

Sparta Downtown Development Authority
MEETING MINUTES
DECEMBER 10, 2019
160 E. DIVISION STREET, SPARTA, MI 49345

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

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

Members Absent: Potter, Baker, Lamb, Bush

Also Present: Elizabeth Morse, Dana Quick, Chamber president; Dale Bergman, Township Supervisor, Dave Cumings, Village Councilperson

Motion by Potes, second by Freeland to approve the minutes of November 12, 2019. All Approved.

An accurate updated finance report was emailed to the board following the meeting. No action taken on the finance report.

Public Comment – None

Unfinished Business

Update on Town Square

- 1) An RFP is out for consideration for developer partnership proposals on the project which will be evaluated on January 14 by the full DDA board at the regular meeting.

New Business

- A. Review of the 2019 DDA goals and consideration to add to the goals and/or update the goals at the January DDA meeting.
- B. Discussion of recommendation by the Property Enhancement Committee for the grant to Legend Restorations for \$3,898.00. Motion by Freeland, second by Dougan to approve the grant payment after the sign is installed. Motion approved 6-0.
- C. Discussion on the Flower Purchase Bid received. Recommendation by DDA Director to reject current bid due to only one bid received for purchase. Director will call each potential bidder on the list and have conversation of bidding for this project and accept bids via phone or email instead of solely hand delivered. The bid numbers will not be shared with other bidders and new bids will be gathered for the January 14, 2020 regular DDA Meeting. Motion by Dougan, second by Freeland to reject current bid for flower purchase and send out bids again with more direct communication to each potential bidder. Motion approved 6-0.

Executive Session None.

Business Director Report

Staff reports were emailed out to the board members.

Public Comment

Dale Bergman from Sparta Township requested a meeting to clarify the DDA tax capture of parcels.

Being no further business, the meeting was adjourned by executive privilege at 8:45 am. Respectfully Submitted by Elizabeth Morse

Goals 2019

- 1) Finish 194 E. Division (siding, landscaping, water problem/ sewer problem, roof, store front windows)
- 2) DTMJ Property: provide all manner of assistance for development on vacant parcel
- 3) Alt Oil Property: redevelop vacant parcel
- 4) Assist 201 E. Division on redevelopment opportunities / retail infill
- 5) Property Maintenance /Capital Improvement Plan: parking lot repaving, large Christmas Tree, crosswalk repair, trim downtown tree schedule, sidewalks, street lights, bricks in right of way downtown, etc.
- 6) Pocket Parklet Improvements
- 7) Elm Street Parking: address the gravel parking area