

Sparta Downtown Development Authority
MEETING MINUTES
AUGUST 13, 2019
160 E. DIVISION STREET, SPARTA, MI 49345

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

Members present: Cheslek, Potes, Freeland, Dougan, Jacobsen, Lamb, Potter

Members Absent: Baker, Brown, Shangle

Also Present: Morse, Suchy

Motion by Lamb, second by Potter to approve the Minutes of the JULY 9, 2019. All Approved.

Motion by Lamb, second by Freeland to approve the finance report. All Approved.

Public Comment – None

- A. Superintendent Pete Bush commented on the strategic 5 year plan for the school and an upcoming sinking fund renewal on Nov. 5; also conveyed interest to serve on the DDA board if the board desired

Unfinished Business

Discussion to schedule the joint DDA / Village Council meeting with date TBD by Village Council. Agenda items include: Townsquare concept; Events/Activities of the community with Patronicity Campaign; Large Parking Lot (ownership behind the Arches parking lot / parking lot study); Elm Street Parking Lot joint project

Elm Street Parking Lot discussion with adjacent property owner: Questions arose on the project including:

- 1) Would trucks with trailers be allowed?
- 2) Who would be doing the snow removal / maintenance on the lot moving forward?
- 3) Could other people (public) park in the lot; if so for what period of time (over night / weeks at a time)?
- 4) Is only the one property owner required to contribute to the parking lot, are other property owners going to be asked?
- 5) What % of ownership in the parking lot would the private property owner have, did anyone else get asked to contribute when resurfacing parking lots?

The DDA responded with:

- 1) No trailers would be allowed to park in the lot, there isn't room for it
- 2) The DDA/Village could potentially sign and enforce short term parking / no overnight parking in the paved spots; it would be open to the public 100% of the time (no private parking allowed)
- 3) Snowplowing costs would be undertaken by the DDA/ Village
- 4) Asking for funds from adjacent property owners who utilize the spaces;
- 5) The % of request is just a small cost to the acquiring and construction of the lot; basically a good faith effort to partner together to improve the corner nearest to the building. The main reason the DDA is interested in prioritizing this project is that it is a gateway to maintstreet. However, the project would be higher on the priority project list with private partners if adjacent property owners want to contribute to make it possible.

The adjacent property owner would review the offer and position of the DDA and communicate back their intent at a future meeting.

New Business

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

- A. Patronicity Campaign: Information on the matching grant from the MEDC was presented, a total budget will be created to discuss with the Village Council for approval.
- B. Motion by Lamb, second by Baker to approve an overhead architectural concept of the Townsquare. Role call vote: Lamb, yes; Jacobsen, yes; Dougan, yes; Cheslek, yes; Freeland yes; Potter, yes; Baker, yes. Motion passes.
- C. Snow Plowing of Library Drive sidewalks discussion. Consensus for the Township Board to submit a formal request to the DDA for consideration of snow plowing any additional downtown sidewalks.

The DDA concensed to hold the first DDA informational meeting on Tuesday, August 13 at 7:45 am in the Township basement. Recommendation to invite superintendent in addition to the required recipients of the meeting.

Executive Session None.

Business Director Report

- A. Reports attached.

Public Comment

Discussion to investigate a turn key camera system for individual downtown businesses to invest in their exterior properties for security reasons.

Being no further business, the meeting was adjourned by executive privilege at 9:03 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