

Sparta Downtown Development Authority
MEETING MINUTES
JANUARY 14, 2020
160 E. DIVISION STREET, SPARTA, MI 49345

Meeting called to order at 7:45 am by Cheslek.

Members present: Cheslek, Freeland, Jacobsen, Potes, Dougan, Shangle, Baker, Lamb, Bush

Members Absent: Potter

Also Present: Julius Suchy, Village Manager, Elizabeth Morse, Dana Quick, Chamber president; Dale Bergman, Township Supervisor, Dave Cummings, Village Councilperson

Motion by Potes, second by Freeland to approve the minutes of December 10, 2019. All Approved.

Motion by Lamb, second by Baker to approve the finance report for 2019. All approved.

Public Comment – None

Unfinished Business

Discussion on Town Square Developer Proposals. Request for clarification on who covers what ongoing maintenance expense and to allow the DDA to make the individual business proposals approved or denied based on business proposal for good mix of tenants. Motion by Lamb, second by Freeland to approve the Town Square Developer Proposal from Baker Investments LLC with the clarifications of maintenance expenses and lease approvals by DDA. Roll Call Vote: Jacobsen, yes; Potes, yes; Bush, yes; Dougan, yes; Lamb, yes; Shangle, yes; Freeland, yes; Cheslek, yes; Baker, abstained. Motion approved.

2) Goals for DDA were discussed and consensus to move the discussion to February with intent to add / remove goals in February. One goal added is to include an organizational chart with authorities and personnel, budgetary organization, and membership / leadership positions for the 3 organizations. Another goal discussed was additional review of the personnel policy.

Jacobsen left the meeting.

3) Motion by Freeland, second by Baker to approve the recommendation with the best information the DDA was able to obtain with varying factors of brands, plant sizes, and locations for the following purchases: Hanging Baskets, Saenz Greenhouse, not to exceed \$5,000; Cement pot flats, Saenz Greenhouse, \$337.50; Mum plants for fall, Shady Farms, \$399. Roll Call Vote: Potes, yes; Bush, yes; Dougan, yes; Lamb, yes; Shangle, yes; Freeland, yes; Cheslek, yes; Baker, yes. Motion approved.

New Business

A. Nomination by Lamb, support by Freeland to elect Cheslek as chairperson. No other nominations were given. Consensus to accept nomination.

B. Nomination by Lamb, support by Freeland to elect Potes as vice chairperson. No other nominations were given. Consensus to accept nomination.

Executive Session None.

Business Director Report

Request to host the DeLange Harness Shop Building Dedication in the Spring 2020.

Public Comment – None

Being no further business, the meeting was adjourned by executive privilege at 8:48 am. Respectfully Submitted by Elizabeth Morse

Goals 2019

- 1) Finish 194 E. Division (siding, landscaping, water problem/ sewer problem, roof, store front windows)
- 2) DTMJ Property: provide all manner of assistance for development on vacant parcel
- 3) Alt Oil Property: redevelop vacant parcel
- 4) Assist 201 E. Division on redevelopment opportunities / retail infill
- 5) Property Maintenance /Capital Improvement Plan: parking lot repaving, large Christmas Tree, crosswalk repair, trim downtown tree schedule, sidewalks, street lights, bricks in right of way downtown, etc.
- 6) Pocket Parklet Improvements
- 7) Elm Street Parking: address the gravel parking area