

Sparta Downtown Development Authority  
MEETING MINUTES  
APRIL 11, 2017  
156 E. DIVISION STREET, SPARTA, MI 49345

Meeting called to order at 7:46 am by Cheslek.

Members present: Freeland, Jacobsen, Cheslek, Lamb, Benham, Dougan, Baker, Brown, Potes, Potter, Jacobsen

Also Present: Morse                      Absent: None

Motion by Potes, second by Dougan to approve the Minutes of the March 14, 2017 with corrections. All approved.

Motion by Freeland, second by Potes to approve the finance report. Discussion to create a policy on reimbursements and to see the invoice journal each month. All approved.

**Public Comment - None**

**Unfinished Business**

- A. Discussion of DDA Director Board expectations and priorities. DDA Director presented a Job Description with board discussion. Motion by Brown, second by Potes to approve Job Description for the DDA Director. Motion approved.
- B. Discussion of a Hospitality Position with possibility of partnering with Sparta Civic Center to utilize the 501c3 non-profit designation. Consensus to utilize Civic Center for current time until the DDA can set up a separate 501c3 that would be managed by the current DDA board. This will allow for fund development for future fundraising opportunities with DDA priorities.  
Discussion of a Hospitality contracted position vs part time employment. Options discussed included a contracted position in charge of specific projects that would report to DDA Director vs a part time employee who would work directly as an employee of the DDA and the consideration of putting a new position out applications. Motion by Potter, second by Brown to continue the current arrangement through June of contracted service with Rebecca Wildeboer. Jacobsen, yes; Dougan, yes; Brown, yes; Baker, yes; Cheslek, yes; Potes, yes; Potter, yes; Benham, yes; Freeland, yes; Lamb, yes. Motion approved.

**New Business**

- A. Discussion of parking observations of capacity and primary spaces that could utilize short term parking signage to ease pressure from high concentrated areas of parking. Consensus to host a downtown business parking meeting to discuss issues and DDA Director Contract Extension.
- B. DDA Director Contract Discussion. Motion by Benham, second by Baker to extend the current DDA Director Contract for two months. Motion approved.

**Executive Session** – Motion by Cheslek, second by Benham to enter into executive session.

Motion by Potter, second by Freeland to exit executive session.

Motion by Potter, second by Freeland to agree to spend up to \$80,000 in a buy-sell agreement with final ratification by the DDA board at the following board meeting. Jacobsen, yes; Dougan, yes; Brown, yes; Baker, yes; Cheslek, yes; Potes, yes; Potter, yes; Benham, yes; Freeland, yes; Lamb, yes. Motion approved.

**Business Director Report** – included in packet

Discussion on what the role will be expected of the DDA for the Gus Macker event.

**Public Comment/ Announcements**

None.

Being no further business, the meeting was adjourned by executive privilege at 9:33 am. Respectfully Submitted by Elizabeth Morse