Village of Dansville
Downtown Development Authority
Meeting Minutes
May 8, 2025

I. Call to Order

The meeting was called to order by Interim President Halsted at 7:02 PM on May 8, 2025, at the Dansville High School Library, 1264 East South Street, Dansville, Michigan.

II. Roll Call

Present: Bushard (for Hallock), Elliott, Halsted, Kodish, C. Rutan, P. Rutan, Sweedyk, Ashton, Hershiser joined at 7:11.

Absent: Eiffert, Hart

Guests: N/A

III. Approval of Agenda

Motion by C. Rutan, seconded by Elliott, to approve the agenda with the additions of a discussion about the water tower and establishment of a grants committee, Motion passed unanimously.

IV. Approval of Minutes

Motion by C. Rutan, seconded by Sweedyk, to approve the April 10, 2025, meeting minutes. Motion passed unanimously.

V. Approval of Payables

Treasurer Ashton added a $125 payment to the list of bills to be approved for Josie Beutler, face painting artist scheduled for the Memorial Festival Kids Day. Motion by Elliott, seconded by Hershiser, to approve April bills, including the addition. Roll call vote passed unanimously.

Ashton will begin sending copies of all invoices for payment via email the Monday before the meeting and will print any additional invoices for the meeting. She will bring all invoices to each meeting.

VI. Reporting

- **Clerk's Report:** None given. (Clerk position is currently vacant.)
- **Treasurer's Report:** Given by Treasurer Ashton. (Available on web site.)

VII. Public Comment

N/A

VIII. Communications

- **LEAP:** N/A
- **Village Meeting (Ryan Bushard):** Bushard reported that:
    - a search for a new clerk is planned to begin by July, and a revised job description will be shared with DDA when ready;
    - there is a new vacancy on the Village Council;
    - the Village must have a planning commission for development. The DDA could serve as the planning commission, as long as it includes a member of the Village Council and the meetings are separate from DDA meetings. The Village Council will discuss and determine the next step.
- **Township:** N/A – The next township meeting will be on May 14, 2025.
- **School Board:** N/A – The next school board meeting will be on May 19, 2025.

IX. New Business

- **Open DDA Seat(s):** Tory Parker, TNT Pet Grooming owner, expressed interest in joining DDA. Motion by Elliott, seconded by Kodish, to recommend Parker to the Village Council for appointment to the DDA. Motion passed unanimously.

- **Streetlight electrical box/outlets:** Ashton reported that the electrical box that runs the streetlights and the outlets in the streetlights need repairs. Hershiser offered to ask her husband, a licensed electrician, to assess and advise at no charge. Motion by Elliott, seconded by P. Rutan, to ask Mark Hershiser to assess and advise and then get 3 quotes for repairs to the light boxes and master electrical box. Motion passed unanimously.

- **Michigan CLASS:** Treasurer Ashton reported that the Village is using Michigan CLASS for management of financial assets and recommended that DDA consider doing the same. Ashton will email more information and invite a representative from Michigan CLASS to present about their services at a future meeting.

- **Event Product Pre-Buy:** Rutan explained that Gary Kiley has fireworks on order and offered them to DDA for the 2026 fireworks show at a cost of $2,800. Rutan requested authorization to purchase them using the event account to avoid anticipated increased costs. Motion by Halsted, seconded by Kodish, to

pay $2,800 to Gary Kiley to pre-buy fireworks for 2026. Roll call vote passed unanimously. Rutan will request a contract from Kiley before payment is made.

- **Water tower:** Elliott shared information that was presented at the recent town hall meeting regarding the water tower. The water tower is about 35 years old, but the expected life span of related mechanical infrastructure components is only 15 years, raising concerns about funding for repairs. The DDA has a water tower savings fund of about $200,000 intended for loan payments, but the Village is responsible for funding repairs as per the agreement in place. The discussion included various financial options.

- **Grants Committee**: Bushard suggested having a committee comprised of Village Council members, DDA members, and possibly other citizens to identify and apply for various grants to help fund initiatives and other needs within the village.

- **Village Office:** Ashton requested help sorting through village and DDA files in the Village Office. She will get quotes for a shredding service and will report back.

X. Old Business

- **Sidewalk Discussion:** Three quotes were received for the sidewalk work approved at the April DDA meeting. Motion by Sweedyk, seconded by Elliott, to contract with Priority One Concrete. Roll call vote passed 5-3:
    - Ayes: Bushard, Elliott, Kodish, Sweedyk, Hershiser
    - Nays: Halsted, C. Rutan, P. Rutan

- **Bank Cards:** Ashton reported that the village is replacing debit cards with credit cards and working on policies regarding usage and authorized users.

- **Allen Edwin Homes housing development update:** Halsted reported that he and Bushard met with a representative from Allen Edwin Homes on May 6, 2025, to gather more information. Allen Edwin Homes will prepare a proposal for what would be a Phase I project for 9 new houses on the 5-acre plot on the north side of the subdivision**.** A planning commission will need to be established by the Village Council to assume responsibility for this potential project and/or any other development plans.

- **Update on Village Hall Renovation:** Halsted reported good progress on the Village Hall renovations with completion anticipated to be next week.

- **Village of Dansville Community Survey:** Tabled.

- **Historical Society Sign:** The Dansville Historical Society expressed interest in hanging their sign flat against the wall next to the window on the front of the building. Motion by Bushard, seconded by Elliott to authorize the Historical

Society to hang their sign as requested, provided they assume responsibility for liability. Motion unanimously passed.

- **LEAP discussion:** A meeting is scheduled for June 12, 2025, with county representatives, Halsted, Hallock, and Bushard to discuss implications of disengaging from our contract with LEAP.

- **Village hall rental fee and agreement**: Tabled.

XI. Extended Public Comment

A citizen expressed concern about the proposed Phase I of the residential development project and asked if there will be an opportunity for citizens to learn about it and submit comments beforehand. They also asked about possible sidewalk repairs in front of their house.

XII. Board Member Comments/Concerns

Board member comments/concerns included:

- Status of the new website. (Ashton has a meeting scheduled with the developer.)
- Ways to promote events.
- Thanks to Ashton for her hard work and to Village Council member Bushard for attending.
- Condition of Johnson Memorial Park. Citizens are upset that the park isn't being well maintained.
- People who live in the subdivision and village are not aware of the potential residential development plans. Citizens are also concerned about a need to expand the cemetery.
- Status of the DDA's insurance refund. (Ashton will talk to the insurance company.)

XIII. Adjournment

Motion by Elliott, seconded by C. Rutan, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 9:38 PM.

Respectfully Submitted,
Pennie Rutan
DDA Member