on Park Committee): Kuch, V. Hart

c. Housing Project Proposal – Mike Stolz

Stolz presented some possibilities for developing the infrastructure to accommodate affordable housing development on land currently owned by the DDA. He will continue to work on ideas to bring for discussion at upcoming meetings.

**d. LEAP Assessment**

Warvel to review what the impact of Ingham County Economic Development Corporation has been on DDA Grants since contract began in 1994. Would like a representative to explain what the cost benefits are to continuing this relationship.

**e. Budget Planning**

Discussed where the budgets stands versus captured revenues. Budget planning will be an ongoing discussion. Warvel suggested budgeting for and requesting bids for caretaker service for the Village Hall (cleaning and checking heat, lights, and supplies).

**IX. Old Business**

**a. Building Repair Update**

Warvel presented 3 bids received for sealing and repair/paint of Village Building. Stolz and V. Hart requested removal from discussion and voting due to conflict of interest.

Motion to move forward with hiring Freshwater Contracting LLC for repair (paint/seal of building) for a cost of \$18,900 with stipulation that a paint comparable to Loxon is used for the project. Motion by Elliott, 2<sup>nd</sup> Nevills.

Roll call: Kuch, P. Rutan, Elliott, Nevills, Warvel – Yes.

Abstain: Stolz and V. Hart

**b. Sidewalk Review**

DPW Director Rockwell to update DDA on needs for repairs to sidewalks.

**c. Insurance Breakdown**

Rescheduled and to be addressed next month. Also addressing insurance RE: Festival events.

**d. Job Description Final Draft Approval**

Stolz requested amendment to first paragraph. P. Rutan requested amendment to add verbiage to Duties of DDA President: At beginning of 2<sup>nd</sup> sentence: “Lead the DDA to...”

Motion to approve final draft of DDA Job Descriptions with amendments requested made by Stolz, 2<sup>nd</sup> Elliott. Unanimously carried.

**X. Member Concerns/Comments:**

- a. Parsons left comments regarding poles/flags downtown with President Warvel. The lamp post flag holders have been purchased. Flags need to be selected for ordering.
- b. Hart informed DDA of leadership changes at the Dansville Food Bank. DDA to stay in touch with former Food Bank leader.
- c. Elliott requested DDA input RE: Rides for Memorial Festival and potential booking of a wrestling company as daily activity.

**XI. Adjourn: Meeting adjourned at 9:11 PM. Motion made by Nevills, 2<sup>nd</sup> Elliott.**

Respectfully submitted,  
David Spinner  
Village of Dansville/DDA Treasurer

## Village of Dansville

Downtown Development Authority

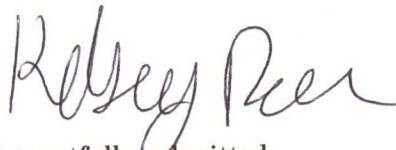
Meeting Minutes

April 6<sup>th</sup>, 2023,

- I. Call to Order: April 6<sup>th</sup> at 7:00 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, V. Hart, Kuch, C. Rutan, P. Rutan, Elliott, Stolz, Hallock, Warvel  
Roll Call/Absent: Eifert, Hershiser, Nevills  
Guests: Emma Bostwick
- III. Approval of Agenda: Motion to approve agenda made by Elliott, 2<sup>nd</sup> P. Rutan.
- IV. Approval of March Minutes: Motion to approve minutes made by Elliott, 2<sup>nd</sup> Stolz.
- V. Payment of Bills: Motion to approve made by Stolz, 2<sup>nd</sup> by Kuch. – Unanimously Carried. Roll Call Taken.
- VI. Communications:
  - a. Memorial Day Committee update  
P. Rutan, gave an update on the “Egg my yard”.  
July 15<sup>th</sup> will be the rain date for the fireworks make up.
- VII. Citizens Comments/ Concerns.

A resident expressed interest in the possibility of purchasing DDA land, the swamp area. This resident will start the process of purchasing land, so the board is able to review and investigate this further.
- VIII. New Business:
- IX. Old Business
  - a. Sidewalk review
    - i. Hallock discussed with DPW director Brad Rockwell on which sidewalks need to be redone. The board will be getting a quote for three areas – Grove – M36, South St, and the sidewalk in front of the school’s bus loop. President Warvel will reach out to Performance concrete for a quote.
  - b. Insurance Breakdown: Clerk Parsons gave an update and will meet again with the insurance company to address more questions that the board had.
  - c. Fire Department: Chief Whipple presented the “LUCAS”, which is a chest compression machine. President Warvel proposed the DDA to donate \$5,000 to go towards the purchase of the “LUCAS”. Motion made by Stolz 2<sup>nd</sup> by Hallock to donate \$5,000 to the Ingham Township Fire Department, to go towards purchasing the “LUCAS”. Unanimously carried, roll call taken.
  - d. Funds Dispersed for approved projects (Village Park/ Hall Renovations)
  - e. Housing Project Proposal – Mike Stolz Gave an update on where he is standing with the project. He plans to have an in-depth update at the May meeting.


- f. LEAP Assessment: President Warvel and the board had a discussion with LEAP employee Emma Bostwick, asking questions regarding the services of LEAP. Emma will bring forth plans that have other small communities have completed. This will be tabled and brought up at the next few meetings.
  - g. Budget Planning: President Warvel gave an update that budget planning will continue to be on the agenda to keep the idea, open to expand and keep project ideas flowing.
- X. Member Concerns/Comments:
- a. Hart will continue to work with the food bank and will return to the board with an update regarding the information. Hart also, expressed concern on the lack of treasurer and receiving a check in a timely manner to get the project done by Memorial Day.
  - b. Hallock, expressed concern on a railing on the outside of the building and the lack, of safety of it.
- XI. Adjourn: Meeting adjourned at 8:37 pm – Motion made by Rutan, 2<sup>nd</sup> Kuch.



Respectfully submitted,  
Kelsey Parsons  
Village of Dansville/DDA Clerk

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
May 4<sup>th</sup>, 2023,

- I. Call to Order: May 4th at 7:02 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, Ashton, Eifert, Hart, C. Rutan, P. Rutan, Stolz, Hershiser, Hallock, Warvel  
Roll Call/Absent: Elliot, Nevills, Kuch  
Guests:
- III. Approval of Agenda: Motion to approve agenda made by C. Rutan, 2<sup>nd</sup> V. Hart.
- IV. Approval of April Minutes: Motion to approve minutes made by P. Rutan, 2<sup>nd</sup> C. Rutan.
- V. Payment of Bills: Motion to approve made by V. Hart, 2<sup>nd</sup> P. Rutan. – Unanimously Carried.
- VI. Communications:
  - a. Memorial Day Committee
    - i. President Warvel gave an update regarding the Memorial Day Committee for the Memorial Day parade and honoring the veterans.
    - ii. P. Rutan gave an update on the budget and the plan for the weekend.
- VII. Citizens Comments/ Concerns.
  - a. Travis Halstead gave the update: The park committee turned in the grant request.
  - b. Partnership with Dansville schools to share news/updates with their new digital signs.
- VIII. New Business:
  - a. The board approved and voted on a Flag for the hardware that was purchased.
- IX. Old Business
  - a. Sidewalk Approval: President Warvel approached the issues of what side walks need the most work, and to come up with a plan to get all sidewalks taken care of in a time frame. A motion made to accept the sidewalk repairs at the price of \$16,722, made by Stolz, 2<sup>nd</sup> by Hart. Roll call, unanimously carried.
  - b. Housing Project Proposal – Mike Stolz
    - i. Stolz gave an update to create a website for the development, and Stolz will start to obtain interested parties, and getting quotes of developing existing DDA land and helping the community grow.
  - c. ERC/LEAP Assessment:
    - i. President Warvel would like to gather information over the next few months and determine moving forward what the plan will be with LEAP.
  - d. Food Bank:
    - i. Hart gave an update that the food bank is down to 2-3 volunteers at the food bank. Networking was done, and the process of getting more people involved with the food bank is in the process.
  - e. Budget Planning: No news to update as of right now.
- X. Member Concerns/Comments:
  - a. Hart: The building project is under way, looking for a few good days, and it is still on to be complete by Memorial Day.
- XI. Adjourn: Meeting adjourned at pm – Motion 8:40 pm made by Stolz, 2<sup>nd</sup> by Hart.



Respectfully submitted,  
Kelsey Parsons  
Village of Dansville/DDA Clerk