



Stockbridge Downtown Development Authority
SPECIAL MEETING AGENDA
305 W Elizabeth Street, Room #112
Monday, August 15, 2022, 6:15pm

CALL TO ORDER

- Roll Call
- Pledge of Allegiance
- Approval of Meeting Agenda August 15, 2022

PUBLIC COMMENT

COMMITTEE REPORTS:

- Event/Design Committee – Taylor, Conant, Ericka
- a. Sidewalk Sales status of implementing update

UNFINISHED BUSINESS:

1. Skate Ramp Update/Removal status of advertisement. Dan Cabage P.E. With Fleise & Vandenbrink Sealing of skate park prints .
2. Approve Proposal from Fleis & Vandenbrink to provide engineering services. Dan Cabage, P.E may have sealed documents at meeting on August 15, 2022. Cost \$1,200.00
3. Analysis of can we afford a full time SDDA Director position.
4. Open checking account to pay bills on time. Requires approved minutes and at least to check signers
5. Approval of Director Position description
6. Establishing Salary range for Part time SDDA Director
7. Assign check signers with specific information in minutes
8. Add Jennifer to electronic ability to obtain data and print reports but not move money
9. Add Jennifer as a check signer
10. I Canceled check to State Bank as money had not been transferred yet will explain reason
11. Add Jennifer to be able to write checks if we go that way
12. Survey of TIFD RFP is out for bids on MITN purchasing system
13. Hire someone to take minutes and produce within required time frame of 8 day. Debbie will do it for \$40.00 a meeting. She is no longer compensated for attending SDDA meetings.
1. Approval of Pump track Design need Melissia comments. Purchase and instillation contract for Pump track. schedule instillation for April next year needs 25 percent down to lock in installation. soonest now date currently is March of 2023. Will need sealed drawings for pump tack also. cost of sealing drawings is unknow at this time as pump track is a more complex project
14. Draft Purchasing Policy Waiting for Molly and Melissia comments



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New Business

- Make SDDA Chair primary controller of online banking account
- Hitching Post in central Business District Molly.
- Establish dates when Banners are to be switched out and by whom Molly to Provide here list?
- Contract with Village that the SDDA will pay an hourly rate to be determined for services rendered monthly 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.
- Status of shed clean up and sealing opening to prevent bees etc. from entering shed

PUBLIC COMMENT

NEXT MEETING Next meeting be held August 25, 2022

ADJOURNMENT