

Sparta Downtown Development Authority  
MEETING MINUTES  
DECEMBER 10, 2024  
SPARTA CIVIC CENTER

Meeting called to order at 7:49am by Cheslek

Members present: Whalen, Cheslek, Driscoll, Freeland, Potes, Stoner, Scarffe,

Members Absent: Knauf, Lamb, Baker, Shangle, Benham

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

Motion to accept the DDA meeting minutes of November 12, 2024 by Whalen, second by Potes. All approved.

Approval of DDA Finance Report with 4<sup>th</sup> Quarter Amendments. Motion by Whalen, second by Potes. All approved.

**Public Comment – None**

**Unfinished Business - None**

**New Business**

- 1) Discussion of the Memorandum of Understanding draft, discussion will take place over the agenda item in December for questions and comments. Consensus to simplify and rework the agreement and present new version in January at the DDA meeting.
- 2) Discussion on Strategic Plan & Alignment Draft discussion. Official adoption opportunity will take place at the joint board meeting in February.

**Public Comment - None.**

**DDA Business Director Report**

- A) Director report attached. Also attached is the press release from Michigan Downtown Association for the award presented to the Sparta DDA as the State of Michigan recognized “On the Rise” downtown management organization.
- B) The date for the joint DDA/Chamber/Events Board meeting is scheduled for Tuesday, February 11, 2025.

Meeting adjourned by executive privilege at 8:30 am.