

Sparta Downtown Development Authority
MEETING MINUTES
MAY 9, 2017
156 E. DIVISION STREET, SPARTA, MI 49345

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

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

Also Present: Morse, Suchy Absent: Jacobsen, Benham

Motion by Lamb, second by Potes to approve the Minutes of the April 11, 2017

with corrections. All Approved.

Motion by Freeland, second by Brown to approve the finance report. All approved.

Public Comment - None

Unfinished Business

- A. Discussion on DDA Director Contract. Consensus to create a personnel committee: Cheslek, Potes, Potter. Personnel committee will meet to review with DDA Director to discuss negotiation of contract. Board would like to see a 3 year contract with an annual review, and the contract reviewed with the board six months prior to expiration. Director will send out a copy of the current contract for the board to review.

Discussion on formulizing a partnership agreement with the Chamber that would include a joint committee of DDA and Chamber representatives to discuss further the formal arrangement.

Discussion on Hospitality Coordinator role. Board would like a definition of how the role is defined (job description), include a salary/wage range, how this position effects the big picture and the DDA annual budget, and if wage would be paid through ticket sales or tax capture. Consensus to send this concept to Personnel committee for further discussion and bring any recommendations back to the board.

- B. Discussion on 194 E. Division Purchase Agreement and Work Plan. Consensus to add Rex Baker to the Property Enhancement committee. Director will reach out to the Eagles to get a formal request of concepts that they would like to see in the rear of the property.
- C. The DDA will work with DPW to layout locations of the 18 courtesy parking signs in the public parking lots.

New Business

- A. Discussion of Property Reinvestment Recommendation at 94 N. Union Street to approve the project as presented for a reimbursement of \$10,000 pending all quotes and estimates are received and that the building usage is approved by the Village prior to construction start. Motion by Lamb, second by Baker to approve the expenditure. Nickels, yes; Lamb, yes; Potter, yes; Dougan, no; Brown, yes; Cheslek, yes; Baker, yes; Potes, yes; Freeland, yes. Motion Approved 8-1.

Executive Session

None.

Business Director Report – included in packet

Public Comment/ Announcements

None.

Being no further business, the meeting was adjourned by executive privilege at 9:08 am. Respectfully Submitted by Elizabeth Morse