

Sparta Downtown Development Authority
MEETING MINUTES
NOVEMBER 13, 2018
194 E. DIVISION STREET, SPARTA, MI 49345

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

Members present: Cheslek, Potes, Jacobsen, Brown, Potter, Shangle, Dougan, Freeland

Members Absent: Baker, Lamb

Also Present: Morse

Motion by Potter, second by Shangle to approve the Minutes of the October 9, 2018. All Approved.
The finance report was unavailable at this time.

Public Comment - None

Unfinished Business

A. None.

New Business

- A. 2018 Goal progress report discussion. 2019 Goals to be sent electronically by each board member to Director and reviewed at the next meeting.
- B. Flower memo was discussed.
 - a. Consensus to proceed with a formal job description of the downtown attendant position and responsibilities for the garden/plant maintenance components
 - b. Request for Director to bring a proposal that would include use parameters and needs of the DDA and of the DPW
 - c. Consensus to proceed with the public donation for beautification; request for inserting into utility and tax bills
 - d. Motion by Potes, second by Dougan to purchase 10 Weekender 16" hanging baskets for trial use in 2019
 - e. Consensus to request the current recipe of use from current vendor, and request changes if necessary
- C. Discussion on the 2019 Parklet improvement area. Consensus to continue forward with a parklet improved area in 2019 in the arches parking lot.

Executive Session None.

Business Director Report –

Public Comment/

Request for Summary of DDA Part Time and Full Time Staff at upcoming meeting

Being no further business, the meeting was adjourned by executive privilege at 8:59 am. Respectfully
Submitted by Elizabeth Morse