Sparta Downtown Development Authority
MEETING MINUTES
SEPTEMBER 9, 2025
SPARTA CIVIC CENTER

Meeting called to order at 7:48 am by Chair Cheslek
Members present: Driscoll, Freeland, Stoner, Lamb, Cheslek, Whalen, Gray, Shangle, Scarffe, Baker
Members Excused: Potes, Benham
Members Absent: None.

Also Present: Elizabeth Morse, DDA Director;

Motion to accept the DDA meeting minutes July 8, 2025 by Lamb, second by Baker. All approved.

Approval of DDA Finance Report. Motion by Freeland, second by Stoner. All approved.

Public Comment –

Unfinished Business - None

New Business

A. Discussion of Sparta Town Square Grant Award and Cash Flow Reimbursement to the Village of Sparta: The total expenses for the project is $1,327,000, with a Town Square Final Project Bid Award amount of $1,150,000 to Triangle Associates and additional design and building permit, testing, etc. expenses.

Funding Sources include a DDA 2025 GF Transfer of $320,000, a Revitalization and Placemaking Grant 1.0 for $363,500, and CDBG Funds for $300,000 for a total of $983,500. The remaining balance of $343,500 to be reimbursed with a minimum payment of $75,000 per year with a goal payment amount of $100,000 per year.
Motion by Whalen, second by Freeland to approve the Cash Flow reimbursement plan as presented. Roll call vote: Freeland, yes; Shangle, yes; Whalen, yes; Lamb, yes; Baker, yes; Gray, yes; Stoner, yes; Driscoll, yes; Scarffe, yes; Cheslek, yes; All Approved.

Shangle left the meeting.

B. Motion by Whalen, second by Lamb to amend the 2025 DDA Budget Q3 as presented. Roll Call vote: Freeland, yes; Whalen, yes; Lamb, yes; Baker, yes; Gray, yes; Stoner, yes; Driscoll, yes; Scarffe, yes; Cheslek, yes; All Approved.

C. Motion by Lamb, second by Whalen to approve and recommend to the Sparta Village Council the 2026 DDA Budget as presented. Roll Call vote: Freeland, yes; Whalen, yes; Lamb, yes; Baker, yes; Gray, yes; Stoner, yes; Driscoll, yes; Scarffe, yes; Cheslek, yes; All Approved.

Public Comment - None.

DDA Business Director Report

Meeting adjourned by executive privilege at 8:19 am.