



SDA

STOCKBRIDGE DOWNTOWN DEVELOPMENT AUTHORITY

Regular Meeting ~115 E. Elizabeth Street ~

Stockbridge Township Meeting Room

Thursday, June 19, 2008 ~ 7:00 PM

"Unapproved" Minutes

7:00 CALL TO ORDER BY CHAIR DR. ANNE HALE

- **ROLL CALL TAKEN - Present:** Chair Dr. Anne Hale, Vice Chair Jody Leatherberry, Secretary Annabell Howard; Member Doug Mills, Russell Mackinder, Kris Lauckner, Tom Lovachis; **Absent:** Treasurer, Scott Spadafore, Member Matt Severson. Also present Village Clerk Linda Dancer and interested citizens.
- **PLEDGE OF ALLEGIANCE**
- **OATH OF OFFICE TO** Kris Lauckner
- **APPROVAL OF AGENDA – Motion** Annabell Howard, **support** Russell Mackinder to approve agenda – discussion; **verbal motion carries.**
- **APPROVAL OF REGULAR MEETING MINUTES – Motion** Russell Mackinder, **support** Kris Lauckner to approve the minutes of May 15, 2008 as amended – discussion; **verbal motion carries.**

FINANCIAL/TREASURER'S REPORT

- **Motion** Jody Leatherberry, **support** Annabell Howard to pay bills in the amount of \$15,126.79– discussion; **verbal motion carries.**

COMMITTEE REPORTS

- **Executive Committee** – Met to set the agenda
- **Assistance** – Private Investment Company looking at Jack Owen building; local businessman interested in assistance to move forward with development of property.

PUBLIC COMMENT

- **Jon Fillmore/Stockbridge Area Chamber of Commerce** ~ Brief update on Day in the Village and thanks for SDDA support. Received 300 surveys; written report will be provided when tabulated. Positive feedback from downtown businesses.
- **Mary Wilson** – Resident: Supports DDA, Jody Leatherberry & newly created position but feels board should go through with resume's and interviews before making decision on an Executive Director.

CORRESPONDENCE ~

- **Upcoming Community Workshop** – sponsored by U of M held in Lansing

REPORT OF VILLAGE COUNCIL MEETING – Russell Mackinder

- Updates on Village Meeting June 5, 2008

OLD BUSINESS

- 1. Administrator for SDDA –**
 - a. Process for Selection: Suggestions for Job Description Development;
 1. \$25-\$35 per hour,
 2. 15-30 hours per week,
 3. Benefits to include paid time off, retirement contribution
 4. Past municipal experience – paid or volunteer, office skills;
 - b. Post position in Town Crier, Lansing State Journal, Jackson Citizen Patriot, Detroit Free Press,
 - c. Review job applications, assess criteria, exclude noncompliant applications, rank applications for interview
 - d. Interview top 10 candidates. SDDA will perform interviews and make the final vote.

(Jody recused 7:51 for personal conflict)

Motion Anne Hale, **support** Doug Mills to not hire a temporary administrative position this evening-no discussion; **verbal motion carries** (2 verbal nays).

- 2. Minix Building Update:** Value in salvage, insulation in dumpster. Would be able to use the ground as is after the building is gone. Director/supervisor would organize and keep costs minimal.
- 3. Garden Project:** Thank the Garden Club for their work to date. Nine brackets which fit the taller light poles – double brackets to balance the weight.

Motion Russell Mackinder, **support** Annabell Howard to move forward and buy the proper brackets and investigate the irrigation system as soon as possible – discussion; **verbal motion carried.**

- 4. Parking Lot Issues: Motion** Tom Lovachis, **support** Russell Mackinder giving permission to the Village to do the required maintenance on the Wood Street Parking Lot – **verbal motion carried.** Russell Mackinder will meet with Doug Mills and Tom Lovachis to complete a maintenance to do list for the parking lot with a copy to Dr. Hale.
- 5. Update Minix Building:** Decision made to continue with electrical service to the building until salvage activity is completed.

6. **Project List** – On hold.
7. **Planning Commission** – Planning Commission requesting appearance by SDDA to work with Master Plan. Annabell Howard will attend the next meeting.

Motion Russell Mackinder, **support** Doug Mills to adjourn for a small recess – verbal motion carried. 9:38 p.m. – Resume 9:48 p.m.

Process for Director/Administrator – Final outline for the Executive Director Position:
Position Description:

1. Project Manager for projects initiated by the SDDA
2. SDDA liaison for interest in economic development
3. Administrative Functions:
 - a. Monthly Reports
 - i. Financial condition
 - ii. Activities
 - b. Budgets
 - c. Meeting Packets
 - d. Appear at Monthly Meeting
 - e. Clerical/Administrative Assistant
 - f. Coordinate Plans
4. Research and write grants

Timeline:

1. Job posting deadline 5:00 p.m. July 10th.
2. Review resumes July 11th through the 16th.
3. July 17 regular meeting board will eliminate down to the top 10.
4. Interview date/special meeting will be established July 17, 2008.
5. Special meeting will be held to interview the top 10 publically and proceed to vote after interviews.

PUBLIC COMMENT –

- **Russell Mackinder** – comments in regards to how Council handled their selection process. President was directed by Village Council to move forward, hire a part time manager and fix the problems before hiring a full time manager. Daniel Dancer has done this with the cooperation of council.

SDDA ATTORNEY - Nothing further

ADJOURNMENT: Motion Annabell Howard, **support** Kris Lauckner to adjourn.
Meeting closed 10:30 p.m.

Linda Dancer, Recorder
Annabell Howard, Secretary