

**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, V. Hart, Kuch, C. Rutan, P. Rutan, Warvel, Gailey**  
**Roll Call/Absent: Elliott, S. Hart, Hershiser, Nevills, Stolz**  
**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 he raised at the last DDA meeting involving another resident’s personal property (fire pit and raised flower beds) encroaching on DDA land. President Warvel reported that the council did act, a letter was given to the resident, and the resident responded quickly.**
  - b. **The resident in question was in attendance and reported that he has removed the fire pit and will seed the grass when weather permits. He explained that when he built the flower beds, he believed they were on his property because he was well within the area that was mowed by the previous owner. However, upon receiving the letter from the DDA, he had a survey done to be certain. The survey showed that two of the flower beds were completely on his property and one was partially over the property line by about one foot. He provided documentation that supported this.**
  - c. **Following discussion, the consensus of the board was to allow the flower box that is over the property line to remain where it is, as long as there is a written agreement signed by the property owner and DDA representative that protects DDA’s rights to and ownership of the DDA property. A motion was made that a document will be drafted and approved through the Village/DDA lawyer, at DDA’s expense, that will serve as a template for agreements such as this. Made by P. Rutan, 2<sup>nd</sup> by V. Hart. Unanimously carried. The resident will not be required to remove the flower bed while this is in process. When the agreement is finalized, it will be presented to the resident for review and signature if he wishes to be allowed to leave the flower bed in place.**

- d. Council member Victoria Hart will draft this template and present it at the next DDA meeting for DDA feedback and approval before the attorney reviews it.
- e. President Warvel stressed that neighbors should work together to resolve issues.

VIII. New Business: N/A

IX. Old Business

- a. DDA Property Sale in Progress
  - i. Council member Gailey reported that the purchase of land previously approved by the DDA is in progress and that it appraised for \$500 more than the original offer, which the buyer has agreed to pay. The title company requested the resolution for the land sale, and Gailey will provide the meeting minutes documenting the roll call vote. In the future, we will need a resolution.
- b. Procedures for DDA Sales
  - i. Council member Victoria Hart presented a draft template for land sale resolutions based on a draft procedure provided by council member Gailey at the last meeting. The council had a select few word changes and V. Hart will present with changes at the next DDA meeting.
    - Replace the word “ordinance” with “resolution” in every instance throughout the document.
    - Replace “backs out of the sale” with “defaults” in the last sentence.
    - Add the DDA vote results above the signature lines: “Approved by roll call vote on *(date)*: *yay (list names)*; *nay (list names)*; *abstain (list names)*; *absent (list names)*.”

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 moving too fast on DDA property sales and adjustments on DDA property lines without first knowing/reviewing the background and previous decisions made.
- c. P. Rutan agreed and reminded everyone that a DDA land inventory with background details, location, property line information, and quantity was requested at the September 2022 meeting.
- d. Warvel reported that progress was being made in sorting DDA records, which should aid in locating information about DDA land.

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

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