

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
March 7, 2024

- I. Call to Order: at 7:00 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. Roll Call/Present: Parsons, Ashton, Eifert, Elliott, Hart, P Rutan, C. Rutan, Halsted, Stolz, Hallock, Warvel  
Roll Call/Absent: Hershiser, Kuch  
Guests: Jaclyn Hutchison
- III. Approval of Agenda: Motion to approve agenda made by Stolz, 2<sup>nd</sup> Elliott. Unanimously approved.
- IV. Approval of February Minutes: Motion to approve minutes made by Elliott, 2<sup>nd</sup> P. Rutan. Unanimously carried.
- V. Payment of Bills: Motion to approve made by Halsted, 2<sup>nd</sup> Stolz. – Unanimously carried.  
Roll call taken.
- VI. Communications:
  1. Clerk/Treasurer Report – Given and Received (see website for details)
  2. Village Report – Given by Village President Hallock
  3. Township Report: Given by DDA President Warvel
  4. School Report: Given by Clerk Parsons, and Committee Member P. Rutan
  5. Development Report: Given by Committee Member Stolz.
  6. LEAP Report: Given by Jaclyn Hutchison
- VII. Citizens Comments/ Concerns.  
(none)
- VIII. New Business:
  - a. New policy and procedures progression for reporting financial documents.
    1. There was a request for more of a breakdown when it came to the financials. Request to see expenses being broken down, revenue that is being brought in etc.. The treasurer will create a report to be able to present at the March meeting.
  - b. Championship Signage: Halsted presented the idea of signs being posted on M-36 to showcase the championship teams. A motion was made to approve half of the sign (Total project \$712) \$356 towards the purchase of the road sign made by Warvel, 2<sup>nd</sup> by Elliott. Roll call taken. Unanimously carried. Hart will seek funding for the other half.
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  1. Strategic Plan Completion
    - a. The committee went through the Strategic Pillars and addressed things that the DDA will be a part of. The goal is to tackle 1-2 at a time and keep long term ones going.
  2. Budget: Treasurer Ashton brought to the committee the updated budget. The Committee put a pause on the updated budget until we get further clarification on the budget that was presented. A motion to deny the updated budget until more classifications on certain items made by Halsted, 2<sup>nd</sup> by Hart. Roll call taken.

7-yays  
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3. **Village Hall Construction – President Warvel brought one bid to the table to add to the previous bid received, and more to come.**
  4. **Reference to subjects/Prioritized (DDA land cleanup/ Property purchase requests, food bank.) - Tabled**
- X. **Member Concerns/Comments:**
- a. **C. Rutan brought up the grant that could be used to get Bike Racks.**
  - b. **Elliott shared that a local firefighter brought up the idea of donating to their new fire training prop.**
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- XI. **Adjourn: Meeting adjourned at 9:36 pm – Motion made by Stolz, 2<sup>nd</sup> P. Rutan**

**Respectfully submitted,  
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  2. **Budget:** Treasurer Ashton brought to the committee the updated budget. The Committee put a pause on the updated budget until we get further clarification on the budget that was presented. A motion to deny the updated budget until more classifications on certain items made by Halsted, 2<sup>nd</sup> by Hart. Roll call taken.

7-yays  
2-nays

3. **Village Hall Construction – President Warvel brought one bid to the table to add to the previous bid received, and more to come.**
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- a. **C. Rutan brought up the grant that could be used to get Bike Racks.**
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- XI. **Adjourn: Meeting adjourned at 9:36 pm – Motion made by Stolz, 2<sup>nd</sup> P. Rutan**

**Respectfully submitted,  
Kelsey Parsons- Village of Dansville/DDA Clerk**

DRAFT

Village of Dansville  
Downtown Development Authority  
Meeting Minutes  
March 7, 2024

- I. **Call to Order:** at 7:00 P.M. in Dansville Village Hall, 1360 Mason St., Dansville, MI 48819, by President Warvel.
- II. **Roll Call/Present:** Parsons, Ashton, Eifert, Elliott, Hart, P Rutan, C. Rutan, Halsted, Stolz, Hallock, Warvel  
**Roll Call/Absent:** Hershiser, Kuch  
**Guests:** Jaclyn Hutchison
- III. **Approval of Agenda:** Motion to approve agenda made by Stolz, 2<sup>nd</sup> Elliott. Unanimously approved.
- IV. **Approval of February Minutes:** Motion to approve minutes made by Elliott, 2<sup>nd</sup> P. Rutan. Unanimously carried.
- V. **Payment of Bills:** Motion to approve made by Halsted, 2<sup>nd</sup> Stolz. – Unanimously carried. Roll call taken.
- VI. **Communications:**
  1. Clerk/Treasurer Report – Given and Received (see website for details)
  2. Village Report – Given by Village President Hallock
  3. Township Report: Given by DDA President Warvel
  4. School Report: Given by Clerk Parsons, and Committee Member P. Rutan
  5. Development Report: Given by Committee Member Stolz.
  6. LEAP Report: Given by Jaclyn Hutchison
- VII. **Citizens Comments/ Concerns.**  
(none)
- VIII. **New Business:**
  - a. **New policy and procedures progression for reporting financial documents.**
    1. There was a request for more of a breakdown when it came to the financials. Request to see expenses being broken down, revenue that is being brought in etc.. The treasurer will create a report to be able to present at the March meeting.
  - b. **Championship Signage:** Halsted presented the idea of signs being posted on M-36 to showcase the championship teams. A motion was made to approve half of the sign (Total project \$712) \$356 towards the purchase of the road sign made by Warvel, 2<sup>nd</sup> by Elliott. Roll call taken. Unanimously carried. Hart will seek funding for the other half.
- IX. **Old Business**
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