Village of Dansville
Downtown Development Authority
Meeting Minutes
April 10, 2025

I. Call to Order

The meeting was called to order by Interim President Halsted at 7:00 PM on April 10, 2025, at the Dansville High School Library, 1264 East South Street, Dansville, Michigan.

II. Roll Call

Present: Hallock, Halsted, Hart, Hershiser, Kodish, C. Rutan, P. Rutan, Ashton

Absent: Eifert, Elliott, Kuch

Guests: N/A

III. Approval of Agenda

Motion by Hallock, seconded by C. Rutan, to approve the agenda with the additions of Community Day Items under New Business and clarification that the Approval of Payables is for the months of February and March. Motion passed unanimously.

IV. Approval of Minutes

Motion by Hart, seconded by P. Rutan, to approve the March 6, 2025, meeting minutes, with the addition that Hart recused herself from the discussion regarding the Village Hall renovation. Motion passed unanimously.

V. Approval of Payables

February bills: Approval of the February bills was deferred due to requests for clarifications. Treasurer Ashton explained that the Consumers Energy bill was erroneously paid by DDA, instead of the Village, and the expense would be transferred to the Village. The Burnham & Flowers bill was voided. The bill from West Shore for siren maintenance was something that has always been paid by the DDA. This is an allowable expense but is something that will be reconsidered during the tax capture evaluation. Motion by Hershiser, seconded by C. Rutan, to approve February bills. Roll call vote passed unanimously.

March/April bills: Motion by Hershiser, seconded by C. Rutan, to approve March/April bills with the additions of Freshwater (4/10/25, $9,500) and Freshwater for

subcontractor Performance Concrete (4/10/25, $1,950). Roll call vote passed unanimously.

A suggestion was made to explore automatic bill pay options for Consumers Energy to ensure accurate and timely payments.

VI. Reporting

- **Clerk's Report:** None given. (Clerk position is currently vacant.)
- **Treasurer's Report:** Given by Treasurer Ashton. Village President Hallock and Treasurer Ashton have implemented interim processes for ensuring that all business can be completed with appropriate checks and balances while the clerk position is vacant.

VII. Public Comment

N/A

VIII. Communications

- **LEAP (Richard Enty):** N/A
- **Village Meeting (Village President):** Update provided by Hallock.
- **Township:** N/A
- **School Board:** N/A

IX. New Business

- **Village Clerk Position:** The village clerk position is currently vacant. Halsted requested that the DDA be involved in the hiring process for a replacement.

- **Open DDA Seat(s):** A. Kuch resigned from DDA on 4/10/25 for personal reasons. Village resident Curt Sweedyk expressed interest in joining. Motion by Hallock, seconded by Kodish, to recommend Sweedyk to the Village Council for membership on the DDA. Roll call vote passed unanimously. Halsted encouraged identification of village residents to fill the remaining two vacant seats.

- **DDA Bank Cards:** The Village is working to convert debit cards to credit cards and limit the number of active cards being used for security purposes.

- **Sidewalk Discussion:** $20,000 has been budgeted for sidewalks this year. Halsted will collect 3 quotes for sidewalk repairs on South Street and at Grove and M-36, including the area that extends to the newer sidewalk sections. It was suggested to investigate the possibility of getting state money or grants for a new sidewalk that extends to the Dollar General (after investigating where the new bike/walking path between Holt and Stockbridge will be located).

- **LEAP discussion:** The president/CEO of LEAP requested a meeting with DDA representatives and the Ingham County treasurer to discuss the DDA's contract with Ingham County (administered by LEAP), and the potential consequences of terminating the current contract. Halsted requested information from Ashton on the grant received by DDA in 2019.

- **American Legion renewal for downtown flags:** The DDA's annual downtown flag subscription is expiring. Proceeds go to Ingham Township Fire and Rescue. Motion made by Hart, seconded by Hershiser, to renew 8 flags @ $40 for a total of $320. Roll call vote passed unanimously.

- **Library flag pole:** The flag pole on the northeast corner of M-36 and Jackson Street sustained storm damage. Motion by Hart, seconded by Kodish, to request DPW to remove the pole and properly decommission the flag. Roll call vote unanimously passed.

- **Village hall rental fee and agreement**: Village hall rentals were discussed for non-profit organizations who have been using the village hall at no charge. Regular rental fees include $30 for cleaning. Motion by Hershiser, seconded by C. Rutan, to charge non-profit organizations, including current groups that have been given free use of the hall, only the $30 cleaning fee. Motion passed unanimously. Ashton will send Hart the cleaning checklist and the rental agreement to review and draft updates for DDA review. Ashton will also provide a list of current groups that get free rental.

- **Community Day:** Possible ideas for students to assist with on Community Day include spray painting the flowerpots in town; cleaning the spring lamppost banners before they're installed; cleaning up around signs at Jackson and Johnson Streets; weeding flowerbeds in town; cleaning up around village hall; preparing craft supplies for Kids' Day.

X. Old Business

- **Allen Edwin Homes housing development:** A meeting is tentatively scheduled for April 17 with representatives from Allen Edwin Homes to discuss concerns/questions, including Halsted, Hallock, and Bushard. Halsted invited questions from DDA members.

  There will be a town hall meeting at the high school library regarding the water tower on April 14, 5pm.

- **Update on Village Hall Renovation:** Hart recused herself from this discussion. Halsted reported that the floor is completed, the electrician will be in, and drywall is being installed. April 22 is the target completion date.

- **Village of Dansville Community Survey:** There was a delay in distributing the surveys. Halsted will share the results as responses are received.

- **Historical Society Sign Installation:**. The Historical Society has decided against hanging the large sign presented during the March meeting and will present a new design for approval in the future.

- **Budget Discussion:** The Village Council denied the DDA's request to discontinue paying a share of lawn mower/equipment rental since the equipment is used to mow approximately 10 acres of DDA property and plow sidewalks. Ashton will consult with other villages to explore how they handle cost sharing for shared resources. Shared expectations and allocation of work hours and salary for DPW were also raised. Motion made by Hart, seconded by P. Rutan to leave the equipment expense in the budget but include it as an agenda item for the May meeting. Motion passed unanimously. Ashton shared the report for quarterly payroll transfers and reported that there is money in the budget for downtown beautification.

XI. Extended Public Comment

For DDA's awareness, a citizen expressed concern about the lack of progress and accountability by the Village Council.

XII. Board Member Comments/Concerns

Members expressed appreciation for the former Village Clerk's service and welcomed new DDA members. A request was made to have the winter lamppost banners replaced with the red, white, and blue banners, and a possible change in oversight of the Village Park was raised as a future agenda topic.

XIII. Adjournment

Motion by Kodish, seconded by Hershiser, to adjourn. Motion passed unanimously. The meeting was adjourned at 9:16 PM.

Respectfully Submitted,
Pennie Rutan
DDA Member