

Sparta Downtown Development Authority
MEETING MINUTES
JUNE 9, 2020
75 N. UNION STREET, SPARTA, MI 49345

Meeting called to order at 7:47 am by Cheslek.

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

Members Absent: None

The meeting was also available via ZOOM link.

Also Present: Elizabeth Morse, DDA Director; Dana Quick, Chamber president; Maryann Wright, Events President; Julius Suchy, Sparta Village Manager

A moment of silence was held for the passing of Phil Potter, DDA Board member.

Motion by Dougan, second by Potes to approve the minutes of May 12, 2020. All Approved.

Motion by Potes, second by Baker to approve the financials. All approved.

Public Comment – None

Unfinished Business

- A. An update on the Town Square: the square will delay opening until after the Stay At Home Executive Order is ended and the buildings and tenants are able to open. It is hoped to open in July 2020.
- B. The Hospitality and Events Coordinator is at 50% furlough. Discussion as the governor releases more opportunity to gather, the DDA wants the events department to have the proper staffing to be able to pivot and execute. Consensus to keep the position at 50% / 16 hours per week through July 2020.

New Business

- A. Discussion on updating the DDA Development Plan / TIF Plan as per the state statute. Consensus to begin the process as early as July 2020.
- B. Discussion on hosting a walk-about through downtown Sparta with the DDA board, inviting business owners, Village council, etc. to create a list of site improvements that need to be addressed. The DDA would then prioritize the site improvement list to strategically improve the downtown district. The priority listing would be presented to Village Council with the request to forgive the annual \$27,500 loan from the 228 E Division Property and instead spend the funds on the strategic priority property enhancement list. The concept was discussed and the DDA will host the walk about on July 14, 2020 at 7:45 am beginning at the DDA office at 194 E. Division, Sparta.

Executive Session None.

Business Director Report

Public Comment – None

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

Goals 2020

- 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