

Village of Dansville
Downtown Development Authority
Meeting Minutes
August 10, 2023

- I. Call to Order: August 10 at 7:00P.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, Hallock, Warvel
Roll Call/Absent: Kuch, Elliott, Hershiser, Nevills
Guests: Cloud Kelley, Travis Halstead
- III. Approval of Agenda: Motion to approve agenda made by P. Rutan, 2nd Hart.
Unanimously carried.
- IV. Approval of July Minutes: Motion to approve minutes made by Stolz, 2nd P. Rutan.
Unanimously carried.
- V. Payment of Bills: Motion to approve made by P. Rutan, 2nd C. Rutan. – Unanimously carried. Roll call taken.
- VI. Clerk/Treasurer Report
 - a. Given and received from the Treasurer.
 - b. Given and received from the Clerk.
 - c. The office cleaning position was posted – a few interested parties expressed their interest. A vote from the council would go with Michael Moore for the custodian. A motion was made to hire Michael Moore – by Stolz 2nd by C. Rutan. Unanimously carried.
- VII. Communications:
 - a. LEAP: Cloud Kelley gave an update about grants coming available.
 - b. Travis Halstead: President Warvel is recommending Travis join the DDA board. Following a brief presentation from Travis, a vote unanimously carried to recommend him to the Village Council for a two-year term.
 - c. Travis Halstead gave an update on the park. He met with the Ingham Co. park director to review the plan and will incorporate the feedback into the grant request presentation scheduled for October.
 - d. P. Rutan – Firework update: Positive feedback was received following this year’s fireworks show, and the presenter, Gary Kiley, is willing to do it again next year. The DDA board agreed with the proposed date of June 28th, 2024 (Friday before July 4). P. Rutan will contact Ingham Township for permission to use the park.
- VIII. Citizens Comments/ Concerns:
 - a. A citizen asked if the DDA was aware of what the plan was for the old Mercantile.
- IX. New Business:

- a. Clean up/continuation of sidewalk projects.
 - i. Stolz presented his concerns of filling in the differences from the sidewalk on driveways and in yards. This was an oversight on DDA's part, and will be considered when planning future sidewalk projects. DPW has purchased topsoil and has started the fill in process.
 - ii. The concern of lack of crossing markings on the roads was also brought up. A motion to purchase paint for the roads was approved by Stolz 2nd by P. Rutan. Unanimously carried. Roll call taken.

X. Old Business

- a. State of submittal of request for financial assistance from the State of Michigan to engage the financial and strategic planning services of Maner Costerisan: This was submitted by the Village President, and we are waiting for the state.
- b. Concrete bids for exterior of the Village Hall: We have three bids for the exterior:
 - a. Bid one: Performance Concrete LLC - \$11,800
 - b. Bid two: Kessler Lawn & Concrete, Inc \$15,244.24
 - c. Bid three: JH Construction Inc: \$10,266.
 - i. A motion to accept Performance concrete for the project was made by Stolz, 2nd by Hart. Unanimously carried. Roll call taken.
- c. Drainage update: DPW is working to resolve drainage issues around the exterior of the Village Hall.
- d. Food Bank: Tabled until next meeting – the next step will be to draft a lease for the food bank. Hart will be working on this.
- e. Sidewalk Map: C. Rutan gave each member a copy of the sidewalk maps and clarified that it is the homeowner's responsibility to keep sidewalks clear of obstructions. The Village will notify owners of overgrown bushes, etc., and will trim as needed if the owner doesn't respond within the allotted time. C. Rutan will notify Clerk Parsons of any problems. C. Rutan and Stolz will meet to continue sidewalk planning discussions.
- f. Member terms/Renewals: a motion to approve 2-year terms for the first term of committee members made by Stolz, 2nd by C. Rutan. Unanimously carried.
 - i. Stolz made a motion to renew P. Rutan term, 2nd by Hart. Unanimously carried.
 - ii. Motion made to have the president and the vice president be a 4-year term made by Stolz, 2nd by C. Rutan. Unanimously carried.
 - iii. Motion made by Stolz to appoint Miya Warvel as DDA President for a new term. Unanimously carried.

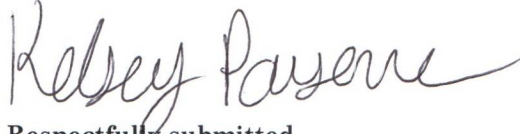
These recommendations will be presented to the Village Council at their August meeting for approval. Clerk Parsons and Treasurer Ashton will locate the signed oaths for all board members.

- g. Member Concerns/Comments:
 - i. Stolz would like to keep cleanup and other incidentals related to DDA projects (such as new sidewalks) on the agenda.
 - ii. President Warvel would like to establish a discreet and efficient protocol for handling citizen concerns and complaints to the Village and DDA via a form to collect pertinent information, including the name of the submitter, and a process for documenting all concerns and complaints and actions taken to resolve them for the record. Issues would ideally be addressed by the Village/DDA without

citizens having to attend a meeting to raise their concern, unless they would like to.

- iii. Parsons expressed the importance of communication to citizens when work is being done.
- iv. C. Rutan asked about the status of the dumpster behind the post office, and Stolz will address it.
- v. Ashton requested that planning for a Halloween event be added to next month's agenda.

XI. Adjourn: Meeting adjourned at 8:44pm – Motion made by Stolz, 2nd Hart.

A handwritten signature in cursive script that reads "Kelsey Parsons". The signature is written in black ink and is positioned above the typed name.

Respectfully submitted,
Kelsey Parsons
Village of Dansville/DDA Clerk