

Sparta Downtown Development Authority
MEETING MINUTES
OCTOBER 11, 2016
160 E. DIVISION STREET, SPARTA, MI 49345

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

Members present: Freeland, Cheslek, Lamb, Benham, Potter, Nickels, Jacobsen, Potes

Also Present: Morse, Suchy Absent: Paiz, Dougan

Motion by Lamb, second by Nickels to approve the Minutes of the August 9, 2016. All Approved.

Motion by Nickels, second by Lamb to approve the finance report. All approved.

Public Comment - None

Unfinished Business

- A. Discussion of Garden Maintenance Bids. Consensus to allow for each piece to be bid separately as an option (Only a single line item, not required to fulfill all bid items) if desired. Another option is to submit a package bid price. Items to consider for future: evaluate if there is a possibility to monitor irrigation “in house”, that might take 1 hour per day. Evaluate if DPW could take on 2 or 3 times a week the responsibility of irrigation monitoring. Discussion specific to irrigation monitoring, a local contractor has an advantage as they could respond faster to irrigation issues or see any issues much faster.

- B. North State Street discussion and review of draft 1 of the North State Street Walkabout Evaluation. Discussion to commence in November.

New Business

- A. Property Reinvestment Grant Applications discussion.
 - a. Motion by Lamb, second by Potter to approve the Momber Sales project for \$10,000 as recommended by committee, contingent upon receiving hard copy bid delivered from contractor. Jacobsen, yes; Lamb, yes; Cheslek, yes; Potter, yes; Benham, yes; Nickels, yes. Motion Approved.
 - b. Motion by Lamb, second by Benham to approve the Freeland Chiropractic Project as recommended by committee for \$1660. Jacobsen, yes; Lamb, yes; Cheslek, yes; Potter, yes; Benham, yes; Nickels, yes. Motion Approved.

Public Comment

No public comment.

Executive Session

None.

Business Director Report

Discussed updates in person.

Discussion for Director Review in November/December.

DDA needs to create a definition of desired snow removal for CBD.

Public Comment/ Announcements

Being no further business, the meeting was adjourned at 8:44 am. Respectfully Submitted by Elizabeth Morse