

Sparta Downtown Development Authority
MEETING MINUTES
JUNE 13, 2017
156 E. DIVISION STREET, SPARTA, MI 49345

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

Members present: Freeland, Cheslek, Lamb, Baker, Potes, Nickels, Jacobsen, Benham

Also Present: Morse, Suchy Absent: Brown, Dougan, Potter

Motion by Lamb, second by Freeland to approve the Minutes of the April 11, 2017 with corrections. All Approved.

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

Public Comment - None

Unfinished Business

- A. Motion by Lamb, second by Potes to approve the DDA Director Employment contract as recommended by the Personnel committee with intent to work through the requested changes including below. Approved 8-0.
 - Authority to work with Financial Sub Committee (Two Chamber/Two DDA) to direct funds as department needs laid out per year for long term growth
 - Treated as Singular Department of Community Engagement: DDA Director advises / manages department of part time staff/budgets with monthly Chamber/DDA board oversight
 - Formulate a Partnership with Chamber: set of goals (to benefit "Sparta")
 - 2-3 chamber board members on DDA board for continuity/ 2-3 on Chamber
 - Set of joint sub committees: Financial Sub Committee; Personnel Sub Committee,
 - SIMPLE financial plan – aka run Event/Community Development Funds through one entity and other entity invoices out (Joint Financial Sub Committee meets monthly to oversee)
 - Annual Staff review January with subcommittee, Recommendations in February
- B. Motion by Potes, second by Lamb to approve the DDA part time employment job description and position of Hospitality and Event Coordinator with Rebecca Wildeboer beginning June 13, 2017 thru December 31, 2017; a posting of the job description will be posted for the position on November 1, 2017 with the position to begin January 1, 2018. Freeland, No; Cheslek, yes; Lamb, yes; Baker, yes; Potes, yes; Nickels, yes, Jacobsen, yes; Benham, yes. Motion approved 7-1.
- C. Motion by Potes, second by Freeland to approve Resolution 17-01 to purchase 194 E. Division for \$65,000. Freeland, yes; Cheslek, yes; Lamb, yes; Baker, yes; Potes, yes; Nickels, yes, Jacobsen, yes; Benham, yes. Motion approved 8-0.

New Business

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 9:45 am. Respectfully Submitted by Elizabeth Morse