

SPARTA DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES  
JANUARY 12, 2016  
160 E. DIVISION STREET, SPARTA, MI 49345

Meeting called to order at 7:46 am by Cheslek.

Members present: Dougan, Freeland, Jacobsen, Cheslek, Lamb, Benham, Bosserd, Potter

Also Present: Morse, Suchy                      Absent: Nickels, Paiz

Motion by Lamb, support by Bosserd to approve the December 8, 2015 minutes. Motion approved.

Motion by Bosserd, second by Dougan to approve the financial report as presented. Motion Approved.

**Public Comment**

**Unfinished Business**

- A. Discussion of creating a DDA Property Enhancement Grant Review committee to review the current program and amend guidelines as discussed. Consensus to appoint Freeland, Lamb, and Potter to the committee with Cheslek and Jacobsen to serve as alternates if needed. Additionally, the committee should look at the CBD Zoning Ordinance.

**New Business**

- A. Motion by Bosserd, second by Potter to appoint Cheslek as the Chairperson for 2016 and Benham as the sub-chair for 2016. Motion Approved.

**Public Comment**

None.

**Executive Session**

None.

**Business Director Report**

Discussion led by Suchy about snow plowing of sidewalks for DDA District (State Street and Division Street ROW). DDA previously paid for the time/equipment charges for the snowplowing of the sidewalks. The reason this came up is due to complaints and Village equipment breaking down which meant the sidewalks were not being cleared as effectively as previous years and there would need to be conversation about purchasing new equipment if the village was going to continue this service

After execution of the September 13, 2010 Maintenance Agreement, the Village began paying for the time/equipment charges for plowing the sidewalk while the DDA transitioned into an economic development role. At the January 11, 2016 Village Council meeting, it was brought to the attention of the Council that these snowplowing sidewalk charges were outside of the current maintenance agreement and were being paid for the by the Village. The Council asked Suchy to communicate to the DDA, that the DDA shall take over the financial responsibility for clearing the sidewalk.

Kirk Jacobsen exited the meeting.

After much discussion, the DDA consented to pay for the sidewalk snow removal as was current operations through February 1 and evaluate if they were financially able to for the remainder of winter 2016 and evaluate the future of snow removal for sidewalks Spring/Summer of 2016 with information such as average costs, equipment costs, third party contractors, and other options. A letter will be mailed to the property owner of each parcel along the right of way stating that the DDA will continue to try to remove the snow on a regular basis, but it is ultimately the property owners responsibility.

**Public Comment/ Announcements**

Being no further business, the meeting was adjourned at 9:00 am. Respectfully Submitted by Elizabeth Morse