Village of Dansville Downtown Development Authority Meeting Minutes

November 6, 2025

I. Call to Order

The meeting was called to order by President Halsted at 7:01 PM on November 6, 2025, at the Dansville Village Hall, 1362 Mason Street, Dansville, Michigan.

II. Roll Call

- **Present:** Korpi (for Bushard), Crippen, Elliott, Halsted, C. Rutan, P. Rutan, Ashton, (Bushard arrived late)
- **Absent:** Eifert, Hart, Hershiser, Kodish, Loomis, Parker, Sweedyk
- **Guest:** (none)

III. Approval of Agenda

Motion by Elliott, seconded by P. Rutan, to approve the agenda with changes (added to New Business: wreaths for downtown, floor mats, and storage room shelving. Struck from Old Business: Michigan Class and water tower. Motion carried unanimously.

IV. Approval of Minutes

Motion by C. Rutan, seconded by Crippen, to approve the October 9, 2025, meeting minutes. Motion carried unanimously.

V. Approval of Payables

Motion by C. Rutan, seconded by Crippen, to approve the October payables. Motion carried unanimously by roll call vote:

- Yeas: Crippen, Elliott, Korpi, Halsted, C. Rutan, P. Rutan
- Nays: (none)

VI. Reporting

- **Clerk's Report:** (None. New clerk, recently hired, could not attend the meeting.)
- **Treasurer's Report:** Given by Treasurer Ashton. (Attached.) Ashton provided budget reports. DDA members requested a monthly profit/loss report including starting balance, revenue and expense details, and ending balance. Bank statements are available in the village office for members' review.

VII. Public Comment

- (none)

VIII. Communications

- **DDA President (Halsted):** Thanked Kellie Stolz for crossing guard service. Thanked Brad Rockwell for helping at the village hall.
- **Village Meeting (Bushard):** Laura Loomis was hired for the village clerk position. Provided updates regarding traffic signs and crosswalks. Village office computers are being upgraded. A joint Facebook page for the village and DDA will be created and managed by K. Crippen. Administrators on the account will include Crippen, Korpi, and Ashton.
- **Township:** (none) Next meeting is November 19, 2025
- **School Board (Elliott):** Highlighted recent activities, programs, and finances. The new reading program implemented by the district has produced very positive outcomes, but the

future of the program is uncertain, depending on future decisions by the Department of Education. Next meeting is November 24, 2025.

- **Event Committee (P. Rutan):** The events committee served cider and over 300 donuts/cookies; spending about $100, thanks to Kathy and Mark Hershiser for providing the donuts and cider. Plans are underway for a family movie night and pancake breakfast.
- **LEAP:** (none)

IX. New Business

A. **FY27 Goals:** President Halsted encouraged members to consider goals for the coming year (and beyond) for discussion at the December meeting in conjunction with budget planning.

B. **Planning Commission Training Request:** The planning commission kicked off with a general information session. President Halsted requested funding for training for Citizen Planner Certification. Elliott made a motion, seconded by P. Rutan, to create a training fund in the amount of $4,650 for up to 12 DDA members, 3 village council members, and 6 zoning appeals board members to receive online training for Citizen Planner Certification. Motion carried unanimously by roll call vote:
   - Yeas: Crippen, Elliott, Korpi, Halsted, C. Rutan, P. Rutan
   - Nays: (none)

   Elliott made a motion, seconded by P. Rutan, to move $4,650 out of the downtown beautification budget allocation to a new budget allocation for the planning commission. Motion carried unanimously by roll call vote:
   - Yeas: Crippen, Elliott, Korpi, Halsted, C. Rutan, P. Rutan
   - Nays: (none)

C. **Wreaths for lamp posts:** C. Rutan presented options for wreaths for the lamp posts in town. Halsted made a motion, seconded by P. Rutan, to spend up to $2,000 on wreaths for lamp posts after purchasing/testing one in collaboration with DPW. Motion carried unanimously by roll call vote:
   - Yeas: Crippen, Elliott, Korpi, Halsted, C. Rutan, P. Rutan
   - Nays: (none)

D. **Meeting Schedule Approval:** President Halsted presented a proposed meeting schedule for the remainder of the fiscal year and all of the upcoming fiscal year. P. Rutan made a motion, seconded by Elliott, to approve meetings for the remainder of the fiscal year only (Dec. 4, 2025; Jan. 8, 2026; Feb. 5, 2026). Motion carried unanimously.

E. **Floor mats:** The need for heavy duty, rubber-backed entry mats for the village hall was discussed. Halsted made a motion, seconded by Elliott, to spend up to $300 on two 3x5 mats for the hall entry ways. Motion carried unanimously by roll call vote:
   - Yeas: Crippen, Elliott, Korpi, Halsted, C. Rutan, P. Rutan
   - Nays: (none)

   Elliott will identify mats for Ashton to purchase.

F. **Storage room shelving:** Discussion tabled until items for storage are brought to the hall and space is assessed.

X. Old Business

A. **Open Custodian Position / Cleaning Fee:** The need to hire a custodian for the village hall was discussed. President Halsted provided a custodial checklist. C. Rutan made a motion, seconded by Elliott, to hire a subcontractor to clean the hall after each event, or as needed, for $30 per cleaning, negotiable up to $40. Motion carried by roll call vote:
   - Yeas: Crippen, Elliott, Korpi, C. Rutan, P. Rutan
   - Nays: Halsted

B. **Electrical Assessment:** President Halsted is gathering quotes.
C. **Steel Lintel Replacement/Repair for FY27:** President Halsted is gathering quotes.
D. **Parking Lot Discussion for FY27:** Sweedyk is gathering quotes for parking lot resurfacing. The owner of the adjacent commercial building and parking lot is interested in collaborating.
E. **Hall A/C Unit:** President Halsted is gathering quotes on an entire A/C system for the hall.
F. **Food Bank Reported Concern:** B. Rockwell repaired the damaged door frame.
G. **LEAP:** President Halsted will call a meeting of DDA and council members to make a decision on whether to continue with LEAP.
H. **Bank Cards Discussion:** Treasurer Ashton reported that the conversion of bank cards to credit cards will be done now that the new clerk has been hired.

XI. Extended Public Comment

- (none)

XII. Board Member Comments/Concerns

Gratitude was expressed for J. Ashton's reports, C. Rutan's work on downtown beautification and storage, and Elliott's assistance with the office files. Concern was expressed about the need to review the village/DDA insurance policy renewal and liability insurance. Idea was raised for possible reimbursement for citizen planner training.

XIII. Adjournment

Motion by C. Rutan, seconded by Elliott, to adjourn. Motion carried unanimously. Meeting was adjourned at 8:52 PM.

Respectfully Submitted,

Pennie L. Rutan

Pennie Rutan
DDA Member