

Sparta Downtown Development Authority
MEETING MINUTES
JANUARY 13, 2026
SPARTA VILLAGE COMPLEX

Meeting called to order at 7:45am by Cheslek

Members present:, Cheslek, Driscoll, Freeland, Potes, Stoner, Scarffe, Lamb, Whalen, Shangle, Gray

Members Excused: Baker

Members Absent: Benham

Also Present: Elizabeth Morse, DDA Director; Jim Lower, Village Manager,

Nomination of DDA Chair for the Downtown Development Authority for Tom Cheslek. No other nominations provided. Consensus by majority voice vote to elect Tom Cheslek as Chair.

Nomination of DDA Vice Chair for the Downtown Development Authority for Kelly Potes. No other nominations provided. Consensus by majority voice vote to elect Kelly Potes as Vice Chair.

Motion to accept the DDA meeting minutes of December 9, 2025 by Freeland, second by Scarffe. All approved.

Approval of DDA Finance Report. Motion by Potes, second by Whalen. All approved.

Public Comment – None

Unfinished Business - None

- 1) Motion by Whalen, second by Lamb to adopt the amended 2026 Regular DDA Meeting schedule on the 3rd Tuesday of the month. All approved.

New Business

- 1) Motion by Whalen, second by Driscoll to adopt the 2026 Sparta TODAY Memorandum of Organization on behalf of the Sparta DDA between the Sparta DDA, Chamber, and Events. Motion Approved.

Public Comment - None.

DDA Business Director Report

A) Director report will be emailed out.

B) The date for the joint DDA/Chamber/Events Board meeting is moved to Tuesday March 17 at 7:45 am.

Meeting adjourned by executive privilege at 8:20 am.