Village of Dansville Downtown Development Authority Meeting Minutes

July 7, 2025

I. Call to Order

The meeting was called to order by President Halsted at 7:02 PM on July 7, 2025, at the Dansville Village Hall, 1362 Mason Street, Dansville, Michigan.

II. Roll Call

- **Present:** Ashton, Eifert, Elliott, Ryan Bushard (for Hallock), Halsted, Hart, C. Rutan, P. Rutan, Sweedyk, Kodish (arrived at 7:14 PM)
- **Absent:** Hallock, Hershiser, Parker

III. Approval of Agenda

Motion by Bushard, seconded by C. Rutan, to approve the agenda with changes (added Events Committee to Communications; removed Michigan Class, Bank Cards, and Streetlights from Old Business). Motion passed unanimously.

IV. Approval of Minutes

Motion by Hart, seconded by Elliott, to approve the June 5, 2025, meeting minutes. Motion passed unanimously.

V. Approval of Payables

Motion by Elliott, seconded by C. Rutan, to approve the June payables. Roll call vote passed unanimously.

VI. Reporting

- **Clerk's Report:** None given. (Clerk position is vacant.)
- **Treasurer's Report:** Given by Treasurer Ashton. (See written report.)

VII. Public Comment

Kathy LaGrow, Ingham Township Clerk, reported that the "Local Leaders" group representing Ingham Township, Village of Dansville, and Dansville Schools met as the beginning of a collaboration on areas of interest to the community. DDA leadership will be included in future meetings, as well.

VIII. Communications

- **DDA President (Halsted):** Thanked the Events Committee for their work on the recent fireworks and hall grand re-opening/fundraising event.
- **Village Meeting (Bushard):** Housing development was discussed. A job posting for the open clerk position will be reviewed by Village Council at their July meeting. There are still vacancies on the Council.
- **Township:** Next meeting is July 16, 2025.
- **School Board:** Next school board meeting is July 21, 2025.
- **Event Committee:** P. Rutan reported on money raised at the fireworks and recent fundraiser.

IX. New Business

- **Open DDA Seat:** Kori Crippen, village resident, expressed interest in becoming a DDA member. Motion by P. Rutan, seconded by Elliott, to recommend Kori Crippen to the Village Council to be appointed a DDA member. Motion passed unanimously.

- **Sidewalks (Halsted):** The sidewalk project is completed. Halsted will get quotes for additional sidewalks identified as needing repairs on Adams Street, M36, and Jackson Street.
- **Air Conditioner for Village Hall:** Halsted will get quotes for a mini split.

X. Old Business

- **Vice President Position (Halsted):** Hart expressed interest in the vice president position (interim basis). Motion by P. Rutan, seconded by Kodish, to recommend Hart to the Village Council for a 6-month appointment as interim vice president. Motion passed unanimously.
- **Planning Commission (Halsted): A** local citizen trainer has been identified through the MSU Extension Service to provide training to the planning commission.
- **Village Hall Rental Agreement: Hart** will send a Microsoft Word version of the Village Hall Rental Agreement for members to edit before the next meeting.
- **Open Custodian Position: Ashton** created a cleaning checklist and supply list for the Village Hall, and she will draft a job description/posting for the custodian position. Cleaning responsibilities for hall renters will be posted in the hall and included in the rental agreement.
- **Housing Development: Motion** by Halsted, seconded by Elliott, to delay discussions about housing development until the Planning Commission can be fully established and trained. Motion passed unanimously. He will notify Allen Edwin Homes.
- **Village Hall update:** Final details are being completed on the Village Hall renovation, and a final walkthrough will be completed soon.
- **Village of Dansville Community Survey:** On the advice of Maner Costerisan and the village's attorney, there was consensus to hold off on the community survey that was previously planned because the Planning Commission will need to do a very similar survey.
- **LEAP: Halsted**, Hallock, and Village Council trustee Bushard met with county officials about DDA's contract with LEAP. The county treasurer is to follow up with more information.
- **Tables/Chairs for Hall (Halsted): No** purchases made yet. Tabled till next month to allow time to get an official capacity for the hall and explore options/costs.

XI. Extended Public Comment

- Karla Ruest, Ingham County Board of Commissioners, gave an update on the crosswalk on M36 at Grove Street.
- A citizen expressed appreciation for tabling the housing development planning, as well as concerns regarding excess sand and black dirt left in their yard following sidewalk installation.
- Ingham Township Clerk Kathy LaGrow offered to stay after the meeting if anyone had any questions about township activities.

XII. Board Member Comments/Concerns

Appreciation was expressed for Halsted's leadership, citizen participation and input, proper process for housing development planning, and events. Concern was expressed about the status of the launch of the new village/DDA website.

Motion by Elliott to adjourn, seconded by C. Rutan. Motion passed unanimously. Meeting was adjourned at 8:37 PM.

Respectfully Submitted,
Pennie Rutan
DDA Member