



Stockbridge Downtown Development Authority
305 W Elizabeth Street, Room #112
Thursday, July 28, 2022, 6:15pm
Approved Minutes

1. Meeting called to order at 6:20 pm.

Roll Call:

Present: Daryl Anderson, Mellisa Powers-Taylor, Jennifer Conant, Jon Fillmore, Erica Cole, Jason Stevens, Molly Howlett

Absent: None

2. Vice Chair Anderson led the Pledge of Allegiance.
3. Motion to approve the amended agenda with the additions in NEW BUSINESS for July 28, 2022 by Anderson, support Howlett. All in favor. Motion passed.
4. Motion by Anderson support by Howlett to accept the resignation of Geri Uihlein from the SDDA Board. All in favor. Motion passed.
5. Financials: Check register for June 23, 2022 to July 29, 2022 was reviewed. Motion by Conant support by Powers-Taylor to accept the financial report as presented.
Roll call:
Aye: Powers-Taylor, Conant, Fillmore, Cole, Stevens, Howlett, Anderson
Nay: None.
All in favor. Motion passed.
6. Election of SDDA Chair and Vice Chair: Howlett nominated Daryl Anderson to fill the vacancy of SDDA Chairperson; Powers-Taylor as Vice Chairperson, Conant as Treasurer, Fillmore as Secretary. Unopposed nominations, all in favor. Motion carried.
7. Public comment: One person from the audience made public comment.

COMMITTEE REPORTS:

1. Event/Design Committee – Taylor, Conant
Sidewalk Sales. Committee of Conant and Powers-Taylor was established.
2. State Compliance: Daryl provided an update stating that SDDA is waiting for the completion of the Village audit.

UNFINISHED BUSINESS:

1. Motion by Cole, support by Stevens that the skate board sign be approved according to the changes determined by the Board. All in favor. Motion passed. Skate Ramp Update/Removal resulted in discussion of when will existing skate ramps be removed.



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Jason Stevens to work with Mellisa on putting notice on SDDA social media site. Bids to be submitted by August 25, 2022 and ramps be removed by September 09, 2022.

2. Pump Track design approval was tabled by Powers Taylor until Attorney Gormley and Powers Taylor provide a list of concerns.
3. Approval of Director Position description has been tabled until the Special Meeting Scheduled for August 15, 2022.

Establishing Salary range for Part time SDDA Director: Tabled.

4. Draft Purchasing Policy Tabled pending changes to be recommended by Mellisa and Molly to be given to Daryl.
5. Daryl gave an update on the time frame for implementing a new Plan Amendment. A public hearing will be held at the Village Council meeting on September 12, 2022.

NEW BUSINESS:

1. Establish dates when Banners are to be switched out and by whom? Tabled.
2. Contract with Village that the SDDA will pay an hourly rate to be determined for services rendered when time sheets are submitted for itemized services completed by village employees. For one year with the expectation of a future contract for multiple years at end of first year. Tabled.
3. Motion by Howlett support by Anderson to approve the proposal from Fleis & Vandenbrink to provide sealed documents for the skate ramp design at a cost of around \$1,000.
Roll call:
Aye: Conant, Cole, Stevens, Powers Taylor, Fillmore, Anderson, Howlett
Nay: None.
All in favor. Motion passed,
4. While the DPW employee is on vacation for two weeks, Howlett volunteered to water plants in the downtown.
5. The Board discussed the problem SDDA has experienced getting bills paid on time. Opening a checking account was considered.



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6. SDDA discussed hiring a recording secretary who will follow State guidelines in having the minutes completed and posted. Tabled.

7. Training in order to use the MITN bid system is available. Chair Anderson has done the training and recommends it. Conant and Powers-Taylor are interested.

ATTORNEY COMMENTS: None.

PUBLIC COMMENT: None

BOARD MEMBER COMMENTS: None.

ADJOURNMENT: Motion by Howlett support by Anderson to adjourn the meeting. All in favor. Motion passed.

SPECIAL MEETING SCHEDULED FOR MONDAY, AUGUST 15, 2022 at 6:15 pm.

NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, AUGUST 25, 2022 at 6:15 pm.

Respectfully submitted,

Molly Howlett
Recording secretary