

Sparta Downtown Development Authority  
MEETING MINUTES  
NOVEMBER 8, 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, Potes

Also Present: Morse, Suchy                      Absent: Dougan, Jacobsen, Nickels

Motion by Potes, second by Lamb to approve the Minutes of the October 11, 2016. All Approved.

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

**Public Comment - None**

**Unfinished Business**

- A. Discussion of Garden Maintenance Bids. Consensus to rebid and move forward with a pre-bidding meeting.
- B. Table the North State Street discussion and review of draft 1 of the North State Street Walkabout for more committee members to be present.
- C. Board member recommendation for open DDA positions. Recommendation to President Dougan for consideration of:

Chuck Brown, Cellar Brewing Co.  
Steve Jantze, Sparta Animal Clinic

Rex Baker, Property Developer  
Gordie Slauter Jr., Sparta Lanes

Kirk Jacobsen entered the meeting.

**New Business**

- B. Consensus to require Chamber to pay the \$3,000 Director Reimbursement payment but to communicate if projects come up that the funding may be necessary.
- C. Discussion of 194 E. Division Property. Consensus to proceed with purchasing for future projects. A purchase agreement will be brought to the board for official approval when its available.
- D. Discussion on Joint meeting. Director to plan a joint meeting.
- A. Motion by Lamb, second by Jacobsen to approve and recommend the 2017 DDA budget. Motion Approved.
- E. Motion by Lamb, second by Potes to approve \$5,344 in Property Enhancement Grant to 219 E. Division for awning, paint, mortar, window treatment, and signage improvements. Motion approved.
- F. Due to labor law changes, it is required to have salaried employees earn time and a half over 40 hours per week starting December 1. The options are to increase the director salary to the new minimum, or if over 40 hours per week, begin time and a half pay. It is understood at this time, the DDA director will receive time and a half for all weeks consisting of over 40 hours until a new contract is discussed.

**Public Comment** - No public comment.

**Executive Session** - None.

**Business Director Report** - Discussed updates in person.

**Public Comment/ Announcements**

Being no further business, the meeting was adjourned at 9:12 am. Respectfully Submitted by Elizabeth Morse