Village of Dansville Downtown Development Authority Meeting Minutes
June 5, 2025

I. Call to Order
The meeting was called to order by President Halsted at 7:00 PM on June 5, 2025, at the Dansville Village Hall, 1362 Mason Street, Dansville, Michigan.

II. Roll Call
Present: Elliott, Hallock, Halsted, Hart, Kodish, Parker, C. Rutan, P. Rutan, Treasurer Ashton
Absent: Eifert, Hershiser, Sweedyk
Guests: Fire Chief Brandon Whipple

III. Approval of Agenda
Motion by Hallock, seconded by C. Rutan, to approve the agenda with the change to strike the discussions about Michigan CLASS and bank cards. Motion passed unanimously.

IV. Approval of Minutes
Motion by Elliott, seconded by Kodish to approve the May 8, 2025, meeting minutes with corrections to the water tower item (life span of pump stations is about 15 years, and the $200,000 DDA savings account is for loan payments, not repairs). Motion passed unanimously.

V. Approval of Payables
Motion by Kodish, seconded by Elliott, to approve the May bills. Roll call vote passed unanimously.

VI. Reporting
- **Clerk's Report:** None given. (Clerk position is currently vacant.)
- **Treasurer's Report:** Given by Treasurer Ashton. The 2022-23 audit is complete and has been submitted.

VII. Public Comment
Halsted extended individual comment time from 3 minutes to 5 minutes.

Several citizens commented that they would like the housing development plan that has been under discussion to be reconsidered and expressed preferences for different options. Additional concerns included:
- the planning commission including people who don't live in the village;
- blight (such as several unlicensed vehicles sitting in yards);
- ordinances not being enforced;
- the town's condition/appearance on Memorial Day.

VIII. Communications
- **DDA President (Halsted):** President Halsted thanked the event committee for their work on Memorial Weekend activities. He offered to talk with any citizen about development planning.
- **Village Meeting (Hallock):** Hallock summarized the May 2025 village meeting:
    - Chief Whipple discussed the possibility of establishing fire codes for the village.
    - Halsted was appointed as president of DDA.
    - Hallock will be meeting with school and township officials to discuss crossing guard issues for the next school year. Carla Ruest is continuously working to get a lighted crosswalk on M36.
    - Village Council has open seats. He invited citizens to come to the meeting on June 9, 2025, if interested in serving.
    - Work on the web site continues.
    - Working on getting bids for Jackson Street repaving.
    - Preparing to hire for the open clerk position.
    - Voted to establish a planning commission consisting of the DDA.
    - A discussion about Johnson Memorial Park is on the June 9, 2025, meeting agenda.
- **Township:** Ryan Bushard (Village Council trustee in attendance) summarized the township meeting discussions.
    - Budgetary plans.
    - Road plans.
    - New hire on the fire department.
    - New onboarding swear-in process for the fire department.
- The next township meeting will be on June 18, 2025.

- **School Board:** N/A – The next school board meeting will be on June 23, 2025.

IX. New Business

- **President Position/Vice President Position (Halsted):** Halsted was appointed by the Village Council as the DDA president (no longer interim), and the vice president position is now open.
- **Planning Commission (Halsted): DDA** was appointed as the planning commission by Village Council. Meetings will be separate from DDA meetings. Reports and recommendations will be presented to the Village Council.
- **Fire Code Voluntary Inspection (Chief Whipple): Chief** Whipple reported that the village does not have a fire code and asked the Village Council and DDA to consider establishing one for safety, as well as for the preservation of Dansville and its historical buildings. This would include occupancy limits in commercial buildings and facility inspections. Costs could include inspection fees and fines for non-compliance. While the schools fall under the state's fire code, Superintendent Wonnell has voluntarily invited the Ingham Township Fire Department to inspect school facilities and make recommendations, which have resulted in safety improvements. Halsted recommended having a voluntary inspection of the Village Hall, including the establishment of a capacity limit. Elliott made a motion, seconded by P. Rutan, in support of establishing a fire code and setting an occupancy limit for the Village Hall. Motion passed unanimously.
- **Open Custodian Position (Halsted): The** current custodian for the Village Hall gave verbal notice of resignation. Hallock suggested that we consider charging a refundable cleaning fee to renters vs. including it in our rental fee, especially if we hire a cleaning service. Another option would be to hire an employee that does routine maintenance, cleaning, and management of the supply inventory for the hall. Ashton will create a cleaning checklist to discuss at the July meeting. In the meantime, Parker volunteered to clean the hall (at no charge) following events hosted in the hall, and Ashton will maintain supplies.
- **Open DDA Seat (Halsted): Halsted** reported that we have one open DDA seat and invited village citizens in attendance to consider serving. Nobody expressed interest at that time.
- **Sidewalk Discussion (Halsted): Work** on the sidewalk project that was approved at the May meeting will begin on June 16, 2025. There is another section of sidewalk along M36 that needs to be poured due to its unanticipated demolition to facilitate the removal of a tree and its roots that undermined the existing sidewalk. Elliott made a motion, seconded by Hart, to authorize up to $1,000 to add this work to the existing sidewalk project with the same contractor (Priority One Concrete). Roll call vote passed 7-1:
  - Ayes: Elliott, Hallock, Halsted, Hart, Kodish, Parker, P. Rutan
  - Nays: C. Rutan

  As the village is planning to repave Jackson Street, and the Wooden Nickel is planning to repave their adjacent parking lot at the same time, the Wooden Nickel has requested permission to remove the sidewalk along Jackson Street (at their expense) and replace it with asphalt, forming a walkway with painted lines. Parker made a motion, seconded by Hart, to allow the Wooden Nickel to remove the sidewalk and replace it with asphalt with painted walkway boundaries at their expense. Motion passed unanimously.
- **Tables/Chairs for Hall (Halsted): The** Village Hall currently has 48 chairs and 7 tables that are in good condition, which can't fully accommodate our estimated capacity of 55-65 people. Various options were discussed. Halsted made a motion, seconded by Parker, to authorize up to $700 to buy 3 tables and 12 chairs that match our existing chairs as much as possible. Roll call passed 6-2:
  - Ayes: Elliott, Hallock, Halsted, Kodish, Parker, C. Rutan
  - Nays: Hart, P. Rutan

X. Old Business

- **Village hall rental fee and agreement (Hart)**: A draft rental agreement was drafted by Hart and provided to DDA members. Halsted asked members to send their suggested changes to Hart before the July DDA meeting.

  Dansville Preschool and Child Development Center requested permission to use the Village Hall for an evacuation center. Halsted will ask them for their evacuation plans so logistics can be determined. C. Rutan made a motion, seconded by Elliott, to approve use of the Village Hall to serve as an evacuation center for the Dansville Preschool and Child Development Center. Motion passed unanimously.
- **Allen Edwin Homes housing development: Halsted** reported that there is no update, as nothing has been decided yet.
- **Update on Village Hall Renovation: Halsted** reported that the Village Hall renovations are almost complete. The contractor has gone above and beyond on this project.
- **Streetlight electrical box/outlets (Ashton): As** a follow-up to the discussion at the May meeting, Halsted will ask Mark Hershiser if he will assess and advise on the problems with the streetlight electrical box and outlets, so we can provide information to potential vendors as we collect repair quotes.
- **Village of Dansville Community Survey: Halsted** recommended that demographics questions be added to the community survey. The discussion involved whether to consider bundling the survey with a survey that will need

to be conducted by the planning commission or moving ahead with the survey now. Kodish made a motion, seconded by Hart, to proceed with the survey now, including the added demographics questions, and to authorize up to $300 for postcards to advertise it. Roll call vote passed unanimously.

- **Historical Society Sign: The** Historical Society agreed to hang their new sign themselves on the front of the building and agreed to be responsible for liability, with the exception of problems resulting from the building's infrastructure.
- **LEAP discussion (Halsted):** A meeting is scheduled for June 12, 2025, with county representatives, Halsted, Hallock, and Village Council trustee Bushard to discuss implications of disengaging from our contract with LEAP.

XI. Extended Public Comment

Several citizens commented on the housing development planning, which included the following concerns:

- Moving too fast; skepticism about being in the infancy stage of the project.
- Choice of development area (preference expressed by some to develop the open field east of the subdivision vs. 5 acres north of the subdivision).
- Not enough village residents on the planning commission and possible lack of development expertise.
- Lack of community input and complete understanding of potential impacts on the village.
- Lack of transparency.
- Consideration of only one developer to date; other options should be considered.
- Blight in the village.

Citizens were in favor of conducting the community survey now as described above.

XII. Board Member Comments/Concerns

- **C. Rutan:**
  - AT&T box needs to be repaired.
  - Johnson Memorial Park is in very bad disrepair and restroom is horrible. Hallock responded that DPW has cleaned the bathroom since the holiday. Halsted is checking on obtaining playground equipment that could be used on a temporary basis until the park grant comes through.
  - Concerned about unlicensed cars not being addressed. Hallock stated that pertinent ordinances couldn't previously be enforced without a planning commission.
- **P. Rutan:** Expressed concern with the process related to housing development, especially given comments and concerns voiced by village citizens. Recommended slowing down the process and starting over, especially since the planning commission must complete several preliminary steps, including gathering community input, before making decisions.
- **Hallock**: Clarified that there are 2 legal ways to establish a planning commission: 1) 5 village citizens + 1 council member or 2) DDA.
- **Halsted:** Commented that there are 2 open seats on the Village Council and 1 open seat on the DDA, and that almost all events committee members live outside the village but commit many hours to planning and hosting events for the people of Dansville.
- **Ashton:** Expressed concern about the direction we're moving related to development. Recommended stepping back to fully understand the village needs and past decisions before making new major decisions, including an in-depth review of historical information contained in village and DDA files.
- **Elliott:** Agreed that we're moving too fast on housing development. Should learn from mistakes made on the water tower project. Suggested that we have an attorney attend our meetings to help us avoid mistakes going forward. Agrees that more housing is needed, but Allen Edwin may not be the right developer for Dansville.
- **Parker:** Would like to make sure the asphalt "sidewalk" between the Wooden Nickel parking lot and Jackson Street is done properly and handicap accessible. Agrees with others that a more methodical approach should be taken related to housing development.

XIII. Adjournment

Motion by Hallock, seconded by Parker, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 9:25 PM.

Respectfully Submitted,
Pennie Rutan
DDA Member