

**Village of Dansville
Meeting Minutes
December 13, 2021**

1. Call to Order: At 6:00 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Stolz.
Pledge Recited.

2. Roll Call/Present: Stolz, Barth, Ceccanese, Kirby, Schubert, Barrett, Rockwell
Non-Voting Members: Parsons, Gailey

Absent:

Guests:

3. Approval of Agenda: Motion to approve agenda with adjustments made by Ceccanese, 2nd Schubert. Carried.

Approval of Special Meeting: Motion to approve minutes made by Barth, 2nd by Schubert.

4. Approval for September Minutes: Motion to approve minutes made by Barth 2nd Schubert. Carried.

5. Payment of Bills: Motion to approve made by Ceccanese 2nd Kirby. Unanimously Carried. Roll Call

6. Communications:

1. Treasure report – Given and received – No late fees will be added to any utility bill until the next billing cycle.
2. Clerk report – Given and received.
 - A motion was made by Ceccanese and 2nd by Schubert to purchase a new stop sign for our crossing guards. Unanimously carried.
3. President report – Given and received

7. Citizens' Concerns

- Esther Young: What is the ordinance of selling assets owned by the village or DDA, specifically property? What was the sale price for the current sale on the property, parcel number 33-11-11-23-300-004 and what is the total acreage of the property?

President Stolz addressed that there is not an ordinance that he is aware of for selling of property, and the sale price was \$34,500 with an acreage of twenty-three.

- Mark Slabaugh: Referred to last meeting minutes for his original question. The minutes read, "had questions on the property that is behind his land that was surveyed, as well as questions regarding the June meeting minutes, and the availability of assets."
- President Stolz responded by stating the Village council followed all protocols in the process of the sale, and the board has approved this sale and it is done.

8. New Business:

1. Special Use Permit: April of the Dansville Preschool and Child Development Center is asking for a special use permit to rent the hall portion of the church out to be able to help pay for repairs to stay up to code at the daycare center. Board members discussed, and decided on a yearly contract for this permit, if all protocol is followed correctly. A motion to approve a contract was made by Ceccanese and 2nd by Schubert.
2. Cleaning Fee: A cleaning fee to rent out the village hall. A motion was made to have two fees a \$50 cleaning deposit that can be refunded on top of the rental price of \$50 for village residents and \$75 for non – village residents. Motion made by Gary and 2nd by Ceccanese.
3. Snow removal: For the DPW to do all snow removal of the village side walks and roads. A motion was made by Barth 2nd by Barrett to clean sidewalks. Motion to buy the Torro Multi Force Machine for the DPW up to \$15,000 to purchase up front, Kirby 2nd by Barrett. Unanimously carried.

10. Old Business:

1. Yellow Shelves: Records are a jumbled mess, we purchased 2 shelves from Home Depot in the past, we do need 2 more. The cost is \$170 a piece. Motion to purchase two more made by Kirby 2nd by Barrett. Unanimously carried.
2. BS&A: The errors made, extra expenses of the accountants and auditors, and the issues with QuickBooks, bring up the importance of a good software system for the Village to be using. Discussed BS&A and how it would help with transparency, auditing, accounting, and long term less expense given the mess QuickBooks is. It also brings everything in line to how it is supposed to be set up through the state. Motion to purchase BS&A for a total up to \$36,000 made by Schubert 2nd by Ceccanese.
3. Budget Report: Audit has been delayed further due to errors made with past clerks and treasurers. Accountants have been correcting these errors. Projected completion is mid-January. These errors and increased work by auditors require an increased cost to the audit. Motion to increase payment for audit to a max of \$10,000 made by Ceccanese 2nd by Barth. Unanimously carried. To make sure that we are set for the remainder of the fiscal year for accountants and upcoming cost, Gailey proposed that we approve another \$5,000 to cover increased costs. Motion to increase accountant spending by an additional \$5,000 for this fiscal year made by Schubert 2nd by Barth. Unanimously carried.

Utility billing has traditional been set up to run off the calendar year instead of the fiscal year. Along with this it also has sewer and rubbish paying in advance for services and water paying for services rendered. Gailey proposed that we change the quarterly billing cycle to align with the fiscal year and that customers be charged for services used/rendered. Example of this is that sewer/water/rubbish for March 1 – May 31 will be billed at the end of May for that quarter for what was used.

This does create an issue with this upcoming quarterly billing cycle. The way to fix this, is to not bill in January and send out a bill in February. This bill in February will cover the water from October-February for what was used and then the sewer and rubbish from January and February. This gets everything back on track in time for the new fiscal year. Motion to change the quarterly billing cycle to align with the fiscal year and reflect services used/rendered made by Ceccanese 2nd by Kirby

4. Cross Connection Ordinance – Grace Period Motion made to have a 90-day grace period to have it repaired or to have a date set to repair and then a 30-day period after the initial 90 day and a recurring 30 day until fixed, made by Ceccanese 2nd by Rockwell. Unanimously carried.
5. Sales of Property: We have followed the process of the sale, Motion to transfer the deed made by Barrett 2nd by Ceccanese.

11. Member Concerns/Comments:

Gailey addressed that the cars for the Baptist church have been parking on the cemetery sign, and have been parking over the stones, President Stolz did say he will address this issue. Gailey also brought up some of the errors in past meeting minutes, well will discuss in the January meeting.

Parsons brought up holiday hours. Office will be closed December 20th – Jan 4th. The board discussed a bank change, motion made to change banks from Dart Bank to MSUFCU by Barth 2nd by Ceccanese. Unanimously carried.

12. Adjourn: Meeting adjourned at 8:19 pm – Motion made by Schubert 2nd Ceccanese.

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