

Sparta Downtown Development Authority
MEETING MINUTES
OCTOBER 12, 2021
SPARTA CIVIC CENTER

Meeting called to order at 7:48 am by Whalen.

Members present:, Whalen, Lamb, , Knauf, Carpenter, Benham, Shangle, Baker, Freeland, Potes, Cheslek,

Members Absent:., Jacobsen, Bush

Also Present: Elizabeth Morse, DDA Director; Dale Bergman, Sparta Township Supervisor

Motion to accept the DDA meeting minutes of SEPTEMBER 14, 2021 by Whalen, Benham. All approved.

Motion to accept the finance report as presented by Potes, second by Freeland. All approved.

Public Comment – None

Unfinished Business

A. Goal Setting: discussed previous goals and updated recommendations provided by staff and board members with discussion. Consensus to send out a tally voting for the board via email to prioritize.

New Business

- A. Adding additional DDA Staff: Recommendation to hire Beth Baltruczak as Event and Hospitality Coordinator by DDA Director with contract as written. Motion by Lamb, second by Whalen to approve the Event & Hospitality Coordinator position for Beth Baltruczak. Roll call vote: Freeland, no; Shangle, yes; Whalen, yes; Lamb, yes; Potes, yes; Baker, yes; Knauf, yes; Carpenter, yes; Benham, yes. Motion approved. The board would like to have an in person review quarterly and the position must be kept to under 32 hours per week.
- B. Conversation about evaluating two additional shipping container incubator buildings into Town Square. Conversation about adding signage and improving the south side approach to communicate what the space is. Consensus to draw up plans for the expanded sites for further consideration by Manning Design who originally designed the site plan.
- C. Conversation about the Draft Budget 2022. Consensus to wait until November for action on recommending the budget.

Public Comment – None.

Directors Report discussed.

Meeting adjourned by executive privilege at 9:02 am.