



VILLAGE OF STOCKBRIDGE

305 W. Elizabeth Street
Room #112
Stockbridge, MI 49285
(517) 851-7435

VILLAGE COUNCIL REGULAR MEETING AGENDA

Monday, November 7, 2022
7:00 PM

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF PREVIOUS MEETING MINUTES
 - a. Minutes of Regular Meeting of October 3, 2022
 - b. Minutes of Special Meeting of October 24, 2022
6. PUBLIC COMMENT (*agenda items only*)
7. FINANCIAL REPORTS
 - a. Check Register Report for Period of October 1, 2022, through October 31, 2022, in the total amount of \$93,168.87
 - b. Cash Summary by Account Report for All Funds for Period of October 1, 2022, through October 31, 2022
 - c. FY 2022-23 Budget Revenue and Expenditure Report for October 2022
8. COMMUNICATIONS
9. DEPARTMENT REPORTS AND MINUTES OF OTHER BODIES
 - a. Police Department Monthly Report for October 2022
10. PUBLIC HEARINGS



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11. COMMITTEE REPORTS

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- a. Approval of Village Manager's Appointment of Police Chief – Matthew Bartus
- b. Engineering Consulting Services Contract
- c. Ordinance Amendment – Chapter 2, Article II, Sec. 2-26 – Compensation of Officers
- d. Award of Contract – 2014 Community Master Plan Update – McKenna
- e. Amendment to Village of Stockbridge Personnel Policies Manual – Credit Cards
- f. Schedule Special Meeting – November 21, 2022

14. PUBLIC COMMENT (*open forum; 3-minute limit*)

15. COUNCIL MEMBER COMMENTS

16. ATTORNEY COMMENTS

17. VILLAGE MANAGER COMMENTS

18. CLOSED SESSION MEETING

19. ACTION FROM CLOSED SESSION

20. ADJOURNMENT

Check Date	Check	Vendor Name	Description	Amount
Bank INDEP				
10/03/2022	19801	5 HEALTHY TOWNS FOUNDATION	PAYMENT #1 REIMBURSEMENT	42,650.51
10/03/2022	19802	RATHBURN CONTRACTING INC	CONCRETE FITNESS CENTER CONCRETE	11,875.00
10/03/2022	19803	CHECKERED LAWN CARE	SEPTEMBER 2022 MOWING	4,320.00
10/03/2022	19804	DARYL ANDERSON	SUPPLIES FOR SKATE RAMP	82.71
10/05/2022	19805	JOSHUA FLETCHER	REIMBURSEMENT FOR GAS	92.06
10/07/2022	19806	CONSUMERS ENERGY	9/1-9/30/2022 ELECTRIC BILL	285.75
10/07/2022	19807	GRANGER	GARBAGE COLLECTION	8,326.06
10/07/2022	19808	STOCKBRIDGE HARDWARE	SEPTEMBER 2022	505.44
10/07/2022	19809	WEX BANK	SEPTEMBER GAS 2022	1,544.59
10/07/2022	19810	WOW! BUSINESS	9/23 - 10/22/22 OFFICE PHONE	330.85
10/24/2022	19814	INGHAM COUNTY TREASURER	UB refund for account: WLMN-000118-0000-	693.22
10/24/2022	19815	MAIN STREET COMPUTERS	CAMERAS IN PARK	5,205.00
10/25/2022	19816	CLASSIC EMBROIDERY	UNIFORMS FOR DPW	160.00
10/25/2022	19817	CONSUMERS ENERGY	9/1-9/30/2022	1,529.20
10/25/2022	19818	CONSUMERS ENERGY	9/16-10/17/2022 UTILITY BILLS	6,148.37
10/25/2022	19819	ADS DRAIN CLEANING,EXCAVATING&PLUMB	MULTIPLE LEAKING PIPES	437.75
10/25/2022	19820	CANON FINANCIAL SERVICES	OFFICE COPIER	231.07
10/25/2022	19821	ELHORN ENGINEERING CO	EL-CHLOR 30 GAL DRUM	1,161.00
10/25/2022	19822	GORMLEY AND JOHNSON LAW OFFICES	SEPTEMBER 2022 LEGAL FEES	2,198.85
10/25/2022	19823	HUGHES ENVIRONMENTAL SERVICES	SURFACE DISCHARGE SAMPLES AUGUST 2022	741.75
10/25/2022	19824	LEXISNEXIS RISK SOLUTIONS	9/1/2022-8/31/2023 MAINTENANCE AGREEMENT	286.20
10/25/2022	19825	M&K JETTING AND TELEVISIONING, INC.	HYDRO EXVACATING	2,300.00
10/25/2022	19826	MICHIGAN RURAL WATER ASSOCIATION	SAFTEY TRAINING AUG/SEPT. DPW	225.00
10/25/2022	19827	MUNICIPAL SUPPLY CO.	FLAGS/CAUTION TAPE	398.00
10/25/2022	19828	PRINTER SOURCE PLUS	DPW PRINTER CARTRIDGE	408.95
10/25/2022	19829	SPARROW OCCUPATIONAL HEALTH SERVICE	ADAM KROT PHYSICAL/DRUG SCREEN	148.00
10/25/2022	19830	SUBURBAN PROPANE	PROPANE	588.79
10/25/2022	19831	THE WATER STORE	OFFICE WATER	28.75
10/25/2022	19832	WATER TECH	CHLORIDE ANALYSIS	266.00

INDEP TOTALS:

Total of 29 Checks:

93,168.87

Less 0 Void Checks:

0.00

Total of 29 Disbursements:

93,168.87

User: CLERK

FROM 10/01/2022 TO 10/31/2022

DB: Stockbridge

FUND: 101 202 203 207 208 209 211 217 218 265 300 400 542 590 591 661 701 852

CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 10/01/2022	Total Debits	Total Credits	Ending Balance 10/31/2022
Fund 101	GENERAL FUND				
001.001	INDEPENDENT BANK CASH	156,656.71	64,902.69	88,206.08	133,353.32
001.002	SWEEP ACCOUNT INDEP. BANK	656,543.23	0.00	0.00	656,543.23
001.100	OVERFLOW CASH	250,524.21	0.00	0.00	250,524.21
	GENERAL FUND	<u>1,063,724.15</u>	<u>64,902.69</u>	<u>88,206.08</u>	<u>1,040,420.76</u>
Fund 202	MAJOR STREETS FUND				
001.001	INDEPENDENT BANK CASH	434,572.55	0.00	628.40	433,944.15
Fund 203	LOCAL STREETS FUND				
001.001	INDEPENDENT BANK CASH	295,467.35	14,651.47	1,822.45	308,296.37
Fund 207	MEMORIAL BRICK FUND				
001.001	INDEPENDENT BANK CASH	60.00	0.00	0.00	60.00
014.000	MEMORIAL BRICK CASH	(60.00)	0.00	0.00	(60.00)
	MEMORIAL BRICK FUND	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Fund 208	CEMETERY FLOWER FUND				
001.001	INDEPENDENT BANK CASH	11,165.69	0.00	0.00	11,165.69
Fund 209	CEMETERY PERPETUAL CARE FUND				
001.001	INDEPENDENT BANK CASH	26,765.95	0.00	0.00	26,765.95
004.000	CERTIFICATE OF DEPOSIT	81,246.14	0.00	0.00	81,246.14
	CEMETERY PERPETUAL CARE FUND	<u>108,012.09</u>	<u>0.00</u>	<u>0.00</u>	<u>108,012.09</u>
Fund 211					
001.001	INDEPENDENT BANK CASH	(28,658.49)	2,724.00	3,926.01	(29,860.50)
Fund 217	ARPA FUNDS				
001.001	INDEPENDENT BANK CASH	65,679.70	0.00	0.00	65,679.70
Fund 265	DRUG LAW ENFORCEMENT FUND				
001.001	INDEPENDENT BANK CASH	1,742.07	0.00	0.00	1,742.07
002.001	RETAINAGE	94.13	0.00	0.00	94.13
	DRUG LAW ENFORCEMENT FUND	<u>1,836.20</u>	<u>0.00</u>	<u>0.00</u>	<u>1,836.20</u>
Fund 542	BUILDING FUND				
001.001	INDEPENDENT BANK CASH	25,701.56	974.60	0.00	26,676.16
Fund 590	SEWER FUND				
001.001	INDEPENDENT BANK CASH	(305,689.49)	34,608.71	15,709.64	(286,790.42)
007.001	INDEPENDENT BANK BOND	19,035.64	0.00	0.00	19,035.64
008.001	INDEPENDENT BANK IMPROV CASH	33,004.14	0.00	0.00	33,004.14
010.001	INDEPENDENT BANK REPLACE CASH	59,155.33	0.00	0.00	59,155.33
718.000	GASB 68 PENSION	(4,004.00)	0.00	0.00	(4,004.00)
	SEWER FUND	<u>(198,498.38)</u>	<u>34,608.71</u>	<u>15,709.64</u>	<u>(179,599.31)</u>
Fund 591	WATER FUND				
001.001	INDEPENDENT BANK CASH	(49,322.82)	25,650.34	10,269.36	(33,941.84)
010.001	INDEPENDENT BANK REPLACE CASH	37,004.65	0.00	0.00	37,004.65
718.000	GASB 68 PENSION	(4,343.00)	0.00	0.00	(4,343.00)
	WATER FUND	<u>(16,661.17)</u>	<u>25,650.34</u>	<u>10,269.36</u>	<u>(1,280.19)</u>
	TOTAL - ALL FUNDS	<u>1,762,341.25</u>	<u>143,511.81</u>	<u>120,561.94</u>	<u>1,785,291.12</u>

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	NORM	(ABNORM)	
Fund 101 - GENERAL FUND								
Revenues								
Dept 000 - GENERAL								
101-000-400.000	REVENUE CONTROL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-000-403.000	CURRENT REAL PROPERTY	253,000.00	310,000.00	319,153.65	0.00	(9,153.65)	102.95	
101-000-404.000	DNR TAX SALE COLLECTIONS	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-405.000	IN-LIEU OF PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-407.000	DELINQUENT REAL PROPERTY	25,000.00	30,000.00	38,538.59	38,538.59	(8,538.59)	128.46	
101-000-408.000	SPECIAL ASSESSMENT REVENUE	1,000.00	600.00	0.00	0.00	600.00	0.00	
101-000-416.000	PERSONAL PROPERTY	15,000.00	19,000.00	19,238.84	964.55	(238.84)	101.26	
101-000-445.000	INTEREST/PENALTIES ON TAXES	500.00	0.00	0.00	0.00	0.00	0.00	
101-000-451.000	PERMITS/BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-452.000	ZONING AND MAP REVIEW	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-476.000	PERMITS/NON-BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-500.000	ESCROW	500.00	0.00	0.00	0.00	0.00	0.00	
101-000-500.001	ESCROW-ANIMAL BLOOD BANK	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-504.000	GRANT-5 HEALTHY TOWNS	0.00	0.00	117,900.00	0.00	(117,900.00)	100.00	
101-000-515.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-528.000	FEDERAL GRANTS - OTHER	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-530.000	VARIOUS FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-542.000	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-543.000	STATE GRANT - MI JUSTICE TRAINING	500.00	0.00	500.00	250.00	(500.00)	100.00	
101-000-573.000	LOCAL COMMUNITY STABILIZATION	7,000.00	7,000.00	16,909.77	7,400.69	(9,909.77)	241.57	
101-000-574.000	SALES TAX REV SHARING	120,000.00	91,000.00	93,601.39	0.00	(2,601.39)	102.86	
101-000-575.000	STATE LAKELANDS TRAIL	2,250.00	2,250.00	1,323.95	1,323.95	926.05	58.84	
101-000-577.000	MAINTENANCE FEE STATE SHARED REVENUE	7,000.00	0.00	0.00	0.00	0.00	0.00	
101-000-578.000	LIQUOR TAX STATE SHARED REVENUE	2,000.00	0.00	1,932.70	0.00	(1,932.70)	100.00	
101-000-607.000	MISCELLANEOUS	2,000.00	5,000.00	21,465.23	4,985.12	(16,465.23)	429.30	
101-000-607.001	HARVEST MOON	15,000.00	0.00	0.00	0.00	0.00	0.00	
101-000-608.000	SDDA REIMBURSEMENT FOR SERVICES	40,000.00	48,000.00	0.00	0.00	48,000.00	0.00	
101-000-618.000	ADMIN FEES ON TAXES	2,000.00	2,000.00	5,164.42	541.16	(3,164.42)	258.22	
101-000-619.000	NSF CHECKS	0.00	0.00	120.00	0.00	(120.00)	100.00	
101-000-626.000	REFUSE COLLECTION	60,000.00	133,000.00	62,975.86	27,573.86	70,024.14	47.35	
101-000-627.000	REFUSE PENALTIES	500.00	500.00	550.75	(17.84)	(50.75)	110.15	
101-000-628.000	ADMINISTRATION SERVICE	200.00	0.00	0.00	0.00	0.00	0.00	
101-000-629.000	ALL FRINGE BENEFIT TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-630.000	PROPERTY/LIABILITY INS TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-631.000	POLICE ADMINISTRATION SERVICES	0.00	0.00	345.50	25.00	(345.50)	100.00	
101-000-631.001	SCHOOL RESOURCE OFFICER	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-655.000	PARKING TICKETS	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-663.000	INTEREST ON BANK ACCOUNT	1,000.00	0.00	0.00	0.00	0.00	0.00	
101-000-664.000	CD INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-665.000	TOWER LAND LEASE	12,000.00	13,747.00	5,501.44	1,894.18	8,245.56	40.02	
101-000-666.000	FINES AND FORFEITURES	200.00	200.00	251.50	225.00	(51.50)	125.75	
101-000-667.000	EQUIPMENT RENTAL	20,000.00	20,000.00	7,406.46	0.00	12,593.54	37.03	
101-000-668.000	DIVIDENDS/REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-669.000	TELECABLE FRANCHISE	6,000.00	6,000.00	5,971.90	0.00	28.10	99.53	
101-000-670.000	FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-675.265	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-677.000	POLICE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-680.000	SALE OF FIXED ASSETS	0.00	0.00	500.00	0.00	(500.00)	100.00	
101-000-687.000	SIDEWALK REPLACEMENT PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	
101-000-699.000	PAYROLL REIMBURSEMENT SDDA	0.00	0.00	0.00	0.00	0.00	0.00	
Total Dept 000 - GENERAL		592,650.00	688,297.00	719,351.95	83,704.26	(31,054.95)	104.51	
Dept 301 - POLICE ADMINISTRATION								

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22		2022-23		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGDG USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022	MONTH 10/31/22	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		
Fund 101 - GENERAL FUND										
Expenditures										
101-253-945.000	LEASE/RENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-253-956.000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-253-957.000	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 253 - TREASURER'S OFFICE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 260 - OTHER ENTITY SUPPORT										
101-260-803.000	FIRE HYDRANT RENTAL TO WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-260-805.000	VOLUNTEER FIRE DEPT CONTRIBUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-260-806.000	RECREATION CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-260-807.000	AMBULANCE CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-260-808.000	CHAMBER OF COMMERCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-260-956.000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-260-967.000	DDA TAX PAYMENT	70,000.00	90,000.00	0.00	0.00	0.00	0.00	90,000.00	0.00	0.00
Total Dept 260 - OTHER ENTITY SUPPORT		70,000.00	90,000.00	0.00	0.00	0.00	0.00	90,000.00	0.00	0.00
Dept 265 - VILLAGE OFFICE										
101-265-701.000	SALARY (MEETINGS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-720.000	LAKELAND TRAIL PARK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-738.000	COMPUTER UP GRADE 2003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-739.000	COMPUTER UPGRADE 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-740.000	SUPPLIES	2,500.00	1,500.00	967.88	28.75	532.12	64.53			
101-265-775.000	PARTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-815.000	MERS RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-818.000	CONTRACTED SERVICES	10,000.00	10,000.00	7,656.68	231.07	2,343.32	76.57			
101-265-850.000	COMMUNICATIONS/PHONE	2,500.00	2,500.00	1,165.74	82.71	1,334.26	46.63			
101-265-860.000	TRANSPORTATION	300.00	300.00	153.36	0.00	146.64	51.12			
101-265-900.000	PRINTING & PUBLISHING	4,000.00	4,000.00	2,317.20	0.00	1,682.80	57.93			
101-265-910.000	INSURANCE & RISK MANAGEMENT	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00			
101-265-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-945.000	LEASE/RENT	18,000.00	18,000.00	13,500.00	0.00	4,500.00	75.00			
101-265-950.000	SEWER USE CHARGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-951.000	WATER USE CHARGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-956.000	MISCELLANEOUS EXPENSES	5,000.00	1,500.00	1,296.49	0.00	203.51	86.43			
101-265-957.000	PROFESSIONAL DEVELOPMENT	0.00	2,000.00	0.00	0.00	2,000.00	0.00			
101-265-969.000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-970.000	CAPITOL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-265-990.000	LOAN INTEREST PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 265 - VILLAGE OFFICE		45,800.00	43,300.00	27,057.35	342.53	16,242.65	62.49			
Dept 269 - VILLAGE PROP/MEMORIAL PARK/OTHER										
101-269-702.000	SALARIES AND WAGES	20,168.00	38,000.00	10,992.34	1,602.04	27,007.66	28.93			
101-269-703.000	DDA PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-269-712.000	EMPLOYERS SHARE MEDICARE INS	300.00	551.00	194.22	29.05	356.78	35.25			
101-269-714.000	BCBS MEDICAL INSURANCE	0.00	1,900.00	3,905.22	209.03	(2,005.22)	205.54			
101-269-715.000	EMPLOYER'S SOCIAL SECURITY	1,250.00	2,356.00	830.35	124.14	1,525.65	35.24			
101-269-716.001	UNIFORMS-DPW	600.00	600.00	310.00	160.00	290.00	51.67			

PERIOD ENDING 10/31/2022

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		AMENDED BUDGET	AMENDED BUDGET	10/31/2022	MONTH 10/31/22	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		
Fund 101 - GENERAL FUND										
Expenditures										
101-301-815.000	MERS RETIREMENT	20,000.00	20,000.00	9,503.90	705.38			10,496.10		47.52
101-301-818.000	CONTRACTED SERVICES	3,000.00	8,000.00	1,646.45	434.20			6,353.55		20.58
101-301-819.000	CROSSING GUARDS	5,000.00	5,500.00	5,171.00	950.00			329.00		94.02
101-301-850.000	COMMUNICATIONS/PHONE	3,000.00	2,000.00	1,817.04	82.71			182.96		90.85
101-301-910.000	INSURANCE & RISK MANAGEMENT	4,000.00	4,000.00	0.00	0.00			4,000.00		0.00
101-301-930.000	EQUIPMENT MAINTENANCE	2,000.00	1,000.00	280.11	0.00			719.89		28.01
101-301-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00			0.00		0.00
101-301-945.000	LEASE/RENT	0.00	0.00	0.00	0.00			0.00		0.00
101-301-956.000	MISCELLANEOUS EXPENSES	0.00	0.00	4,090.60	0.00			(4,090.60)		100.00
101-301-957.000	PROFESSIONAL DEVELOPMENT	2,500.00	2,500.00	1,975.00	0.00			525.00		79.00
101-301-970.000	CAPITOL OUTLAY-POLICE COMPUTERS	0.00	2,000.00	0.00	0.00			2,000.00		0.00
101-301-970.001	CAP OUTLAY IN-CAR/BODY CAMERAS	17,385.00	0.00	0.00	0.00			0.00		0.00
101-301-970.002	CAP OUTLAY-POLICE CAR/COMP.	37,013.00	0.00	0.00	0.00			0.00		0.00
101-301-997.000	RETURN LIQ LIC FEE	0.00	0.00	0.00	0.00			0.00		0.00
Total Dept 301 - POLICE ADMINISTRATION		300,334.00	258,204.00	118,866.17	8,939.42			139,337.83		46.04
Dept 317 - BUILDING INSPECTOR										
101-317-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00			0.00		0.00
101-317-818.000	CONTRACTED SERVICES	0.00	0.00	7,420.00	0.00			(7,420.00)		100.00
101-317-820.000	PLAN REVIEW	0.00	0.00	0.00	0.00			0.00		0.00
101-317-956.000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00			0.00		0.00
Total Dept 317 - BUILDING INSPECTOR		0.00	0.00	7,420.00	0.00			(7,420.00)		100.00
Dept 444 - DEPARTMENT OF PUBLIC WORKS										
101-444-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00			0.00		0.00
101-444-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00			0.00		0.00
101-444-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00			0.00		0.00
101-444-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00			0.00		0.00
101-444-740.000	SUPPLIES	0.00	0.00	0.00	0.00			0.00		0.00
101-444-743.000		0.00	0.00	0.00	0.00			0.00		0.00
101-444-744.000	FUEL	0.00	0.00	0.00	0.00			0.00		0.00
101-444-775.000	PARTS	0.00	0.00	0.00	0.00			0.00		0.00
101-444-776.000	TOOLS	0.00	0.00	0.00	0.00			0.00		0.00
101-444-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00			0.00		0.00
101-444-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00			0.00		0.00
101-444-910.000	INSURANCE & RISK MANAGEMENT	0.00	0.00	0.00	0.00			0.00		0.00
101-444-931.000	SNOW REMOVAL	0.00	0.00	0.00	0.00			0.00		0.00
101-444-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00			0.00		0.00
101-444-956.000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00			0.00		0.00
Total Dept 444 - DEPARTMENT OF PUBLIC WORKS		0.00	0.00	0.00	0.00			0.00		0.00
Dept 450 - STREET LIGHTING										
101-450-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00			0.00		0.00
101-450-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00			0.00		0.00
101-450-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00			0.00		0.00
101-450-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00			0.00		0.00
101-450-740.000	SUPPLIES	0.00	0.00	0.00	0.00			0.00		0.00
101-450-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00			0.00		0.00
101-450-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00			0.00		0.00
101-450-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00			0.00		0.00

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 722 - CONTRACT SERVICES/ENFORCEMENT		0.00	0.00	0.00	0.00	0.00	0.00
Dept 957 - EMPLOYER'S SHARE							
101-957-711.000	SELF UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-957-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
101-957-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
101-957-714.001	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
101-957-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
101-957-716.000	DPW CLOTHING RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
101-957-717.000	EMPLOYEE CLOTHING ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00
101-957-718.000	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00
101-957-719.000	EMPLOYEE FAMILY HEALTH CARE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
101-957-815.000	RETIREMENT PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
101-957-816.000	LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00	0.00
101-957-910.000	INSURANCE & RISK MANAGEMENT W/C	0.00	0.00	0.00	0.00	0.00	0.00
101-957-915.000	UNEMPLOYMENT STATE OF MICHIGAN	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 957 - EMPLOYER'S SHARE		0.00	0.00	0.00	0.00	0.00	0.00
Dept 966 - TRANSFERS OUT							
101-966-969.000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
101-966-999.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00
101-966-999.001	TRANSFER OUT - LOCAL STREETS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 966 - TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		631,402.00	709,685.00	359,462.04	90,615.90	350,222.96	50.65
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		594,650.00	689,497.00	719,365.70	83,704.26	(29,868.70)	104.33
TOTAL EXPENDITURES		631,402.00	709,685.00	359,462.04	90,615.90	350,222.96	50.65
NET OF REVENUES & EXPENDITURES		(36,752.00)	(20,188.00)	359,903.66	(6,911.64)	(380,091.66)	1,782.76
BEG. FUND BALANCE		690,229.55	626,619.44	626,619.44			
END FUND BALANCE		653,477.55	606,431.44	986,523.10			

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREETS FUND							
Revenues							
Dept 000 - GENERAL							
202-000-400.000	Revenue Control	0.00	0.00	0.00	0.00	0.00	0.00
202-000-546.000	STATE SHARED REVENUES	70,000.00	90,000.00	74,893.19	0.00	15,106.81	83.21
202-000-556.000	STATE GRANT ACT 51	0.00	0.00	0.00	0.00	0.00	0.00
202-000-583.000	TRANSFERS FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
202-000-607.000	MISC	0.00	0.00	0.00	0.00	0.00	0.00
202-000-662.000	INTEREST ON C/D'S	0.00	0.00	0.00	0.00	0.00	0.00
202-000-663.000	INTEREST ON BANK ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
202-000-667.000	EQUIPMENT RENTAL	2,000.00	0.00	0.00	0.00	0.00	0.00
202-000-668.000	RENTS/REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00
202-000-670.000	FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		72,000.00	90,000.00	74,893.19	0.00	15,106.81	83.21
TOTAL REVENUES		72,000.00	90,000.00	74,893.19	0.00	15,106.81	83.21
Expenditures							
Dept 000 - GENERAL							
202-000-700.000	Expenditure Control	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		0.00	0.00	0.00	0.00	0.00	0.00
Dept 102 - ADMINISTRATION							
202-102-703.000	ADMINISTRATION SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
202-102-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
202-102-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
202-102-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
202-102-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
202-102-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
202-102-910.000	INSURANCE & RISK MANAGEMENT	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
202-102-945.000	LEASE/RENT	0.00	0.00	0.00	0.00	0.00	0.00
202-102-955.000	TRANSFER TO LOCAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
202-102-970.000	CAPITOL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 102 - ADMINISTRATION		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Dept 201 - AUDIT							
202-201-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 201 - AUDIT		0.00	0.00	0.00	0.00	0.00	0.00
Dept 451 - CONSTRUCTION							
202-451-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 451 - CONSTRUCTION		0.00	0.00	0.00	0.00	0.00	0.00
Dept 464 - MAINTENANCE							
202-464-702.000	SALARIES AND WAGES	13,000.00	18,000.00	4,131.89	540.09	13,868.11	22.95
202-464-712.000	EMPLOYERS SHARE MEDICARE INS	200.00	261.00	59.96	7.84	201.04	22.97
202-464-714.000	BCBS MEDICAL INSURANCE	2,000.00	1,100.00	2,359.68	16.67	(1,259.68)	214.52

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22		2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022	10/31/2022	MONTH 10/31/22	MONTH 10/31/22	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	BALANCE	
Fund 202 - MAJOR STREETS FUND												
Expenditures												
202-464-715.000	EMPLOYER'S SOCIAL SECURITY	800.00	1,200.00	256.17	33.50	943.83	21.35					
202-464-740.000	SUPPLIES	200.00	100.00	209.35	0.00	(109.35)	209.35					
202-464-740.001	EQUIPMENT MAINT.	300.00	150.00	0.00	0.00	150.00	0.00					
202-464-743.000	FLUIDS (OIL, GREASE, ANTI FREEZE)	0.00	0.00	0.00	0.00	0.00	0.00					
202-464-744.000	FUEL	2,000.00	1,000.00	0.00	0.00	1,000.00	0.00					
202-464-815.000	MERS RETIREMENT	2,200.00	2,000.00	319.89	30.30	1,680.11	15.99					
202-464-818.000	CONTRACTED SERVICES	6,000.00	1,000.00	2,532.60	0.00	(1,532.60)	253.26					
202-464-940.000	EQUIPMENT RENTAL	2,000.00	500.00	754.50	0.00	(254.50)	150.90					
202-464-954.000	NON-MOTORIZED SERVICES	0.00	20,000.00	0.00	0.00	20,000.00	0.00					
202-464-970.000	CAPITAL OUTLAY-STREET REPAIR	25,000.00	15,000.00	0.00	0.00	15,000.00	0.00					
202-464-970.001	CAPITAL OUTLAY-TRUCK PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00					
Total Dept 464 - MAINTENANCE		53,700.00	60,311.00	10,624.04	628.40	49,686.96	17.62					
Dept 474 - TRAFFIC SERVICES												
202-474-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00					
202-474-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00					
202-474-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00					
202-474-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00					
202-474-740.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00					
202-474-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00					
202-474-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00					
202-474-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00					
202-474-954.000	NON-MOTORIZED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00					
Total Dept 474 - TRAFFIC SERVICES		0.00	0.00	0.00	0.00	0.00	0.00					
Dept 478 - SNOW AND ICE CONTROL												
202-478-702.000	SALARIES AND WAGES	5,000.00	8,500.00	776.58	0.00	7,723.42	9.14					
202-478-712.000	EMPLOYERS SHARE MEDICARE INS	150.00	150.00	11.28	0.00	138.72	7.52					
202-478-714.000	BCBS MEDICAL INSURANCE	0.00	1,900.00	0.00	0.00	1,900.00	0.00					
202-478-715.000	EMPLOYER'S SOCIAL SECURITY	300.00	1,200.00	48.14	0.00	1,151.86	4.01					
202-478-740.000	SUPPLIES	2,000.00	1,000.00	0.00	0.00	1,000.00	0.00					
202-478-743.000	FLUIDS (OIL, GREASE, ANTI FREEZE)	0.00	0.00	0.00	0.00	0.00	0.00					
202-478-744.000	FUEL	500.00	250.00	0.00	0.00	250.00	0.00					
202-478-815.000	RETIREMENT "IRA" PROGRAM	2,200.00	2,200.00	122.12	0.00	2,077.88	5.55					
202-478-818.000	CONTRACTED SERVICES	5,000.00	2,000.00	0.00	0.00	2,000.00	0.00					
202-478-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00					
202-478-940.000	EQUIPMENT RENTAL	1,000.00	2,000.00	644.22	0.00	1,355.78	32.21					
Total Dept 478 - SNOW AND ICE CONTROL		16,150.00	19,200.00	1,602.34	0.00	17,597.66	8.35					
Dept 523 - STORM SEWER												
202-523-702.000	SALARIES AND WAGES	0.00	0.00	17.56	0.00	(17.56)	100.00					
202-523-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.24	0.00	(0.24)	100.00					
202-523-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00					
202-523-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	1.08	0.00	(1.08)	100.00					
202-523-740.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00					
202-523-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00					
202-523-818.000	CONTRACTED SERVICES	2,000.00	0.00	0.00	0.00	0.00	0.00					
202-523-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00					
202-523-970.000	CAPITOL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00					

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF STOCKBRIDGE

PERIOD ENDING 10/31/2022
% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREETS FUND							
Expenditures							
Total Dept 523 - STORM SEWER		2,000.00	0.00	18.88	0.00	(18.88)	100.00
Dept 957 - EMPLOYER'S SHARE							
202-957-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
202-957-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
202-957-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 957 - EMPLOYER'S SHARE		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		74,850.00	82,511.00	12,245.26	628.40	70,265.74	14.84
Fund 202 - MAJOR STREETS FUND:							
TOTAL REVENUES		72,000.00	90,000.00	74,893.19	0.00	15,106.81	83.21
TOTAL EXPENDITURES		74,850.00	82,511.00	12,245.26	628.40	70,265.74	14.84
NET OF REVENUES & EXPENDITURES		(2,850.00)	7,489.00	62,647.93	(628.40)	(55,158.93)	836.53
BEG. FUND BALANCE		313,383.14	388,011.48	388,011.48			
END FUND BALANCE		310,533.14	395,500.48	450,659.41			

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL STREETS FUND							
Expenditures							
203-478-744.000	FUEL	0.00	0.00	0.00	0.00	0.00	0.00
203-478-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	114.73	0.00	(114.73)	100.00
203-478-818.000	CONTRACTED SERVICES	5,000.00	400.00	0.00	0.00	400.00	0.00
203-478-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00
203-478-940.000	EQUIPMENT RENTAL	3,000.00	400.00	835.62	0.00	(435.62)	208.91
Total Dept 478 - SNOW AND ICE CONTROL		18,150.00	9,850.00	1,736.88	0.00	8,113.12	17.63
Dept 523 - STORM SEWER							
203-523-702.000	SALARIES AND WAGES	0.00	0.00	17.65	0.00	(17.65)	100.00
203-523-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.24	0.00	(0.24)	100.00
203-523-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
203-523-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	1.11	0.00	(1.11)	100.00
203-523-740.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
203-523-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
203-523-818.000	CONTRACTED SERVICES	5,000.00	0.00	0.00	0.00	0.00	0.00
203-523-940.000	EQUIPMENT RENTAL	0.00	5,000.00	0.00	0.00	5,000.00	0.00
203-523-970.000	CAPITOL OUTLAY	15,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 523 - STORM SEWER		20,000.00	10,000.00	19.00	0.00	9,981.00	0.19
Dept 957 - EMPLOYER'S SHARE							
203-957-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
203-957-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
203-957-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 957 - EMPLOYER'S SHARE		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		104,550.00	87,357.00	18,143.99	1,822.45	69,213.01	20.77
Fund 203 - LOCAL STREETS FUND:							
TOTAL REVENUES		83,000.00	162,000.00	169,680.54	14,651.47	(7,680.54)	104.74
TOTAL EXPENDITURES		104,550.00	87,357.00	18,143.99	1,822.45	69,213.01	20.77
NET OF REVENUES & EXPENDITURES		(21,550.00)	74,643.00	151,536.55	12,829.02	(76,893.55)	203.02
BEG. FUND BALANCE		61,416.92	150,071.59	150,071.59			
END FUND BALANCE		39,866.92	224,714.59	301,608.14			

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 208 - CEMETERY FLOWER FUND							
Revenues							
Dept 000 - GENERAL							
208-000-400.000	Revenue Control	0.00	0.00	0.00	0.00	0.00	0.00
208-000-583.000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
208-000-607.000	MISC	0.00	0.00	0.00	0.00	0.00	0.00
208-000-662.000	INTEREST ON C/D'S	0.00	0.00	0.00	0.00	0.00	0.00
208-000-663.000	INTEREST ON BANK ACCOUNT	4.00	0.00	0.84	0.00	(0.84)	100.00
Total Dept 000 - GENERAL		4.00	0.00	0.84	0.00	(0.84)	100.00
TOTAL REVENUES		4.00	0.00	0.84	0.00	(0.84)	100.00
Expenditures							
Dept 000 - GENERAL							
208-000-700.000	Expenditure Control	0.00	0.00	0.00	0.00	0.00	0.00
208-000-955.000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
208-000-956.000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
Fund 208 - CEMETERY FLOWER FUND:							
TOTAL REVENUES		4.00	0.00	0.84	0.00	(0.84)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		4.00	0.00	0.84	0.00	(0.84)	100.00
BEG. FUND BALANCE		11,161.48	11,164.85	11,164.85			
END FUND BALANCE		11,165.48	11,164.85	11,165.69			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF STOCKBRIDGE

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 209 - CEMETERY PERPETUAL CARE FUND							
Revenues							
Dept 000 - GENERAL							
209-000-400.000	Revenue Control	0.00	0.00	0.00	0.00	0.00	0.00
209-000-643.000	SALES OF CEMETERY LOT (25%/75%)	2,000.00	4,000.00	1,650.00	0.00	2,350.00	41.25
209-000-662.000	INTEREST ON C/D'S	50.00	0.00	0.00	0.00	0.00	0.00
209-000-663.000	INTEREST ON BANK ACCOUNT	150.00	0.00	(15.88)	0.00	15.88	100.00
Total Dept 000 - GENERAL		2,200.00	4,000.00	1,634.12	0.00	2,365.88	40.85
TOTAL REVENUES		2,200.00	4,000.00	1,634.12	0.00	2,365.88	40.85
Expenditures							
Dept 000 - GENERAL							
209-000-700.000	Expenditure Control	0.00	0.00	0.00	0.00	0.00	0.00
209-000-740.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
209-000-745.000	REPURCHASE OF CEMETERY LOTS	0.00	0.00	0.00	0.00	0.00	0.00
209-000-818.000	CONTRACTED SERVICES	2,000.00	0.00	494.38	0.00	(494.38)	100.00
209-000-955.000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		2,000.00	0.00	494.38	0.00	(494.38)	100.00
TOTAL EXPENDITURES		2,000.00	0.00	494.38	0.00	(494.38)	100.00
Fund 209 - CEMETERY PERPETUAL CARE FUND:							
TOTAL REVENUES		2,200.00	4,000.00	1,634.12	0.00	2,365.88	40.85
TOTAL EXPENDITURES		2,000.00	0.00	494.38	0.00	(494.38)	100.00
NET OF REVENUES & EXPENDITURES		200.00	4,000.00	1,139.74	0.00	2,860.26	28.49
BEG. FUND BALANCE		103,667.44	106,872.60	106,872.60			
END FUND BALANCE		103,867.44	110,872.60	108,012.34			

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 211							
Expenditures							
Dept 301 - POLICE ADMINISTRATION							
211-301-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 301 - POLICE ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.00
Dept 302 - HOMELAND SECURITY							
211-302-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 302 - HOMELAND SECURITY		0.00	0.00	0.00	0.00	0.00	0.00
Dept 957 - EMPLOYER'S SHARE							
211-957-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
211-957-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
211-957-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 957 - EMPLOYER'S SHARE		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		31,450.00	27,950.00	36,986.39	3,926.01	(9,036.39)	132.33
Fund 211:							
TOTAL REVENUES		9,500.00	16,000.00	29,566.00	2,724.00	(13,566.00)	184.79
TOTAL EXPENDITURES		31,450.00	27,950.00	36,986.39	3,926.01	(9,036.39)	132.33
NET OF REVENUES & EXPENDITURES		(21,950.00)	(11,950.00)	(7,420.39)	(1,202.01)	(4,529.61)	62.10
BEG. FUND BALANCE		(11,136.59)	(16,674.84)	(16,674.84)			
END FUND BALANCE		(33,086.59)	(28,624.84)	(24,095.23)			

PERIOD ENDING 10/31/2022
% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Expenditures							
Dept 906 - DEBT SERVICE							
248-906-991.001	SIDEWALK BOND PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
248-906-991.002	VILLAGE WATER OBLIGATION	0.00	0.00	0.00	0.00	0.00	0.00
248-906-991.004	2005 SCHOOL BOND REPAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
248-906-991.005	2000 SCHOOL BOND REPAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
248-906-995.001	SIDEWALK BOND INTEREST PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 906 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
BEG. FUND BALANCE		467,904.15	467,904.15	467,904.15			
END FUND BALANCE		467,904.15	467,904.15	467,904.15			

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	NORM	(ABNORM)	
Fund 265 - DRUG LAW ENFORCEMENT FUND								
Revenues								
Dept 000 - GENERAL								
265-000-583.000	TRANSFERS FROM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-655.000	FINES & FORFEITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-656.000	ADJUDICATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-657.000	UNADJUDICATED FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-663.000	INTEREST ON BANK ACCOUNT	1.00	0.00	0.03	0.00	(0.03)	100.00	
265-000-670.000	FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		1.00	0.00	0.03	0.00	(0.03)	100.00	
TOTAL REVENUES		1.00	0.00	0.03	0.00	(0.03)	100.00	
Expenditures								
Dept 000 - GENERAL								
265-000-950.101	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-956.000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-999.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 301 - POLICE ADMINISTRATION								
265-301-730.000		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 301 - POLICE ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 265 - DRUG LAW ENFORCEMENT FUND:								
TOTAL REVENUES		1.00	0.00	0.03	0.00	(0.03)	100.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	
NET OF REVENUES & EXPENDITURES		1.00	0.00	0.03	0.00	(0.03)	100.00	
BEG. FUND BALANCE		1,835.88	1,836.17	1,836.17				
END FUND BALANCE		1,836.88	1,836.17	1,836.20				

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 400 - SAW GRANT							
Revenues							
Dept 000 - GENERAL							
400-000-542.000	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
Expenditures							
Dept 000 - GENERAL							
400-000-818.000	GRANT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
Fund 400 - SAW GRANT:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
BEG. FUND BALANCE							
END FUND BALANCE							

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 542 - BUILDING FUND							
Revenues							
Dept 000 - GENERAL							
542-000-583.000	TRANSFERS FROM	0.00	0.00	0.00	0.00	0.00	0.00
542-000-610.000	BUILDING PERMIT FEES	4,000.00	6,000.00	5,911.00	385.00	89.00	98.52
542-000-611.000	ELECTRICAL PERMIT FEES	1,500.00	3,000.00	1,997.60	512.60	1,002.40	66.59
542-000-612.000	MECHANICAL PERMIT FEES	500.00	2,000.00	1,647.69	77.00	352.31	82.38
542-000-613.000	PLUMBING PERMIT FEES	500.00	2,000.00	2,732.40	0.00	(732.40)	136.62
542-000-628.000	ADMINISTRATION SERVICE	0.00	0.00	150.00	0.00	(150.00)	100.00
542-000-663.000	INTEREST ON BANK ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		6,500.00	13,000.00	12,438.69	974.60	561.31	95.68
TOTAL REVENUES		6,500.00	13,000.00	12,438.69	974.60	561.31	95.68
Expenditures							
Dept 371 - BUILDING INSPECTION DEPARTMENT							
542-371-739.000	COMPUTER UPGRADE 2007	0.00	0.00	0.00	0.00	0.00	0.00
542-371-740.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
542-371-818.000	CONTRACTED SERVICES	8,000.00	11,700.00	2,964.00	0.00	8,736.00	25.33
542-371-900.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00
542-371-910.000	INSURANCE & RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00	0.00
542-371-945.000	LEASE/RENT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 371 - BUILDING INSPECTION DEPARTMENT		8,000.00	11,700.00	2,964.00	0.00	8,736.00	25.33
TOTAL EXPENDITURES		8,000.00	11,700.00	2,964.00	0.00	8,736.00	25.33
Fund 542 - BUILDING FUND:							
TOTAL REVENUES		6,500.00	13,000.00	12,438.69	974.60	561.31	95.68
TOTAL EXPENDITURES		8,000.00	11,700.00	2,964.00	0.00	8,736.00	25.33
NET OF REVENUES & EXPENDITURES		(1,500.00)	1,300.00	9,474.69	974.60	(8,174.69)	728.82
BEG. FUND BALANCE		17,764.77	17,201.47	17,201.47			
END FUND BALANCE		16,264.77	18,501.47	26,676.16			

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 590 - SEWER FUND							
Expenditures							
Dept 906 - DEBT SERVICE							
590-906-990.000	MGM BOND INTEREST PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
590-906-991.000	BOND PRINCIPAL PAYMENT MGM	0.00	0.00	0.00	0.00	0.00	0.00
590-906-993.000	PAYING AGENT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 906 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	0.00
Dept 957 - EMPLOYER'S SHARE							
590-957-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
590-957-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
590-957-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 957 - EMPLOYER'S SHARE		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		248,400.00	282,500.00	183,067.70	15,014.22	99,432.30	64.80
Fund 590 - SEWER FUND:							
TOTAL REVENUES		393,000.00	391,200.00	344,544.00	121,232.98	46,656.00	88.07
TOTAL EXPENDITURES		248,400.00	282,500.00	183,067.70	15,014.22	99,432.30	64.80
NET OF REVENUES & EXPENDITURES		144,600.00	108,700.00	161,476.30	106,218.76	(52,776.30)	148.55
BEG. FUND BALANCE		1,826,515.23	1,880,386.85	1,880,386.85			
END FUND BALANCE		1,971,115.23	1,989,086.85	2,041,863.15			

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 591 - WATER FUND							
Revenues							
Dept 000 - GENERAL							
591-000-400.000	Revenue Control	0.00	0.00	0.00	0.00	0.00	0.00
591-000-415.000	WATER ENTRANCE	0.00	0.00	9,271.00	1,500.00	(9,271.00)	100.00
591-000-421.000	MISC/NON-OPERATING REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
591-000-460.000	WATER BILLINGS INCOME	250,000.00	270,000.00	224,698.36	81,496.82	45,301.64	83.22
591-000-470.000	PENALTIES	2,500.00	2,500.00	1,880.47	(140.65)	619.53	75.22
591-000-471.000	WATER SHUT OFF FEE	0.00	0.00	75.00	0.00	(75.00)	100.00
591-000-474.000	SPECIAL ASSESSMENT TAX REVENUE	0.00	1,200.00	0.00	0.00	1,200.00	0.00
591-000-475.000	METER PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00
591-000-583.000	SDDA BOND OBLIGATION	0.00	0.00	0.00	0.00	0.00	0.00
591-000-651.000	WATERCONNECTION	0.00	0.00	0.00	0.00	0.00	0.00
591-000-663.000	INTEREST ON BANK ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
591-000-667.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
591-000-670.000	FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		252,500.00	273,700.00	235,924.83	82,856.17	37,775.17	86.20
Dept 005 - 1989 WATER REPLACEMENT DEPT							
591-005-663.000	INTEREST ON BANK ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 005 - 1989 WATER REPLACEMENT DEPT		0.00	0.00	0.00	0.00	0.00	0.00
Dept 008 - IMPROVEMENTS DEPARTMENT							
591-008-459.000	WELLHEAD PROTECTION GRANT	0.00	0.00	0.00	0.00	0.00	0.00
591-008-583.000	TRANSFERS FROM	0.00	0.00	0.00	0.00	0.00	0.00
591-008-606.000	MISC REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
591-008-663.000	INTEREST ON BANK ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 008 - IMPROVEMENTS DEPARTMENT		0.00	0.00	0.00	0.00	0.00	0.00
Dept 010 - SEWER REPLACEMENT							
591-010-661.000	CONTRIBUTION WATER FUND	0.00	0.00	0.00	0.00	0.00	0.00
591-010-663.000	INTEREST ON BANK ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 010 - SEWER REPLACEMENT		0.00	0.00	0.00	0.00	0.00	0.00
Dept 591 - WATER FUND							
591-591-607.000	MISC	0.00	0.00	0.00	0.00	0.00	0.00
591-591-680.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 591 - OPERATING & MAINTENANCE DEPT		0.00	0.00	0.00	0.00	0.00	0.00
Dept 902 - DWRP WATER PROJECT 2008							
591-902-698.000	DWRP DRAW	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 902 - DWRP WATER PROJECT 2008		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		252,500.00	273,700.00	235,924.83	82,856.17	37,775.17	86.20

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22		2022-23		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022	MONTH 10/31/22	NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)		
Fund 591 - WATER FUND										
Expenditures										
Total Dept 301 - POLICE ADMINISTRATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 302 - HOMELAND SECURITY										
591-302-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 302 - HOMELAND SECURITY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 591 - WATER FUND										
591-591-703.000	ADMINISTRATION SALARIES	45,000.00	17,657.00	37,406.30	6,077.74	(19,749.30)	211.85			
591-591-712.000	EMPLOYERS SHARE MEDICARE INS	900.00	300.00	542.32	88.09	(242.32)	180.77			
591-591-714.000	BCBS MEDICAL INSURANCE	6,000.00	1,900.00	4,817.58	905.72	(2,917.58)	253.56			
591-591-715.000	EMPLOYER'S SOCIAL SECURITY	3,200.00	1,100.00	2,319.14	376.78	(1,219.14)	210.83			
591-591-738.000	COMPUTER UP GRADE 2003	0.00	0.00	0.00	0.00	0.00	0.00			
591-591-739.000	COMPUTER UPGRADE 2007	0.00	0.00	0.00	0.00	0.00	0.00			
591-591-740.000	SUPPLIES	20,000.00	15,000.00	8,600.67	1,772.87	6,399.33	57.34			
591-591-744.000	FUEL/PROPANE	0.00	0.00	0.00	0.00	0.00	0.00			
591-591-801.000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00	0.00			
591-591-812.000	1989 WATER REPLACEMENT FD TRAN	0.00	0.00	0.00	0.00	0.00	0.00			
591-591-813.000	1990 WATER BOND & INT FD TRAN	0.00	0.00	0.00	0.00	0.00	0.00			
591-591-815.000	RETIREMENT "IRA" PROGRAM	4,500.00	4,500.00	2,877.37	181.86	1,622.63	63.94			
591-591-818.000	CONTRACTED SERVICES	50,000.00	20,000.00	21,781.21	266.00	(1,781.21)	108.91			
591-591-830.000	PERMITS & FEES	0.00	0.00	0.00	0.00	0.00	0.00			
591-591-850.000	COMMUNICATIONS/PHONE	3,400.00	3,000.00	2,034.16	82.72	965.84	67.81			
591-591-900.000	PRINTING & PUBLISHING	200.00	0.00	0.00	0.00	0.00	0.00			
591-591-910.000	INSURANCE & RISK MANAGEMENT	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00			
591-591-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00			
591-591-930.001	BUILDING MAINTENANCE	2,000.00	0.00	0.00	0.00	0.00	0.00			
591-591-940.000	EQUIPMENT RENTAL	5,000.00	3,000.00	1,644.98	0.00	1,355.02	54.83			
591-591-945.000	LEASE/RENT	0.00	0.00	0.00	0.00	0.00	0.00			
591-591-956.000	MISCELLANEOUS EXPENSES	200.00	0.00	0.00	0.00	0.00	0.00			
591-591-957.000	PROFESSIONAL DEVELOPMENT	2,000.00	2,000.00	820.00	225.00	1,180.00	41.00			
591-591-970.000	CAPITAL OUTLAY-WTP CONTROLS	0.00	0.00	0.00	0.00	0.00	0.00			
591-591-970.001		0.00	0.00	0.00	0.00	0.00	0.00			
591-591-995.000	DEPRECIATION	50,000.00	30,000.00	0.00	0.00	30,000.00	0.00			
Total Dept 591 - WATER FUND		195,900.00	101,957.00	82,843.73	9,976.78	19,113.27	81.25			
Dept 601 - PRODUCTION										
591-601-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00			
591-601-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00			
591-601-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00			
591-601-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00			
591-601-740.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00			
591-601-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00			
591-601-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00			
591-601-830.000	PERMITS & FEES	0.00	0.00	0.00	0.00	0.00	0.00			
591-601-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00			
591-601-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00			
591-601-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00			
Total Dept 601 - PRODUCTION		0.00	0.00	0.00	0.00	0.00	0.00			

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 591 - WATER FUND							
Expenditures							
Dept 641 - TREATMENT PLANT							
591-641-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00
591-641-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
591-641-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
591-641-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
591-641-740.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
591-641-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
591-641-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
591-641-830.000	PERMITS & FEES	0.00	0.00	0.00	0.00	0.00	0.00
591-641-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00
591-641-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
591-641-957.000	PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 641 - TREATMENT PLANT		0.00	0.00	0.00	0.00	0.00	0.00
Dept 661 - DISTRIBUTION DEPARTMENT							
591-661-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00
591-661-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
591-661-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
591-661-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
591-661-740.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
591-661-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
591-661-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
591-661-830.000	PERMITS & FEES	0.00	0.00	0.00	0.00	0.00	0.00
591-661-920.000	PUBLIC UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00
591-661-940.000	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
591-661-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
591-661-995.000	DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 661 - DISTRIBUTION DEPARTMENT		0.00	0.00	0.00	0.00	0.00	0.00
Dept 902 - DWRP WATER PROJECT 2008							
591-902-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
591-902-818.011	FLEIS & VANDENBRINK	0.00	0.00	0.00	0.00	0.00	0.00
591-902-818.012	MISC	0.00	0.00	0.00	0.00	0.00	0.00
591-902-818.013	T.H. EIFERT, INC	0.00	0.00	0.00	0.00	0.00	0.00
591-902-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
591-902-990.000	BOND INTEREST PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
591-902-991.000	BOND PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 902 - DWRP WATER PROJECT 2008		0.00	0.00	0.00	0.00	0.00	0.00
Dept 957 - EMPLOYER'S SHARE							
591-957-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
591-957-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
591-957-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 957 - EMPLOYER'S SHARE		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		231,900.00	137,957.00	90,256.23	9,976.78	47,700.77	65.42

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF STOCKBRIDGE

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022	MONTH 10/31/22	BALANCE	
				NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED
Fund 591 - WATER FUND							
Fund 591 - WATER FUND:							
	TOTAL REVENUES	252,500.00	273,700.00	235,924.83	82,856.17	37,775.17	86.20
	TOTAL EXPENDITURES	231,900.00	137,957.00	90,256.23	9,976.78	47,700.77	65.42
	NET OF REVENUES & EXPENDITURES	20,600.00	135,743.00	145,668.60	72,879.39	(9,925.60)	107.31
	BEG. FUND BALANCE	369,241.55	419,958.41	419,958.41			
	END FUND BALANCE	389,841.55	555,701.41	565,627.01			

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022 NORM (ABNORM)	MONTH 10/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 661 - MOTOR POOL VEHICLE FUND							
Revenues							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
Expenditures							
Dept 000 - GENERAL							
661-000-700.000	Expenditure Control	0.00	0.00	0.00	0.00	0.00	0.00
661-000-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00
661-000-703.000	ADMINISTRATION SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
661-000-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
661-000-714.000	BCBS MEDICAL INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00
661-000-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
661-000-740.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
661-000-741.000	FLUIDS	0.00	0.00	0.00	0.00	0.00	0.00
661-000-743.000	FLUIDS(OIL GREASE ANTI FREEZE)	0.00	0.00	0.00	0.00	0.00	0.00
661-000-744.000	FUEL(GAS DIESEL)	0.00	0.00	0.00	0.00	0.00	0.00
661-000-775.000	PARTS	0.00	0.00	0.00	0.00	0.00	0.00
661-000-776.000	TOOLS	0.00	0.00	0.00	0.00	0.00	0.00
661-000-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
661-000-818.000	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
661-000-910.000	INSURANCE & RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00	0.00
661-000-955.000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
661-000-956.000	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
661-000-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
661-000-990.000	BOND INTEREST PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00
661-000-995.000	DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		0.00	0.00	0.00	0.00	0.00	0.00
Dept 957 - EMPLOYER'S SHARE							
661-957-712.000	EMPLOYERS SHARE MEDICARE INS	0.00	0.00	0.00	0.00	0.00	0.00
661-957-715.000	EMPLOYER'S SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
661-957-815.000	RETIREMENT "IRA" PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 957 - EMPLOYER'S SHARE		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
Fund 661 - MOTOR POOL VEHICLE FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
BEG. FUND BALANCE							
END FUND BALANCE							

PERIOD ENDING 10/31/2022

% Fiscal Year Completed: 67.12

GL NUMBER	DESCRIPTION	2021-22		2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	AMENDED BUDGET	10/31/2022	NORM (ABNORM)	MONTH 10/31/22	INCR (DECR)	NORM (ABNORM)	BALANCE			
Fund 852 - 2005 SPECIAL ASSESSMENT BOND-MGM												
Revenues												
Dept 906 - DEBT SERVICE												
852-906-445.000	INTEREST/PENALTIES ON TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
852-906-584.000	SPECIAL ASSESSMENT TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
852-906-655.000	BOND REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 906 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditures												
Dept 906 - DEBT SERVICE												
852-906-955.000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
852-906-990.000	BOND INTEREST PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
852-906-991.000	BOND PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
852-906-993.000	PAYING AGENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
852-906-994.000	PAYMENT BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 906 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund 852 - 2005 SPECIAL ASSESSMENT BOND-MGM:												
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BEG. FUND BALANCE												
END FUND BALANCE												
TOTAL REVENUES - ALL FUNDS												
		1,413,355.00	1,639,397.00	1,588,047.94	306,143.48	51,349.06	96.87					
TOTAL EXPENDITURES - ALL FUNDS												
		1,332,552.00	1,339,660.00	703,619.99	121,983.76	636,040.01	52.52					
NET OF REVENUES & EXPENDITURES		80,803.00	299,737.00	884,427.95	184,159.72	(584,690.95)	295.07					
BEG. FUND BALANCE - ALL FUNDS		3,851,983.52	4,053,352.17	4,053,352.17								
END FUND BALANCE - ALL FUNDS		3,932,786.52	4,353,089.17	4,937,780.12								

Type of Incident	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Unlawful Entry													
Uttering/Publishing													
VCSA			1			1							2
Welfare Check								1	1	2			4
Weapons Complaint		1											1
Misd Traffic							1						1
911 Hang-UP								1					1
Total	12	15	15	8	15	15	15	45	42	34			216
Tickets	3	5	1	1	2	0	1	0	0	0			13
Parking Tickets	2	3	0	0	0	0	0	0	0	0			5



BOARD ACTION SUMMARY SHEET

BOARD MEETING Council

MEETING DATE: 11/7/2022

AGENDA ITEM TITLE: *Approval of Village Manager's Appointment - Chief of Police - Matthew Bartus*

RESOLUTION NO.:

SUBMITTED BY: Darwin McClary

DEPARTMENT: Manager

BACKGROUND SUMMARY:

Pursuant to Sec. 2-52(2)(a) of the village code of ordinances, Village Manager McClary is recommending the appointment of Matthew Bartus as Police Chief for the Village of Stockbridge and approval of his employment agreement. The village advertised the position opening and received three (3) applications. Two of the applicants subsequently withdrew their applications.

Mr. Bartus has served with distinction for more than 10 years in the law enforcement profession in several communities. He has also been serving as Interim Police Chief for Stockbridge since July 2022, and has performed the duties in an exemplary fashion. Mr. Bartus resides within minutes of the village and has established positive connections within the community. He is already very familiar with village operations and with the community. He is diligently recruiting additional officers to the department and has established a comprehensive code enforcement program to help eliminate blight and other nuisances within our neighborhoods on a complaint-driven basis during his short tenure as Interim Chief. He exhibits outstanding interpersonal skills in dealing with citizens and others, and he shows considerable initiative in improving police department operations and practices and in creating a high-performance work environment. Matt would be an outstanding addition to the village's management team and a positive permanent asset to the organization and community.

The Village Manager worked with Mr. Bartus to negotiate acceptable terms for his employment as reflected in the proposed employment agreement.

Attached is Matt's resume and proposed employment agreement for the informaton and review of the council.

ALTERNATIVES ANALYSIS:

APPROVE THE VILLAGE MANAGER'S RECOMMENDATION TO APPOINT MATTHEW BARTUS AS POLICE CHIEF AND APPROVE THE EMPLOYMENT AGREEMENT.

If the council approves this appointment, Mr. Bartus will assume the duties of permanent Police Chief on November 8, 2022, and will serve in accordance with the provisions of his employment agreement, village policies, and the Michigan General Law Village Act.

DENY THE REQUEST TO APPROVE THE APPOINTMENT OR APPROVAL OF THE EMPLOYMENT AGREEMENT

OR TAKE NO ACTION.

If the council denies the appointment of Mr. Bartus, or rejects his employment agreement, the Village Manager would need to commence a new recruitment process for the Police Chief position if the appointment is rejected; or the Village Manager would need to renegotiate employment contract terms if the contract is rejected.

PREVIOUS BOARD ACTION:

None

FINANCIAL IMPACT:

Please refer to the proposed employment agreement.

RECOMMENDED MOTION:

#1 - To approve the appointment of Matthew Bartus as Chief of Police for the Village of Stockbridge for an indefinite term commencing on Tuesday, November 8, 2022.

#2 - To approve the employment agreement between the Village of Stockbridge and Matthew Bartus as presented for the position of Chief of Police and authorize the Village President to execute the agreement on behalf of the village.

ATTACHMENTS:

Resume - Matthew Bartus

Proposed Employment Agreement for Police Chief - Matthew Bartus

Darwin McClary

From: Matthew Bartus [REDACTED]
Sent: Friday, July 1, 2022 7:25 AM
To: manager@vosmi.org
Subject: Chief Vacancy

Hello Darwin,

Chief Torres informed me that there will be a hiring board meeting tonight to discuss his vacancy. I wanted to email you to explain my interest in the position, and I wanted to share a little about myself.

First off, I want you to know that I am extremely interested in the vacancy. When I first came to this department in September, the possibility of taking over for Chief Torres was one of the reasons why I decided to come. Chief Torres and I discussed this during my interview, and he has sent me to multiple trainings to help further my law enforcement knowledge. I have over ten years law enforcement experience. I worked with Dallas PD, Pittsfield Township PD, and Stockbridge PD. Throughout the years, I have been a field training officer, community officer, crime scene tech, critical incident response officer, and a patrol officer. I also have extensive training in many other areas. I hold a degree from Calvin College. In my free time, I am the Safety Team Director at Crossroads Church and have gained supervisor experience working in that position.

In regards to this department, I know how things are run and can make for a smooth transition. I also would be more than willing to be interim chief while the board figures things out. I know this department has had a hard time finding recruits and employee retention has been a problem. I have experience working with a recruitment team at my previous employer and have some very good ideas on how to attract more recruits to this department. I have a former co-worker and a village resident that I have already been talking with regarding the open officer positions.

Lastly, my family and I are members of this community and only want the best for this town. I am already heavily involved in this community and believe that is essential to being a successful chief in this town.

I know that I still have a lot to learn, but I hope this email shows you that I am passionate about this position. I only want the best for this department and this town. I spoke with Chief Torres yesterday about a training I would like to attend that takes place July 19 through July 21. The training is called First Line Supervision. It would benefit me as a field trainer, but it also would help prepare me for a supervisor role. Chief Torres told me to ask you and see if this is something you and the board wanted to send me to.

I hope this email helps you get to know me more. If you would like to talk about this email further, please let me know. Please feel free to share this email with any of the board members. Have a wonderful day.

M. Bartus #2
Stockbridge Police Department

Matthew Bartus

SUMMARY STATEMENT

Four year university graduate with a Bachelor of Science in Chemistry. Accomplished law enforcement officer and recipient of commendations and awards for investigative skills and exceptional arrests. Dedicated field training officer, crime scene technician, and community police officer. Specially trained in dealing with mental health crisis calls. Responsible for all departmental responsibilities and upkeep of all departmental equipment. Extensive legal knowledge and conflict resolution.

PROFESSIONAL SKILLS

Education Bachelors of Science in Chemistry from Calvin University

Employment My self-motivation and attention to detail has led to numerous arrests and recognitions from supervisors. Entrusted as a field training officer, crime scene technician, community police officer, patrol officer, terminal agency coordinator, and property room officer. Community mental health officer with the Dallas Police Department. Proactive, top-producing officer on shift and technically competent. Specifically trained on de-escalation techniques, defensive tactics, firearms, and emergency vehicle operations. Proficient at using the Reid technique and proficient in advanced drug recognition. Responsible for all departmental responsibilities.

Personal Skilled at taking on new responsibilities and establishing leadership under changing conditions.. Meticulous and exceptional problem solver. Proficient in mediation and conflict resolution. Goal oriented and well spoken. Team leader and multitasker that is able to take on projects without supervision. Possesses and demonstrates integrity and courage. Extensive legal knowledge and sound decision making skills. Advanced self defense and weapon skills.

PROFESSIONAL WORK EXPERIENCE

Police Officer, September 2021-Present

Stockbridge Police Department, Stockbridge, MI

Salary: \$25/hour

Job Type: 40 hours per week, Full-Time

Supervisor: Chief Johnnie Torres, [REDACTED]

Duties: Enforce statutes and ordinances. Respond to calls for service. Conduct detective and crime scene investigations. Responsible for delivering completed investigations to the prosecutor and swearing to new warrants. Responsible for the training of new recruit officers. Providing safety and assistance for the citizens of Stockbridge which includes residence and business checks. Write detailed reports and complete all mandatory paperwork. Conduct departmental events and help facilitate the departmental Facebook page. Acting liaison officer for the local elementary, middle school, and high school, property room officer, and terminal agency coordinator. Responsible for the maintenance and upkeep of department vehicles, equipment, and technology.

Crime Scene Technician, Community Police Officer, Patrol Officer, November 2016-September 2021

Pittsfield Township Police Department, Pittsfield Township, MI

Salary: \$71,817 per year

Job Type: 40 hours per week, Full-Time

Supervisor: Lt. Patrick Gray, [REDACTED]

Duties: Enforce statutes and ordinances. Respond to calls for service. Conduct investigative responsibilities. Provide safety and assistance for the citizens of Pittsfield Township which includes sector, residence, and business checks. Write detailed reports and complete all mandatory paperwork. On call response to crime scenes for evidence collection and documentation. Conduct departmental events and help facilitate the departmental Facebook page. Conduct TEAM instruction in local elementary and high schools. Leader of the autism awareness program. Award obtained for arresting a homicide suspect shortly after the incident occurred. Award commendations and nominations for arrests involving sex trafficking, attempted kidnapping, and a foot pursuit involving three larceny suspects. Multiple recognitions for investigative skills, hard work, and determination.

Police Officer, June 2012-August 2015

City of Dallas, Dallas, TX

Salary: \$50,000 per year

Job Type: 40 hours per week, Full-Time

Supervisor: Major Jason Scoggins, [REDACTED]

Duties: Enforce statutes and ordinances. Respond to calls for service. Conduct investigative responsibilities. Provide safety and assistance for the citizens of Dallas which includes sector, residence, and business checks. Multiple felony and misdemeanor arrests made. Wrote detailed reports and completed all mandatory paperwork. Consistently one of the top-producing officers on shift. Life saving award nomination for acts done in the performance of my duties.

Police/Forensic Intern, January 2011-May 2012

City of Grand Rapids, Grand Rapids, MI

Salary: 600 bi-weekly

Job Type: Internship, Part-Time

Supervisor: Officer Jason Gady, [REDACTED]

Duties: Reviewed and forwarded calls at the central police information desk. Responded to specified community service needs and assignments. Took reports and provided information to the public regarding records, procedures, and departmental programs. Performed clerical duties and organizational tasks. Shadowed Crime Scene Technicians, processed and documented crime scenes, and conducted laboratory latent print recovery techniques. Known for being a consistent hard worker. Took initiative in participating in additional ride-alongs to expand my experience.

OTHER WORK EXPERIENCE

Installation Worker, March 2016-November 2016

Clearwater Construction, Livonia, MI

Salary: \$35,000 per year

Job Type: 40 hours per year, Full-Time

Supervisor: Aaron Grace, [REDACTED]

Duties: Installed electrical, HVAC, and Plumbing equipment. Took instruction and implemented plans. Worked independently to complete projects.

Chemistry Teacher, August 2015-March 2016

W T White High School, Dallas ISD, Dallas, TX

Salary: \$50,000 per year

Job Type: 40 hours per year, Full-Time

Supervisor: Michelle Thompson, [REDACTED]

Duties: Created lesson plans, prepared and delivered lectures, created and supervised laboratory activities for students. Evaluated student performance, maintained classroom records, and met with parents, teachers, and other professionals. Participated in campus events. Coached varsity and junior varsity soccer.

Installation Worker, May 2010-August 2010

Clearwater Construction, Livonia, MI

Salary: \$8.50 an hour

Job Type: 30 hours a week, Part-Time

Supervisor: Aaron Grace, [REDACTED]

Duties: Installed electrical, HVAC, and Plumbing equipment. Took instruction and implemented plans. Worked independently to complete projects.

EDUCATION

Bachelor of Science in Chemistry, May 2012

Calvin University, Grand Rapids, MI

CERTIFICATION/ACHIEVEMENTS

Michigan Commission On Law Enforcement Standards Certification, November 2016-Present

Texas Commission On Law Enforcement Certification, February 2013-February 2016
City of Dallas, Dallas, TX

Unit Award, November 19, 2017, Homicide Arrest, Case: 17-15643
Pittsfield Township Police Department, Pittsfield Township, MI

Award Commendation, November 19, 2017, Homicide Arrest, Case: 17-15643
Pittsfield Township Police Department, Pittsfield Township, MI

Award Commendation, May 5, 2019, Armed Robbery, Attempted Murder, and Kidnapping, Case: 19-6873
Pittsfield Township Police Department, Pittsfield Township, MI

Award Commendation, July 20, 2018, Human Trafficking Arrest, Case: 18-11687
Pittsfield Township Police Department, Pittsfield Township, MI

Award Nomination, February 29, 2020, CCW Arrest, Cases: 20-3093 and 20-3097
Pittsfield Township Police Department, Pittsfield Township, MI

Life Saving Award Nomination, November 7, 2014, Mental Health Call, Case: 267487-2014
Dallas Police Department, Dallas, TX

TRAINING

Defensive Tactics, Reality Based Training, Firearms, Law, and Emergency Vehicle Operations, June 2012-February 2013: 9 months
Dallas Police Academy, Dallas, TX

Crisis Intervention Training, Mental Health Officer, August 2014: 40 hours
Dallas Police Training, Rockwall, TX
Assisted with instructing other officers after I was trained.

Reid Investigative Training, November 6-9, 2017: 40 hours
John Reid and Associates Inc., Southgate, MI

Planning for a Community Crime Prevention Program, March 5-6, 2018: 16 hours
Center For Innovative Change, Toledo, OH

Technology and Affect On Students, Crisis Intervention, Internet Crimes, October 16-19, 2018:40 hours
Crime Prevention Association of Michigan, Traverse City, MI

TruNarc Analyzer Course, May 6, 2019: 8 hours
ThermoFisher Scientific, Pittsfield Township, MI

Basic Detective School, Fall 2021: 40 hours
Oakland Community College Police Academy, Auburn Hills, MI

Advanced Drug Recognition School, Fall 2021: 40 hours
Ingham County Sheriff's Department, Mason, MI

Field Training Officer, Winter 2022: 40 hours
DeWolf, Ingham County Sheriff's Department, Mason, MI

TAC (Terminal Agency Coordinator), July 2022: 6 hours
Michigan State Police, Lansing, MI

First Line Supervisor School, July 2022: 30 hours
Dewolf, Macomb County Training Center, Clinton Twp., MI

VOLUNTEER EXPERIENCE/COMMUNITY SERVICE

Crossroads Community Church Safety Director, April 2022-Present

Location: Stockbridge, MI

Pastor: Josh Lilly [REDACTED]

Duties: Create policies and procedures for the church safety team. Responsible for the safety and medical attention of the congregation. Organize team member schedules and provide training for the team.

242 Church, February 2020- May 2021

Location: Ann Arbor, MI

Safety Team Co-Directors: Jennifer Baird [REDACTED] and Brian Baird [REDACTED]

Duties: Provide safety and medical attention for church attendees during Sunday services.

Knox Presbyterian Church, Summer 2017-Spring 2019

Location: Ann Arbor, MI

Safety Team Contact: Marshal Mattson [REDACTED]

Duties: Member of the safety team board that started the safety team at Knox. Created policies and procedures for the church safety team which were agreed upon by the church insurance company. Provided safety and medical attention for church attendees.

Ward Presbyterian Church Safety Team Member, February 2016- May 2017

Location: Northville, MI

Safety Team Director: David Oke [REDACTED]

Duties: Provided safety and medical attention for church attendees during Sunday services and other events.

PROFESSIONAL REFERENCES

Officer Jason Smith- Pittsfield Township Partner [REDACTED]

Ritchie Coleman- Former Pittsfield Township Community Coordinator [REDACTED]

Officer Matthew Ritzler-Pittsfield Township Partner [REDACTED]

Sgt. Justin Gladney- Dallas Police Partner [REDACTED]

Major Jason Scoggins Dallas Police Supervisor [REDACTED]

EMPLOYMENT AGREEMENT

This Employment Agreement (“Agreement”) is made between the **VILLAGE OF STOCKBRIDGE** (the “Village”) and Matthew Bartus (“Bartus” or “Employee”). This Agreement is effective as of the date last signed below (“Effective Date”).

RECITALS

WHEREAS, the Village desires that Bartus serve as Chief of Police of the Village, and Bartus desires to hold such position under the terms and conditions of this Agreement and the General Law Village Act and any Ordinances of the Village; and

WHEREAS, the Village Council of the Village (the “Village Council”) has approved and authorized the Village to enter into this Agreement with Bartus.

THEREFORE, the parties agree as follows:

1. **Employment.** The village employes Bartus and Bartus accepts employment with the Village upon the terms and conditions set forth in this Agreement.
2. **Term.** The term of this Agreement, and of the employment of Bartus by the Village (the “Term”), is for an indefinite period commencing on November 8, 2022, until terminated under Section 10 below.
3. **Position.** Bartus shall serve at the pleasure of the Village Manager as Chief of Police of the Village, which shall be a position reporting to the Village Manager. In such capacity, Bartus’s authority, duties, and responsibilities shall be to perform such services as described in Section 15 of the General Law Village Act, MCL 70.15, and in any applicable ordinances of the Village and to provide such other services that may periodically be assigned by the Village Manager.
4. **Salary.** In consideration of services to be rendered by Bartus, the Village shall pay to Bartus an initial annual salary of SIXTY THOUSAND DOLLARS (\$60,000.00) payable in bi-weekly salary payments less applicable withholdings and deductions. The Village Manager shall recommend to the Village Council, and upon approval the Village Council shall budget for, periodic salary increases after obtaining satisfactory performance evaluations from the Village Manager.
5. **Professional Association Conferences and Seminars.** Upon approval of the Village Manager and to the extent provided in the Village’s budget, Bartus may attend professional conference(s) or seminar(s) at the cost of the Village.

- 6. *Vacation, Sick, and Personal Leave.*** Bartus shall be recognized for his ten (10) years in the law enforcement profession and shall accrue and have credited to his personal account paid vacation accrued at 1.5 days per month in accordance with the Employee Manual's schedule, and sick days and personal days accrued at the same rate as all the Village employees as defined by the Employee Manual. Vacation days carry-over accruals shall not exceed ten (10) days. Full accrual of vacation at 1.5 days per month will be given at the beginning of employment and on each anniversary date thereafter but will be prorated at any time that Bartus leaves the employ of the Village prior to reaching the next employment anniversary. Any used but unearned vacation time shall be repaid to the Village. Sick days may not exceed thirty (30) days, and the Village agrees to buy back sick days over 240 hours and unused vacation days over 80 hours at 100%. Unused vacation "pay-out" will occur with the first payroll in December.
- 7. *Health Insurance and Other Benefits.*** During his employment, Bartus shall be eligible to participate fully in such health insurance and other benefits that the Village may make available to other regular full-time employees.
- 8. *Dues and Subscriptions.*** The Village agrees to pay the professional dues and subscriptions of Bartus necessary for his participation in national, regional, state, and local associations and organizations necessary for his continued professional participation, education, and growth, all to the extent provided in the Village budget.
- 9. *Life Insurance.*** The Village will pay the premiums for a term life insurance policy covering Bartus during the Term of his employment in the amount equal to one year's salary. Bartus shall be responsible for any income tax liabilities associated with life insurance premiums as may be required by state or federal tax laws.
- 10. *Vehicle.*** The Village shall provide a vehicle for Bartus to use at all times in the performance of his duties as Police Chief. The Village shall be responsible for all costs associated with the purchase, operation, maintenance, fuel, insurance, periodic replacement and all other vehicle related expenses to provide a suitable vehicle for performance of duties. Since the Police Chief position requires that he respond to emergencies twenty-four hours per day, seven days per week, Bartus shall be permitted to take the vehicle home. The vehicle shall be used only for purposes related to the Police Chief's official duties and to travel to and from his home to work. No personal use of the vehicle is permitted.
- 11. *Cell Phone.*** The Village shall provide at the Village's cost a cell phone for Bartus's use for official duties as Police Chief.
- 12. *Termination of Agreement.*** The Village may terminate this Agreement:

 - a. At any time upon 30 days advance written notice if the Village of Stockbridge dissolves the Police Department; or

- b. Immediately if the Village Manager recommends, and the Village Council votes, to remove Bartus for cause. Bartus may be removed from the position of Police chief by the affirmative vote of four or more trustees after a recommendation by the Village Manager to do so, but only after a hearing before the Council. The Village Manager may, for cause, suspend Bartus with full pay until the hearing. The action of the Council in removing Bartus as Police Chief shall be final.

If the Village dissolves its Police Department, then the Village must continue to pay Bartus his salary installments as severance for six (6) months from the date of dissolution. During that 6-month time period, Bartus is free to pursue alternative employment options. If Bartus finds and accepts alternative employment during the 6 months, then he must notify the Village clerk, whereupon the Village's obligation to pay severance ceases.

Bartus may terminate this Agreement for any reason if he gives thirty (30) days' notice to the Village.

If after a 30-day notice to the Village, Bartus decides to voluntarily give up the Police Chief position, he may return to a patrol officer status with the Village.

13. *Binding Effect.* This Agreement shall be binding upon and inure to the benefit of Bartus and Bartus's personal or legal representatives, executors, administrators and heirs, and shall be binding upon and inure to the benefit of the Village. Neither the Agreement nor any of its benefits may be assigned by Bartus other than such rights or benefits as are transferred by will or by operation of law upon Bartus's death.

14. *Representations.*

- a. The Village represents and warrants that this Agreement has been authorized by all necessary Village Council action and is a valid and binding agreement of the village enforceable against it in accordance with its terms.
- b. Bartus represents and warrants that he is not a party to any agreement or instrument that would prevent him from entering into or performing his duties in any way under this Agreement.

15. *Cooperation Covenants.* During the term of this Agreement, and after it is terminated or expires, Bartus agrees to fully and voluntarily cooperate and assist in defending any actions against the Village in which the Village agrees to reasonable compensation for any time that Bartus spends after the Date of Termination in assisting the Village at its request to defend against actions against the Village. The provisions of this Section shall survive the expiration or termination of this Agreement.

- 16. Confidentiality Covenant.** Bartus agrees that he will not at any time during the Term or any time thereafter, directly or indirectly, use for his own account, or disclose to any person, firm or corporation, other than authorized officers, directors and employees of the Village, "Confidential Information" (as hereinafter defined) of the Village. As used in this Agreement, "Confidential Information" of the Village means information of any kind, nature or description that is disclosed to or otherwise known to Bartus as a direct or indirect consequence of his association with the Village, which information is not generally known to the public and not otherwise subject to disclosure under the laws of the State of Michigan.
- 17. Return of Materials.** Bartus acknowledges that all vehicles, equipment, files records, lists, books, documents, and other materials, whether owned by the Village at the time of employment or developed or obtained during the course of employment, used in connection with the conduct of its operation or the performance of Bartus's duties, shall at all times remain the property of the Village. Upon the termination of the employment relationship with the Village, Bartus shall return all such items and all records, documents, software, and other written, printed, photographic or physical materials of any type that belong to or pertain to the Village then in Bartus's possession or control, and Bartus shall not make or retain any copies of extracts, including hand-written summations, of any such documents.
- 18. Defense and Indemnification.** The Village will provide Bartus with such insurance coverage and scy defense or indemnification as may be available to employees of the Village generally under applicable law for acts or omissions occurring during the course of his employment and within the scope of his responsibilities, provided that any conduct or action of Bartus while under the influence of intoxicants or non-prescription drugs shall be exempt from the application of this Section.
- 19. Severability.** If any part of this Agreement is declared invalid, that declaration does not invalidate the remaining parts of this Agreement.
- 20. Governing Law.** This Agreement is governed by the laws of Michigan.
- 21. No Waiver of Rights by Village.** The Village's failure to exercise or delay in exercising any power or right under this Agreement does not operate as a waiver. No single or partial exercise of any right precludes exercise of remedies available to the Village.
- 22. Entire Agreement.** This Agreement contains the parties' entire agreement as to the subject of this Agreement, and all prior agreements or understandings are merged into this Agreement.
- 23. Amendments.** This Agreement may be amended only by a writing signed by all parties.

Dated: _____

Matthew Bartus

Dated: _____

Molly Howlett, Village President



BOARD ACTION SUMMARY SHEET

BOARD MEETING: Council

MEETING DATE: 11/7/2022

AGENDA ITEM TITLE: *Engineering Consulting Services Contract*

RESOLUTION NO.:

SUBMITTED BY: Darwin McClary

DEPARTMENT: Manager

BACKGROUND SUMMARY:

Village Manager McClary is requesting that village council approve the contract for engineering consulting services with Wolverine Engineers & Surveyors of Mason, Michigan. The Engineering Services Review Ad Hoc Committee recommended that the village council select Wolverine Engineering of Mason, Michigan, to serve as Engineer of Record for the village. The recommendation came with an understanding that the village reserves the right to engage the services of other engineering firms whenever the village determines that it is necessary to do so for special projects, but that such special services provided by other firms will be subject to the oversight and control of the village's Engineer of Record. Wolverine Engineering has indicated that the firm has no concerns with such an arrangement.

The committee solicited statements of qualifications for engineering, architectural, and miscellaneous services as tasked by the village council. The committee received eight (8) proposals, two of which were for architectural services only and were rejected. Based on the contents of the statements of qualifications, the committee selected four (4) top firms for interviews as follows:

- IMEG, Saline, MI
- Jones & Henry, Kalamazoo, MI
- Williams & Works, Grand Rapids, MI
- Wolverine Engineering, Mason, MI

After interviews, the committee members rated each firm based on the quality of the interviews. Williams and Works and Wolverine Engineering were the two highest rated firms.

Attached is Wolverine Engineering's statement of qualifications for the information of council. Also attached is the proposed contract for services prepared by the Village Attorney.

ALTERNATIVES ANALYSIS:

N/A

PREVIOUS BOARD ACTION:

6/27/22 - Council authorized administration to proceed to draft a Request for Proposals (RFP) for consulting engineering services for submission to the village council for review and approval.

8/1/22 - Council approved RFQ for consulting engineering services with minor change and authorized the

solicitation of proposals and established an ad hoc Engineering Services Review Committee.

10/24/22 - Council approved the ad hoc Engineering Services Review Committee recommendation to select Wolverine Engineering of Mason, Michigan, as the Village of Stockbridge Engineer of Record for engineering consulting services and authorized the Village Attorney to draft an engineering general services contract for consideration by council at its November 7, 2022, regular meeting.

FINANCIAL IMPACT:

The village will not incur any costs to approve the contract for services. However, the village will be responsible for the payment of any engineering services rendered by Wolverine.

RECOMMENDED MOTION:

ATTACHMENTS:

Statement of Qualifications - Wolverine Engineering
Engineering Professional Services Contract

PROFESSIONAL SERVICE CONTRACT
WOLVERINE ENGINEERS & SURVEYORS, INC.

AGREEMENT is made this _____ day of _____, 2022 by the VILLAGE OF STOCKBRIDGE, a municipal corporation, with offices located in the Village of Stockbridge, 305 W. Elizabeth Street, PO Box 155, Stockbridge, MI, 49285-0155 ("Village") and **WOLVERINE ENGINEERS & SURVEYORS, INC.** located at **312 NORTH STREET, MASON, MI 48854** ("Consultant").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

Upon completion of the as-needed professional services and submission of the proper invoices, the Village will pay the Consultant, in accordance with the hourly rates as set forth in Attachment A. Additional rates may be provided to the Village based on the specific project needs.

ARTICLE II - COMPENSATION

Upon completion and acceptance of the above services and submission of proper invoices, the Village will pay the Consultant, at the hourly rate or rates for services provided, subject to additions and deductions as documented through authorized change orders.

ARTICLE III - REPORTING OF CONSULTANT

Section 1 - The Consultant is to report to the Village Manager of the VILLAGE OF STOCKBRIDGE and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Consultant must be dated and bear the Consultant's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the Village Manager.

Section 4 - The Village may review and inspect the Consultant's activities during the term of this contract.

Section 5 - When applicable, the Consultant will submit a final, written report to the Village Manager.

Section 6 - After reasonable notice to the Consultant, the Village may review any of the Consultant's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on **November 8, 2022** and ends on **October 31, 2023** according to the project schedule and as modified through authorized change orders.

ARTICLE V- PERSONNEL

Section 1 - The Consultant will provide the required services and will not subcontract or assign the services without the Village's written approval.

Section 2 - The Consultant will not hire any Village employee for any of the required services without the Village's written approval.

Section 3 - The parties agree that the Consultant is neither an employee nor an agent of the Village for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law pursuant to MCL 691.991(2), the Consultant will protect, defend and indemnify the VILLAGE OF STOCKBRIDGE, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Consultant's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the VILLAGE OF STOCKBRIDGE in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Consultant, any sub-Consultant, or any employee, agent or representative of the Consultant or any sub-Consultant.

ARTICLE VII- INSURANCE REQUIREMENTS

The Consultant will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The Village shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection

Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

4. Professional Liability coverage with a minimum limit of \$1,000,000 each occurrence. The Village shall be added as "additional insured" on Professional liability policy with respect to the services provided under this contract. The "additional insured" provision does not apply to contracts with Architects, Architectural firms, Engineers or Engineering firms.

Insurance companies, named insureds and policy forms may be subject to the approval of the VILLAGE OF STOCKBRIDGE Manager, if requested by the Village Manager. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to VILLAGE OF STOCKBRIDGE. Consultant shall be responsible to the VILLAGE OF STOCKBRIDGE or insurance companies insuring the VILLAGE OF STOCKBRIDGE for all costs resulting from both financially unsound insurance companies selected by Consultant and their inadequate insurance coverage. Consultant shall furnish the VILLAGE OF STOCKBRIDGE Manager with satisfactory certificates of insurance or a certified copy of the policy, if requested by the Village Manager.

No payments will be made to the Consultant until the current certificates of insurance have been received and approved by the Village. If the insurance, as evidenced by the certificates furnished by the Consultant expires, or is canceled during the term of the contract, services and related payments will be suspended. Consultant shall furnish the Village Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to VILLAGE OF STOCKBRIDGE, 305 W. ELIZABETH STREET, PO BOX 155, STOCKBRIDGE, MI, 49285-0155, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Consultant will be in general conformance with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX- INTEREST OF CONSULTANT AND VILLAGE

The Consultant promises that it has no interest which would conflict with the performance of services required by this contract. The Consultant also promises that, in the performance of this contract, no officer, agent, employee of the Village of STOCKBRIDGE, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public

Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X- CONTINGENT FEES

The Consultant promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Consultant, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the Village may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Consultant.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Consultant will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Consultant agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Consultant, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - ASSIGNS AND SUCCESSORS

This contract is binding on the Village and the Consultant, their successors and assigns. Neither the Village nor the Consultant will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XIII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party. If the Consultant terminates without cause, the Village shall not be responsible for the payment of any services it has to duplicate as a result of the termination.

ARTICLE XIV - EQUAL ACCESS

The Consultant shall provide the services set forth in paragraph I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Consultant. During the performance of the services, the Consultant will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Consultant must reference the project sponsorship by the Village. Any publication of the information or results must be co-authored by the Village.

ARTICLE XVI - PAYROLL TAXES

The Consultant is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the Village against such liability.

ARTICLE XVII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XVIII - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the Village and the Consultant, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XIX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in the INGHAM/CLINTON COUNTY, Michigan.

ARTICLE XX - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXI – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

VILLAGE OF STOCKBRIDGE

By: _____
(DATE)

By: _____
(DATE)

By: _____
(DATE)

By: _____
(DATE)

ATTESTED TO:

WOLVERINE ENGINEERS & SURVEYORS, INC.

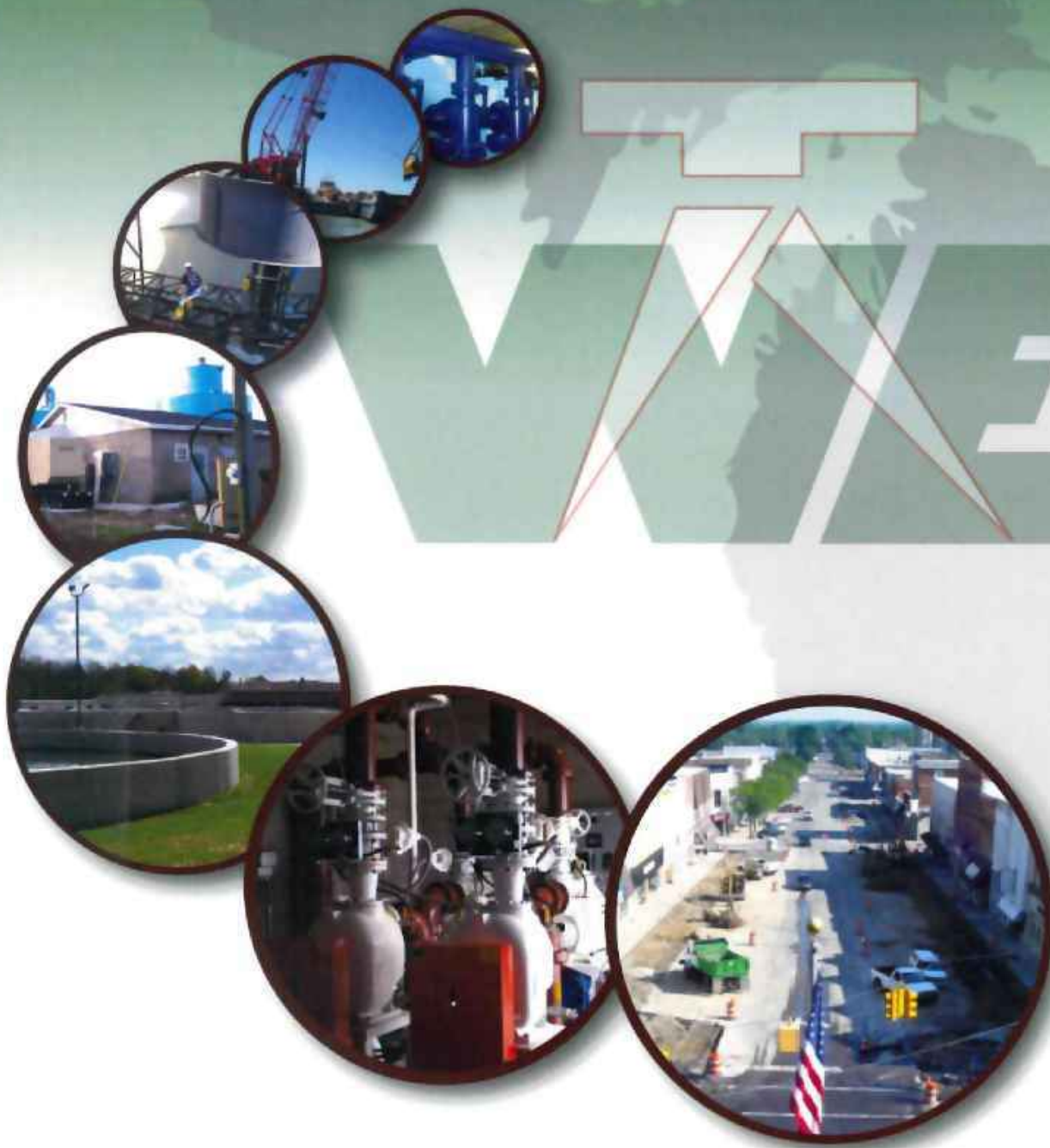
By: _____
(DATE)

By: _____
Donald B. Heck, P.E. (DATE)
PRESIDENT

ATTACHMENT A

2022 Effective August 1, 2021	
Wolverine Engineers & Surveyors, Inc. Hourly Rates	
Professional Engineer	\$150.00
Project Manager/Professional Surveyor	\$120.00
Engineer III	\$95.00
Engineer II	\$80.00
Engineer I	\$65.00
Environmental Health Specialist	\$80.00
Expert Witness	\$250.00
GIS Technician	\$95.00
Landscape Architect	\$85.00
Senior Technician	\$95.00
Technician III	\$85.00
Technician II	\$75.00
Technician I	\$65.00
Draftsperson	\$80.00
Administrative Technician	\$60.00
Storm Water Operator	\$85.00
One-Man Field Surveyor	\$100.00
Two-Man Survey Crew	\$130.00
Three-Man Survey Crew	\$160.00
Mileage: per mile	\$0.55
Aerial Survey Two-Man Crew	\$250.00
Aerial Survey Office Technician	\$90.00

For expenses incurred in the work for travel, subsistence, long distance telephone calls, printing, etc., the actual cost thereof. For miscellaneous services or supplies furnished by others at the expense of the Engineer, the actual cost, plus 10 percent (10%) thereof. Rates subject to revision.



WOLVERINE

Engineers & Surveyors, Inc.

312 North Street

Mason, Michigan 48854

517.676.9200 Fax 517.676.93

**Consulting Engineering, Architectural, and
Miscellaneous Services RFQ, ENG-2022-01**

Village of Stockbridge

305 West Elizabeth Street

Stockbridge, MI 49285



WOLVERINE ENGINEERS & SURVEYORS, INC.

312 NORTH STREET - MASON, MICHIGAN 48854 - PHONE 517.676.9200 - FAX 517.676.9396

August 24, 2022

Mr. Darwin McClary, Village Manager
Village of Stockbridge
305 West Elizabeth Street
Stockbridge, MI 49285

RE: Consulting Engineering, Architectural, and Miscellaneous Services, ENG-2022-01

Dear Mr. McClary and Members of the Review Committee:

In accordance with your request, Wolverine Engineers and Surveyors, Inc. is pleased to submit our Statement of Qualifications for Consulting Engineering, Architectural, and Miscellaneous Services for the Village of Stockbridge. We feel confident that our experience as City/Village Consultants for municipalities around the state makes us a perfect candidate for this responsibility, and we have outlined what we feel is a comprehensive and cost-effective explanation of professional services that will meet the needs of the Village.

A review of our key personnel will show that our diverse team has been working together for many years and is well qualified to execute a wide variety of projects. Here are a few highlights which make Wolverine an ideal choice to provide professional services:

- **Experience** – Wolverine currently provides professional services for several municipalities, including the City of Mason, Village of Dimondale, and the Village of Pinckney on a routine basis, with others referenced within this proposal.
- **Established Firm** - Wolverine has been providing professional services in Michigan for more than 100 years. Wolverine's employees' tenure averages almost 15 years with many spanning decades.
- **Value** – The Village of Stockbridge will have access to a staff of experienced and tested professionals that would be typically found in larger firms (but without the escalated fees).

Wolverine appreciates the opportunity to offer our professional services to the Village of Stockbridge, and we look forward to working with you and your staff on future projects.

Respectfully submitted,
WOLVERINE ENGINEERS AND SURVEYORS, INC.

Donald B. Heck, P.E.
President
(517) 676-9200
donh@wolveng.com



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Company Profile

Wolverine Engineers & Surveyors, Inc. (Wolverine) is a corporation located at 312 North St, Mason, MI 48854 where we perform our services. For over 100 years, our focus has been on designing successful public projects for Michigan's communities. As it was originally known, Wolverine Engineering Company was founded in Mason, Michigan in 1919 by a group of Michigan State University graduates who named the company after our state animal. In 1980, Wolverine Engineers and Surveyors, Inc. was incorporated in the State of Michigan, and we continue to thrive by providing excellent civil engineering solutions to our many loyal clients.

Many things change in 100 years, but what hasn't changed is Wolverine's loyalty and dedication of its employees, many of whom spent their entire working careers with our company. It is because of these hundreds of dedicated current and former employees working long hours and providing quality service, that Wolverine Engineers & Surveyors, Inc. is moving into its second century of existence. Wolverine's staff is currently comprised of 31 engineers, architects, landscape architects, surveyors, sanitarians, inspectors, and draftspersons. We are an extremely close-knit company that has an average employee tenure of 15 years.

Our team is not common to most engineering firms because it is made up of staff that have many years of experience in every facet of civil engineering projects including budgeting, planning, design, estimating, bidding, and construction from both sides of the table. This variety in our background gives us a unique ability to design projects of all sizes and types with confidence that we are providing top-notch services.

Much like our long-standing professional relationships between employees, Wolverine is proud to claim many municipal client relationships spanning decades. While growth and expansion are important, Wolverine understands the value of quality over quantity. We believe this reinforces our reputation as a truly exceptional engineering firm, not simply a large one.

Wolverine provides a full line of consulting services including civil engineering, surveying, landscape architecture, and construction inspection services. Wolverine, Federal ID No. 38-2289255, is incorporated and licensed to practice professional engineering, surveying, and landscape architecture in the State of Michigan. Wolverine is in good standing in the State of Michigan and has all necessary licenses, permits, certifications, approvals, and authorizations necessary to perform its obligations required for engineering and consulting services.

Wolverine's authorized primary contact person is our President, Donald Heck, PE. He can be reached at our office by mail, phone (517)676-9200, fax (517)676-9396, and email donh@wolveng.com. The secondary point of contact person is our Vice President, Joe White, whose email address is joew@wolveng.com.

Key Staff Qualifications

Principal-In-Charge and Senior Project Manager – Mr. Donald Heck, PE

As Wolverine's President and principal point of contact, Mr. Heck has been the leader of our staff for more than twenty years. In addition to being a highly respected civil engineer and past President of MSPE, Mr. Heck has guided Wolverine's emergence as one of the leading civil engineering firms in Michigan. His work experience has focused primarily on municipal civil engineering for communities of all sizes throughout Michigan and he's had the opportunity to experience first-hand, the daily challenges of providing these services. He is a licensed Professional Engineer in the States of Michigan, Ohio, Indiana, Illinois, Oklahoma, Washington, Tennessee, Pennsylvania, and Wisconsin and is a veteran of the United States Navy Civil Engineer Corps. Should Wolverine be granted an interview, it will not take long to recognize that Mr. Heck has a great presence and has a confident level-headed approach that is well received in community meetings. It is also important to note that Mr. Heck is a former chairman of the City of Lansing Building Board of Appeals and is currently the volunteer facilities manager of the First Presbyterian Church in Lansing.

Through several major municipal projects successfully completed with his past client communities such as Mason, East Lansing, Delhi Township, Olivet, Grand Ledge and St. Johns, Mr. Heck gained a clear understanding of the high expectations of his clients. He has extensive experience with preparing detailed plans and specifications, capital improvement planning and construction administration. Mr. Heck will be directly responsible for project oversight, design direction/oversite, permitting, plan review, meeting representation and overall management of this contract as well as individual projects.

Project Design Engineer – Joseph C. White, PE, PLA

Mr. White will be our Project Design Engineer for projects involved with this contract. Mr. White is a graduate of Michigan State University with dual degrees in Civil Engineering and Landscape Architecture. He has worked in this capacity on several projects in his twenty-eight year tenure with Wolverine including several local streets and MDOT projects throughout Michigan. Mr. White currently provides municipal civil engineering services to several local communities including the Villages of Pinckney, Fowlerville and Pigeon, Huron Township, Port Hope, Gore, and Rubicon Utility Authority. Mr. White will be responsible for project design, documentation, and scheduling.

Mr. Heck and Mr. White are experts in:

- Water Supply, Distribution, and Treatment
- Hydrogeological Studies for Water Supply
- Wastewater Collection and Treatment Design
- Permitting- MDEQ Act 399, Part 41, Floodplain, Wetlands, Soil Erosion, etc.
- Feasibility Studies and Project Cost Evaluation
- Storm water and Soil Erosion and Control Planning
- Storm water Drainage and Detention Design
- Street, Road, Highway and Bridge Design
- Traffic Studies
- Construction Observation
- Utility Start-up Operations
- Obtaining Easements
- Assessment District Formulation
- Wellhead Protection Area Delineation
- Incident Response Plan Preparation
- Municipal Planning
- Master Street and Utility Plans
- Site Plan Review
- Grant Writing (EPA, MDEGLE, MDOT, MEDC)

Project Surveyor – Mr. Donald Bendzinski, PS

Mr. Bendzinski will be our Project Surveyor for projects involved with this contract. He is a graduate of Michigan Technological University with a BS in Land Surveying. Mr. Bendzinski has over forty (40) years of licensed surveying experience on various projects including local streets, bridges, water main, and MDOT Local Agency Program projects throughout Michigan. He will be directly responsible for coordinating surveying activities as well as providing survey oversight during design. Mr. Bendzinski supervises our three full-time (and an additional two part-time) survey crews utilizing the most recent, state of the art surveying equipment. Our newest equipment includes Trimble GPS Units and Robotic Total Stations, as well as an aerial surveying equipped drone.

Mr. Bendzinski is an expert in:

- Architectural Surveys
- Right of Way Surveys
- Topographic Surveys
- Subdivisions Plats
- Construction Staking
- Mortgage Reports
- Legal Descriptions
- Cadastral/Boundary Surveys
- ALTA/ACSM Land Title Surveys
- Global Positioning Surveys
- Condominiums Plans
- Wetland and Floodplain Mapping
- Expert Witness

Survey Crew Chief - Mr. Tim Young

Mr. Young will serve as our Surveying Crew Chief for this contract. Mr. Young has more than thirty-three years of surveying and construction staking experience with similar projects. Mr. Young has a BS in Surveying from Ferris State University and is extremely proficient with our state-of-the-art surveying equipment. Mr. Young will utilize our Trimble Robotic Total Station for construction staking and our Trimble GPS surveying equipment when needed for other surveying tasks.

Draftsperson/Engineer/CSWO – Mr. Jesse Lewter

Mr. Lewter has more than ten years of Civil Engineering and Architectural Design experience and will be one of our draftsmen and designers for this contract. Mr. Lewter is a graduate of the University of Michigan with a BS in Architecture. He is also nearing completion of his second BS in Civil Engineering from Michigan State University. During his time at Wolverine, Mr. Lewter has provided civil design services to multiple clients on a wide variety of projects. Most recently, he has been involved with the reconstruction of Mason Local Streets, Grand Ledge Local Streets, and Walnut Street in Dimondale and has executed dozens of site plans for private clients across the country. Mr. Lewter will be responsible for the preparation of construction plans, details, and specifications and assisting with Soil Erosion and Sedimentation Control Inspections and Site Plan Reviews.

Draftsperson/Engineer – Mr. Trent Powers

Mr. Powers will be one of our draftsmen, designers, and our QA/QC Manager for this contract. He is a graduate of Michigan State University with a BS in Civil Engineering and has worked in the capacity necessary for this contract on several projects at Wolverine during his nine year tenure, most recently including projects in Fowlerville, Pinckney, Mason, and Dimondale. Mr. Powers will be responsible for the preparation of construction plans, details, and specifications, As-Built drawings and assisting with any other drafting required.

Landscape Architect -- Mr. David Fisher, PLA

Mr. Fisher is our Lead Landscape Architect. Mr. Fisher is a graduate of Michigan State University with a BLA in Landscape Architecture and is a licensed professional in the state of Michigan. He has been with Wolverine for over sixteen years and has designed site plans for a wide variety of clients, both public and private. His projects have included office complexes, health care facilities, and all ranges of commercial sites and municipal parks. He is well versed in the principles of universal design and ADA compliance.

Estimator/Constructability Technician – Mr. Martin Sekrenes

Mr. Sekrenes has more than 40 years of inspection, construction, and paving experience across the Midwest for private construction companies and for Wolverine. His experience has proven to be invaluable for solving complex construction issues in a wide variety of projects. He will be directly responsible for performing all estimates as well as assist in design and the bidding process. He may also act as one of our Resident Project Representatives (RPR) if the workload dictates.

CSWO/MDOT Certified Office Technician/Resident Project Representative – Mr. Caleb Neff

Mr. Neff has been with Wolverine for more than two years and has proven to be one of our most versatile field-team members. He has been the lead Certified Storm Water Operator for our commercial sites, has assisted in the field and office technician roles on our most recent MDOT Local Agency Project, and has been the resident project representative on several other major construction projects. His most notable observation experience includes the North Grand Ave Road and Utility Reconstruction MDOT LAP project in Fowlerville, Grand Ledge Local Streets which consisted of five overlapping road and utility reconstructions, and Nottawa Township Beal City Rd Gravity Sewer Construction. Mr. Neff has an Associate's degree in Civil Technology from Lansing Community College and has additional experience working for MDOT. He will serve in many capacities for this contract, namely those mentioned above.

Alternate Resident Project Representative – Mr. Paul Singles

Mr. Singles is a graduate of Lansing Community College and has completed several courses at Michigan State University. Mr. Singles twenty-two years of experience at Wolverine is directly related to both the design and construction inspection of sites, streets, and municipal utility projects. He is an extremely capable RPR with all of the required certifications. Mr. Singles may act as an additional RPR should the workload dictate.

Additional Technicians and Staff

In addition to those listed, Wolverine has three two-man survey crews, four CAD Techs, four Field Techs, and three office administrators. Our CAD Techs and Field Techs can perform both roles, which provides a very versatile staff. When not on a project site, Wolverine employees will perform their services from our offices at 312 North Street, Mason, MI. Our staff also has the capability to work remotely.

Wolverine uses **Autodesk Civil 3D 2019-2022**, and all of our CAD operators are highly proficient in its use. We are constantly updating and training as new versions are issued. We will be happy to provide whatever CAD, GIS, and survey data that may be required on any given project.

Donald B. Heck, P.E.

President/Project Manager



Education

BS, Civil Engineering
Michigan State University

Registration

Licensed Professional Engineer

Michigan	Ohio
Illinois	Oklahoma
Indiana	Pennsylvania
Iowa	Tennessee
Kentucky	Washington
Montana	Wisconsin

Experience

Total Experience

31 years

Years at Wolverine

31 years

Years as President

14 years

Qualifications:

In addition to being President of Wolverine's Board of Directors, Mr. Heck is responsible for the management of civil engineering projects in a principal engineer capacity. Mr. Heck represents Wolverine as Client Representative/Village Engineer for a number of communities including City of Mason, City of Caseville, City of Olivet, Village of Dimondale, and Village of Morrice. In addition to project management, Mr. Heck has extensive experience with project funding including grant applications, development and project management.



Affiliations:

Chair, City of Lansing Building Board of Appeals

Former President, Michigan Society of Professional Engineers

Veteran, US Navy Civil Engineer Corps

Related Experience:

City of Mason

- Local Street Road and Utility Reconstruction (1997 to Present)
- Radium Removal Water Treatment Plant and Transmission Mains
- Asset Management Plans
- Laylin Park Pond Cleaning and Pathway Repaving

City of Ann Arbor

- Winewood Road Reconstruction, Sanitary Sewer, and Watermain Replacement

City of Perry

- Local Street Repaving (MDOT Category B Grant for Villages and Small Cities)

Village of Dimondale

- Bridge Street Repaving (MDOT Local Agency Program) and Preventative Maintenance
- Local Street Repaving (MDOT Category B Grant for Villages and Small Cities)
- Creyts Road Pump Station Rehabilitation



WOLVERINE ENGINEERS & SURVEYORS, INC.

312 North Street - Mason, Michigan 48854 - Phone 517.676.9200 - Fax 517.676.9396

Joseph C. White, P.E., R.L.A.

Vice President/Project Manager



Education

BLA, Landscape Architecture
Michigan State University

BS, Civil Engineering
Michigan State University

Registration

Licensed Professional Engineer
Michigan
Licensed Landscape Architect
Michigan

Experience

Total Experience
30 years
Years at Wolverine
28 years
Years as Vice President
14 years

Qualifications:

In addition to being a member of Wolverine's Board of Directors, Mr. White is responsible for the management of civil engineering projects in a principal engineer capacity. Mr. White represents Wolverine as Client Representative and Engineer for a number of communities, private developers, and architects including Village of Fowlerville, Village of Pinckney, Village of Pigeon, Huron Township, Port Hope, Gore, Rubicon Utilities Authority, Isabella County Road Commission, and Studio Intrigue. In addition to project management, Mr. White has extensive experience with project funding and grant administration.



Affiliations:

Sigma Lambda Alpha, Landscape Architecture Honor Society
Chi Epsilon, Civil Engineering Honor Society

Related Experience:

Isabella County Road Commission

- New Road Commission Complex Civil Design and Construction Observation

Nottawa Township

- Sewer System Design (Beal City and Coldwater Lake)

Village of Fowlerville

- N Grand Ave Road and Utility Reconstruction (MDOT Local Agency Program)
- Benjamin, Devonshire, and Pinewood Infrastructure Improvements
- Water Treatment Plant

Village of Pinckney

- Pump Station and Screening Building
- Mann St & Depot St Reconstruction

Village of Pigeon

- North Frank and Hartley Street Reconstruction
- Force Main and Watermain Replacements



Donald J. Bendzinski, P.S.

Director of Surveying



Education

BS, Land Surveying
Michigan Technological University

AAS, Civil Engineering Technology
Michigan Technological University

Registration

Licensed Professional Surveyor
Michigan

Experience

Total Experience
39 years

Years at Wolverine
4 years

Qualifications:

Mr. Bendzinski brings decades of surveying and leadership experience to Wolverine, providing our company with a highly productive and budget-sensitive survey team equipped with the latest methods and equipment. He has several years of experience as a supervisor of multiple survey crews as well as acting as the surveyor of record for a number of MDOT projects. Mr. Bendzinski manages a wide range of projects including ALTA, boundary, topographic, and mortgage surveys as well as subdivision plat developments. He also has a great deal of experience with construction staking for road projects, bridges, utilities, and wastewater treatment plants.



Related Experience:

Combined Sewer Overflow, Lansing, MI

Supervised multiple crews performing topographic surveys, rights-of-way surveys, and construction staking for the multi-million dollar storm and sanitary sewer separation that has spanned decades within the City of Lansing.

Stonebridge Condominiums, Ann Arbor, MI

Performed ALTA, topographic, and boundary survey services, as well as construction staking, for a large condominium complex located in Ann Arbor.

MDOT Local Agency Program – South Jefferson Street, Mason, MI

Performed topographic survey and construction staking for the roadway, curb and gutter, and full utilities along South Jefferson St in Mason, MI. The work performed helped the project remain compliant with MDOT standards.



Tim Young

Survey Crew Chief



Board of Directors
Corporate Treasurer

Education
BS, Land Surveying
Ferris State University

Experience
Total Experience
31 years
Years at Wolverine
31 years

Qualifications:

Mr. Young has anchored Wolverine's Survey Department for over 30 years by providing exceptional field surveying service on our more complex projects. He is extremely proficient in all aspects of field surveying, including ALTA/ACSM land title surveys, boundary, topographic, and flood plain elevation surveys, remonumentation, and subdivision plat developments. He is also proficient in all types of construction layout, including roads, sewers, water mains, miscellaneous utilities, bridges, buildings, and retaining walls.



Related Experience:

Ingham County Remonumentation

Project Manager, Locating/recording/replacing Ingham County section corner monuments

Eaton County Remonumentation

Project Manager, Locating/recording/replacing Eaton County section corner monuments

City of Mason Annual Street Improvements – Multiple Locations

Topographic Surveys, Construction Staking, Sewer Inventories

East Lansing Annual Street Surveys – Multiple Locations

Topographic Surveys, Sewer Inventories

Alro Steel – Multiple Facilities

Topographic and Boundary Surveys, Construction Staking

City of Lansing Wastewater Treatment Plant Settlement Monitoring

Field surveying of control points

Lakewood Wastewater Treatment Plant and Collection System Design Survey

Topographic survey and construction staking for 12 miles of sewer



Jesse Lewter

Design Engineer



Education

BS, Architecture
University of Michigan

Civil Engineering
Michigan State University

Experience

Total Experience
13 years
Years at Wolverine
10 years
Years in Present Position
10 years

Qualifications:

Experience in preliminary surveys; project site design; water, storm, and sanitary design; quantity calculations; public relations; project management; soil erosion and sediment control inspections & reports; cost estimating; construction staking.

Proficient with AutoCAD Civil 3D, Revit, Rhinoceros 3D, Adobe Photoshop CC, Illustrator CC, and Microsoft Office.



Related Experience:

Meijer, Inc.

Site Design of Proposed Dairy Facility at Existing Distribution Center

City of Ann Arbor, MI

Site Design of 2321 Jackson Ave. Brewery and Retail Center

City of Mason

- Local Street Repaving including Watermain & Sewer Replacement;
- Various Record Drawings

MDOT Local Agency Projects

- City of Mason: Cedar Street Repaving, Jefferson Street Trailhead
- Village of Dimondale: Bridge Street Resurfacing

Village of Dimondale

- Walnut Street Reconstruction

City of Grand Ledge

- Kent, Lamson, Liberty, South, and Taylor St Road and Utility Reconstruction

Certifications and Accolades:

Certified Storm Water Operator (CSWO), Michigan Dept. of Environment, Great Lakes, and Energy (EGLE)

Soil Erosion and Sedimentation Control (SESC) Comprehensive Inspector, EGLE

Certified Office Technician, Michigan Department of Transportation



WOLVERINE ENGINEERS & SURVEYORS, INC.

312 North Street - Mason, Michigan 48854 - Phone 517.676.9200 - Fax 517.676.9396

Trent Powers

Design Engineer



Education

BS , Civil Engineering
Michigan State University

Experience

Total Experience
20 years
Years at Wolverine
9 years
Years in Present Position
8 years

Qualifications:

Ample experience in municipal road and utility design, water reliability studies, site design, wastewater treatment plant design, site grading, cost estimating, quantity calculations, public relations, project management, and maintenance of traffic.

Proficient with AutoCAD Civil 3D, MERL, and Microsoft Office.



Related Experience:

Village of Fowlerville

- Maple Street Reconstruction and Utility Replacement
- Hibbard Street Reconstruction
- Shell Oil Stormwater Control Structure
- Asahi Kasei Plastics Site Design

Nottawa Township

- Sewer System Design (Beal City and Coldwater Lake)

Isabella County Road Commission

- New Road Commission Complex Site Plan

Village of Pinckney

- Various Site Plan Reviews
- Mann St & Depot St Reconstruction

City of Mason

- Local Streets (2014 to Present)
- Water Reliability Study
- Asset Management Plan

Village of Pigeon

- Water Reliability Study
- Force Main and Watermain Replacements

Village of Dimondale

- Creyts Road Pump Station Rehabilitation



David Fisher, PLA

Landscape Architect



Education

BLA, Landscape Architecture
Michigan State University

Registration

Licensed Professional
Landscape Architect
Michigan

Experience

Total Experience
18 years
Years at Wolverine
16 years
Years in Present Position
16 years

Qualifications:

During his tenure at Wolverine, Mr. Fisher has had the opportunity to work on a wide range of landscape architecture projects including parks, non-motorized pathways, streetscapes, downtown beautification projects, and city markets. In addition, Mr. Fisher has ample experience with more conventional civil engineering projects with an emphasis on site plan development including drafting, site grading, and design.

Proficient in AutoCAD Civil 3D, MERL, and Microsoft Office.



Related Experience:

Michigan Department of Technology, Management and Budget

- Dansville Shooting Range
- Ionia State Recreation Area
- Downtown Campus Reconfiguration

City of Mason, MI

- Lansing River Trail – Mason Expansion
- Hayhoe River Trail Expansion

City of Lansing, MI

- Lansing City Market Site Planning
- Lansing Entertainment and Public Facilities Consultant

Crystal Lake Terraced Shoreline, Crystal Township, MI

Ingham County Medical Care Facility Site Planning

Belle Isle Pedestrian Circulation Plans

Certifications and Accolades:

Construction Site Storm Water Management, Michigan Dept. of Environment, Great Lakes and Energy

Michigan Natural Shoreline Professional Certification



WOLVERINE ENGINEERS & SURVEYORS, INC.

312 North Street - Mason, Michigan 48854 - Phone 517.676.9200 - Fax 517.676.9396

Martin Sekrenes

Senior Field Inspector/Estimator



Education

BA, Advertising/Business
Michigan State University

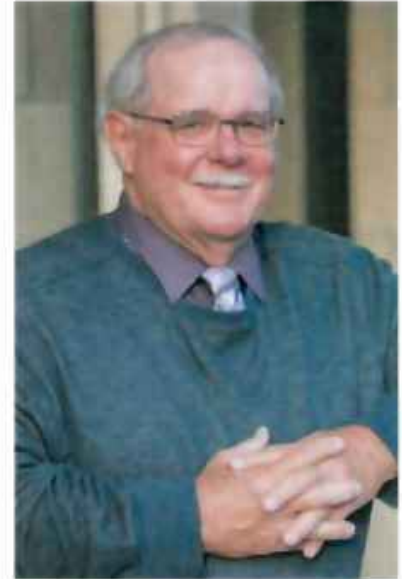
Experience

Total Experience
50 years
Years at Wolverine
25 years
Years in Present Position
13 years

Qualifications:

Experience with construction inspection and records, project design, quantity calculations, cost estimation and pay requests, construction staking and layout, materials testing and inspection, project management and administration, and public relations.

Has maintained total field control of various construction projects, including: project bidding, estimating, and scheduling of manpower & machinery. Completed construction administration of sewer, earthwork, concrete and asphalt paving, and road construction.



Related Experience:

Laylin Park Improvements, City of Mason

Annual Local Street(s) Reconstruction, City of Mason

S Jefferson Street Reconstruction, City of Mason/Michigan Dept. of Transportation Local Agency Program

Annual Local Street(s) Reconstruction, Village of Morrice

East Street Reconstruction, Village of Dimondale/Eaton County Road Commission

Belle Isle Grand Prix Road Reconstruction, City of Detroit/Michigan Department of Transportation

Certifications and Accolades:

Level 1 Field Testing Technician, Michigan Concrete Association

Grade 1 Field Testing Technician, American Concrete Institute

Density Technology Certification, Michigan Department of Transportation

Hazardous Material Certification, United States Department of Transportation and IATA

Certified Construction Storm Water Operator, Michigan Dept. of Environment, Great Lakes, and Energy

Certified Industrial Storm Water Operator, Michigan Dept. of Environment, Great Lakes, and Energy



WOLVERINE ENGINEERS & SURVEYORS, INC.

312 North Street - Mason, Michigan 48854 - Phone 517.676.9200 - Fax 517.676.9396

Paul Singles

Engineering Technician



Education

AS, General Sciences
Lansing Community College

Soil Science Courses
MSU Extension

Electronics Technician
Capital Area Career Center

Experience

Total Experience

21 years

Years at Wolverine

21 years

Years in Present Position

21 years

Qualifications:

Experience in project management; owner/contractor coordination; preliminary survey; construction site layout; project design; quantity calculations; public relations; infrastructure analysis; cost estimation; MDOT project documentation; in-place nuclear density determination on-site concrete testing; in-house training; as-built documentation; and soil erosion and sedimentation control planning and inspection.

Proficient with AutoCAD Civil 3D and MEP, MDOT Field Manager and ProjectWise, and Microsoft Office.



Related Experience:

City of East Lansing

- Harrison and Kalamazoo Street Signals Design and Construction

Village of Dimondale

- Creyts Road Pump Station Rehabilitation

Isabella County Road Commission

- New Road Commission Building Design and Construction

Delhi Charter Township

- Wastewater Treatment Plant Expansion Design and Construction

Village of Bellevue

- Wastewater Treatment Facility Design

City of Mason

- Raw Water Treatment and Radium Removal Plant

Certifications and Accolades:

Certified Storm Water Operator (CSWO), Michigan Dept. of Environment, Great Lakes, and Energy (EGLE)



WOLVERINE ENGINEERS & SURVEYORS, INC.

312 North Street - Mason, Michigan 48854 - Phone 517.676.9200 - Fax 517.676.9396

Caleb Neff

Field Technician



Education

AS, Civil Technology
Lansing Community College

Experience

Total Experience
3+ years
Years at Wolverine
2+ years
Years in Present Position
2+ years

Qualifications:

Experience in site design; quantity calculations; soil erosion and sedimentation control plans, inspections, and reports; construction administration (including MDOT); road, utility, and site plan construction observation (including MDOT); materials testing (including MDOT).

Proficient with AutoCAD Civil 3D, MDOT Field Manager and ProjectWise, and Microsoft Office.



Related Experience:

Village of Fowlerville

- N Grand Ave Road and Utility Reconstruction (MDOT Local Agency Program)
- North Street Road and Utility Reconstruction

City of Grand Ledge

- Kent, Lamson, Liberty, South, and Taylor St Road and Utility Reconstruction

Nottawa Township

- Beal City Rd Sewer System Construction

Central Michigan University

- Lot 2 Pavement and Storm Sewer Reconstruction

Soil Erosion and Sedimentation Control Inspections

- ZFS Ithaca
- Brookside Crossing

Certifications and Accolades:

Certified Storm Water Operator (CSWO), Michigan Dept. of Environment, Great Lakes, and Energy (EGLE)
Soil Erosion and Sedimentation Control (SESC) Comprehensive Inspector, EGLE
Certified Office Technician, Michigan Department of Transportation



WOLVERINE ENGINEERS & SURVEYORS, INC.

312 North Street - Mason, Michigan 48854 - Phone 517.676.9200 - Fax 517.676.9396

Partnered Firms



CONTACT: Robert Rayl, PE and Thomas Sereseroz, PE

517-908-0877

RS Engineering, LLC (RSE) was established in 2003 by Robert Rayl and Thomas D. Sereseroz. Since then, we have grown to over 40 professionals and expanded our capabilities to provide services associated with close to 30 different MDOT prequalification classifications related to the design, analysis, and construction of roadways, bridges, traffic, and safety features. With our decades of experience as a reputable DBE firm, we consistently provide quality services to MDOT, local agencies, and other consultants located throughout Michigan.

- **RSE is registered with the State of Michigan and Michigan Department of Transportation (MDOT) as a Minority Owned-DBE firm and a Limited Liability Company (LLC).** Through the years, RSE has been awarded Small Business Firm of the Year by the American Council of Engineering Companies (ACEC) in 2007, 2009, and 2019, and MDOT DBE Firm of the Year in 2009.
- **RSE professionals have been performing Bridge Engineering services projects for decades.** Over the past 10 years alone, RSE has completed over 200 bridge design, load rating, and scoping projects for MDOT, local agencies, and other clients throughout the state of Michigan, ranging from complex interchange bridges to culvert replacements.



CONTACT: Ken Jones

517-3728804

Studio Intrigue Architects is a leading, generalist architectural firm located in REO Town, Lansing, in the heart of mid-Michigan. The Studio was founded over 18 years ago, and offers full design services consisting of planning, architecture, interior design and engineering. The firm has gained both local and national exposure by receiving awards in categories such as design, historic preservation and entrepreneurship.

Working on a wide range of new construction and renovation projects, Studio Intrigue utilizes its technical experience to provide creative design solutions for projects such as mixed-use, professional and corporate office, mercantile, industrial, restaurants, healthcare, multi-family, hotels, religious and more. The Studio prides itself in listening to our clients' needs and providing solutions that offer ingenuity, value and inspiration. Above and beyond architectural services, Studio Intrigue Architects is here to support its clients in any way possible.



CONTACT: Jacob Sabins, PE
517-886-0550

Clark Trombley Randers (CTR) is a mechanical and electrical consulting engineering firm established in 1961 in Lansing, Michigan. We offer a host of mechanical and electrical and engineering management services with professional and technical support. Whether your needs include trouble-shooting existing systems, the design of new facilities, or the development and implementation of a total facility "master plan," we have the experience and commitment to provide you with superior service. CTR works with business owners to design and document HVAC, mechanical, fire protection, power distribution, lighting, communications, life safety and energy management systems for new and renovated facilities. We emphasize coordination and the interface of architectural and engineering disciplines. Our experience includes projects for educational, retail, industrial, health care, and commercial facilities.



DRIESENKA &
ASSOCIATES, INC.

CONTACT: Randy Pail, PE
517-977-1019

Driesenga & Associates' geotechnical team is skilled in conducting a wide range of geotechnical investigations, from simple one-story residential, commercial or industrial facilities, to multi-story structures, dams, highways, bridges, retaining walls and more.

With our client-focused approach, we work closely with you in order to fully understand the type of development and related structural loads proposed for a site. Then, based on a scope of services that we customize to your needs, we obtain data to form recommendations for site preparation and construction procedures, as well as for foundation, retaining wall, floor slab, and pavement design.

We work hard to maintain strong relationships with stakeholders and to provide top-tier service, which is why our comprehensive reports can be relied on by municipal agencies, state agencies, architects, structural engineers, developers, and the community.

Our geotechnical services include but are not limited to:

- Soil borings
- Shallow foundation, floor slab and below-grade wall recommendations
- Deep foundation including helical piles, auger cast piles, driven piles, etc.
- Ground improvement such as vibro-compaction, rammed aggregate piers, etc.
- Bearing capacity analysis
- Settlement analysis
- Permeability testing
- In-situ infiltration testing in accordance with SEMCOG
- Double ring infiltrometer testing
- Pavement design



CONTACT: Patricia Schriener, PE

517-623-0374

Taiga Engineering has been providing consulting engineering services since 2004. The company specializes in water resources engineering, including:

- Hydraulic analysis
- Bridge scour
- Culvert Design
- Hydrology
- Storm sewer design
- Detention design
- USACE/EGLE Joint Permit Application preparation

Taiga Engineering is prequalified in Hydraulics I and II and is certified as a Disadvantaged Business Enterprise by MDOT. Its past clients include MDOT, local agencies, and private businesses, and it has also served as a subconsultant to larger design firms performing road and bridge design for local agencies and MDOT.

Taiga Engineering will provide hydraulic engineering services as needed. These include hydrologic analysis, hydraulic analysis, scour analysis, detention/retention design, and road drainage design. The purpose of these activities is to eliminate negative impacts from rainfall runoff and to meet Michigan Department of Environment, Great Lakes, and Energy (EGLE) permit requirements. Our work will be based on the methods outlined in the MDOT Drainage Manual. For example, we will perform hydraulic analyses to determine required waterway openings and assure that proposed structures meet the requirements of Parts 31 and 301 of Act 451. Depending on structure size, Taiga Engineering will use HY-8 or HEC-RAS software to compare existing and proposed conditions and determine whether the proposed project will increase the energy grade elevation in the floodplain. As part of this task, we will request design flows from the EGLE Hydrologic Studies Unit. If the drainage area is less than two square miles, we will calculate the design flows using the EGLE Peak Discharge Spreadsheet. If needed for a bridge, Taiga Engineering will conduct scour analyses for the 1% and 0.2% flood frequency discharges per FHWA HEC-18, *Evaluating Scour at Bridges*, and complete MDOT Level 2 worksheets as needed.



CONTACT: Joel Parker, PE and Steven Zayko, PE

517-641-7333

REMEDICATION

Hamp, Mathews & Associates provides engineering design and build services for environmental remediation and green stormwater infrastructure. Using a fundamental approach, HMA bases design/implementation needs on a synthesis of site environmental data and the source-transport-receptor interrelationships known as the Conceptual Site Exposure Model.

REGULATORY COMPLIANCE

HMA provides a comprehensive suite of Compliance services to the regulated community. These services are important to our clients for continuity of business and services, creating and maintaining a standard of ethical business practices, and demonstrating environmental responsibility which is becoming increasingly important in today's business landscape.

RISK ASSESSMENT

Environmental regulatory agencies apply traditional risk assessment processes to estimate an amount of chemical in the environment that could cause an adverse health outcome to humans and ecological receptors. The estimated chemical concentration is derived from scientific studies of the chemical's toxicity combined with upper range values of exposure that a person, plant, or animal may experience.

Project Experience and References

City of Mason

Contact Person: Deborah Stuart - City Manager

Contact Information: 201 W Ash St, Mason, MI, 48854; (517) 676-9155

Services Provided: Complete municipal civil design services from project projection and planning through bidding and construction (including observation) pertinent to road, utility, and site construction/reconstruction.

Projects of Note:

Radium Removal Water Treatment Plant and Transmission Mains

- **\$6,400,000 Treatment Plant**
- **\$1,830,000 Water Mains**

This project, which won the Michigan ACEC Concept in Engineering Award, was unique because it was a solution to an uncommon problem in Michigan: Mason's groundwater exceeded the EPA's standards for radium. The City turned to us to develop a team approach to cost effectively reduce radium levels to below EPA standards. In this respect, the best solution was to construct a centralized water treatment plant fed by a raw water main connecting five wells. In addition to the radium, iron levels were also lowered as a result of this project. Wolverine reveres this project as one of our greatest achievements.



Annual Local Streets Reconstruction - \$964,000 (annual budget)

As our longest-standing client, the City of Mason is a great example of everything we are capable of. Each year the City and Wolverine work together to determine the highest priority street and sidewalk improvements for the next construction season, and often these evaluations happen even further in advance. Wolverine then designs, bids, inspects, and administers the agreed upon projects for the City. Storm and sanitary sewers, watermains, and service leads are frequently installed or replaced in addition to the repaving and/or full depth repair of the roads and sidewalks. Many of our municipal clients receive the same care for their roads each year as well.

Temple Street Regional Detention Basin – \$185,000

One of our on-going projects in Mason is a detention basin that will treat stormwater from several adjacent properties before discharging into Rayner Creek. It is expected that these properties, though currently agricultural fields, will be developed into an industrial park in the future. To ensure adequate stormwater treatment when this happens, Wolverine proposed that an appropriately sized basin be installed proactively. The first industrial development is in the works, so the contract is now being executed. As with all Mason projects, Wolverine has been involved from projection through design and is currently in the process of permitting and bidding.

City of East Lansing

Contact Person: Nicole McPherson – Engineering Administrator

Wendy Wilmers Longpre – Assistant Director of Parks and Recreation

Contact Information: 410 Abbot Rd, East Lansing, MI 48823; (517) 337-9459

Services Provided: Complete municipal civil design services from project projection and planning through bidding and construction (including observation) pertinent to road, utility, and site construction/reconstruction.

Projects of Note:

North and South Harrison Road Reconstruction

Wolverine was hired to assist with construction inspection of the N Harrison Rd Reconstruction Project in 2017 and again for the S Harrison Rd Reconstruction Project in 2019. In total, 1.5 miles of roadway were rebuilt and the sidewalks and drives along this stretch of road were replaced. ADA crosswalks were also installed. A condition unique to this project was that the road narrowed from four lanes to three driving lanes and two bicycle lanes.



State Road Watermain - \$220,000

Wolverine was tasked with design and complete construction administration, including bidding, for the State Road Watermain Project. The design ultimately included 2,660 linear feet of 12 inch watermain and applicable fittings/appurtenances along the south side of State Road in East Lansing, which was able to be preserved.



Northern Tier Trail Pedestrian Bridges - \$364,000

This is an on-going project between Wolverine and the City. The Northern Tier Trail runs adjacent to the Sanderson and Taylor Drains. The City desires two new connections to this trail, each of which will be a 10 foot pathway that spans their respective drains and ties into a nearby neighborhood. Wolverine is relying on our strong network of sub-consultants to provide the highest quality bridge designs and hydraulic analyses available to us. Wolverine is overseeing planning, design, and construction administration, of this project.

Village of Dimondale

Contact Person: James Gallagher – Village Manager

Contact Information: 136 N Bridge St, Dimondale, MI 48821; (517) 646-0230

Services Provided: Complete municipal civil design services from project projection and planning through bidding and construction (including observation) pertinent to road, utility, and site construction/reconstruction.

Projects of Note:

Bridge Street Improvements - \$220,000

The Village of Dimondale engages in an annual Capital Street Maintenance Plan for the major and local streets. 2016 included the full depth reconstruction with complete utility replacement and spot replacement of curb and gutter for two blocks of South Bridge Street. Wolverine Engineers & Surveyors, Inc. provided complete design and survey services for the project as well as bidding and construction engineering services, including full time on-site inspection and construction staking services. The project was designed and constructed on time and under budget.



Creyts Road Pump Station Rehabilitation - \$428,000

In 2016, the Village of Dimondale reached out to Wolverine expressing a need for the rehabilitation of their pump station on Creyts Road. With the help of Gorman-Rupp Pumps, Wolverine facilitated the demolition of an existing drywell, construction of a new wet-well, and installation of a new 6 x 6 pump station.

Village of Fowlerville

Contact Person: Kathy Arledge – Village Manager/Clerk

Contact Information: 213 S Grand Ave, Fowlerville, MI 48836; (517) 223-3771

Services Provided: Complete municipal civil design services from project projection and planning through bidding and construction (including observation) pertinent to road, utility, and site construction/reconstruction.

Projects of Note:

North Grand Avenue Road and Utility Reconstruction - \$2,141,000

Wolverine, as Village Engineer for Fowlerville, was tasked with the complete design, bidding, inspection, and contract administration for 0.6 miles of asphalt reconstruction, curb and gutter, sidewalk and ramps, storm and sanitary sewer, and drainage as a part of the MDOT Local Agency Program. Watermain from 1927 was replaced, the combined sewers were separated, and permeable pavers were installed to make the streetscape more aesthetically pleasing. Our MDOT Certified Office Technicians and Inspectors have been



actively working to ensure total compliance with State construction standards, and our experience with this type of project has proven invaluable. We are in the final stages of administration and are very pleased with the tangible product we produced for the Village.

North Street Road and Utility Reconstruction - \$778,000



North Street was constructed concurrently with North Grand Avenue, and the scope of work was much the same. While much shorter in length (only 0.1 miles), this project was critical because it was bounded by a relatively new stretch of the same road to the East and our active project to the West. Asphalt pavement was replaced as part of the reconstruction, as was curb and gutter, sidewalk, storm and sanitary sewers, and watermain. The utilities in this area were outdated and needed to be replaced while there was access to those in North Grand Ave. Coordination between contractors was imperative and the concurrent construction exemplifies our ability to

manage multiple projects at once. Once again, our role as Village Engineer required that we provide design, bidding, inspection, and administrative services to our client.

Village of Pigeon

Contact Person: Steven Corrion

Contact Information: 29 S Main St, PO Box 379, Pigeon, MI 48755; (989) 453-2733

Services Provided: Complete municipal civil design services from project projection and planning through bidding and construction (including observation) pertinent to road, utility, and site construction/reconstruction.

Projects of Note:

Water Reliability Study - \$10,000

In accordance with the Safe Drinking Water Act, communities are required to obtain a water reliability study every five years unless they specifically receive a waiver from the State. Wolverine provides this service to the Village of Pigeon and other municipalities as part of our general consulting services. As a recurrent requirement, it is a task that we have gained experience in and we are confident in our abilities to perform these studies. We review local water facilities/capacities and compare them to the needs of the community to determine where there may be opportunities for improvement in the future.

Additional Public Clients:

Ingham County
Isabella County
Meridian Township
Nottawa Township
City of Caseville
City of Jonesville

City of Olivet
City of Perry
City of St Johns
Village of Bancroft
Village of Morrice
Village of Pinckney

The annual services provided to these municipalities include all of the following:

Engineering Economics
All Forms of Site Investigations
Feasibility and Engineering Studies
Grant Applications
Permit Applications
Asset Management Plans
Surveying Activities
Water Treatment Plant Updates
Traffic Studies
Utility Rate Analyses
Reliability Studies

Storm/Sanitary Sewer Calculations
Civil Design
CIP Projects
Soil Erosion Plans and Inspections
Landscape Architecture
Contract Bidding and Administration
Public Meeting Facilitation
Construction Inspection
Construction Staking
Emergency Repairs
Risk Assessments

Kent, Lamson, Liberty, South, & Taylor Reconstruction, City of Grand Ledge
\$2,767,000

In 2019 Wolverine was awarded the complete design, bidding, inspection, and contract administration for the road and utility reconstruction of five intersecting streets in the City of Grand Ledge. Old water main was abandoned and new main and services were installed, the sewer systems were relocated and replaced where necessary, and new sidewalk was placed to increase pedestrian access.

Contact: Kurt Ristow
Public Works Superintendent
City of Grand Ledge
310 Greenwood St
Grand Ledge, MI 48837
517-627-2144



Grand Ledge Road and Utility Reconstruction



South Jefferson Street Reconstruction, City of Mason/MDOT LAP

\$615,000

The City of Mason engages in an annual Capital Street Maintenance Plan for the major and local streets. The work in 2019 included 0.75 miles of hot mix asphalt cold milling and resurfacing, concrete curb, gutter, sidewalk and ramps, storm drainage, sanitary sewer, water main and pavement markings on Jefferson Street from north of Oak Street to Kipp Road in the City of Mason, Ingham County. Wolverine also worked closely with CATA to design and install new bus stop concrete pads for the route that runs through Mason.

Wolverine Engineers & Surveyors, Inc. provided complete design services from project projection and planning through bidding and construction engineering services including full time on-site inspection services. Wolverine utilized MDOT LAP procedures to document all construction work, process estimates and contract modifications, and close out the project. The project was in a highly congested residential area transitioning to the downtown district.

***Contact: Deborah Stuart
City Administrator
City of Mason
201 W. Ash Street
Mason, MI 48854
517-978-0233***



S Jefferson Street – Pre-construction, City of Mason



Elm Street Reconstruction, City of Mason Local Streets Project

\$210,000

The City of Mason engages in an annual Capital Street Maintenance Plan for the major and local streets. The work in 2017 included 1,800 linear feet of 6-inch water main beneath Elm Street from Jefferson Street to Steele Street. The project also included full depth pavement reconstruction with complete utility and curb and gutter replacement. Wolverine provided complete design services from project projection and planning through bidding and construction engineering services including full time on-site inspection services. The project was in a highly congested residential area transitioning to the downtown district.

Contact: Deborah Stuart
City Administrator
City of Mason
201 W. Ash Street
Mason, MI 48854
517-676-9155



Elm St Reconstruction



Harrison and Kalamazoo Signal and Intersection Design, City of East Lansing - \$326,000

This 2018 project took place in the City of East Lansing near the campus of Michigan State University at the intersection of Harrison Road and Kalamazoo Street. The project consisted of preparing final plans, specifications, engineering estimates and providing inspection for the project. New signalization was provided as well as ADA crossings and sidewalks.

This project provided unique challenges to our team during construction in that the utilities in the surrounding area overlapped and were conflicting at the locations where new signal poles were proposed. Thanks to our experience with in-field problem solving, we were able to work through the issue and install new signals regardless of the difficulties we had faced.

***Contact: Nicole McPherson, PE
Engineering Administrator
City of East Lansing
410 Abbot Road
East Lansing, Michigan 48823
517-337-9459***



Harrison Road and Kalamazoo Street Signal Improvements



Parks Projects

2021 Northern Tier Trail Pedestrian Bridges - \$364,000

Client: City of East Lansing, Parks, Recreation, and Arts

Contact: Wendy Wilmers-Longpre, Assistant Director

410 Abbot Rd, East Lansing, MI 48823

wlongpr@cityofeastlansing.com | (517) 319-6940

The Northern Tier Trail Pedestrian Bridges project is a substantially complete project that Wolverine and the City of East Lansing's Department of Parks, Recreation, and Arts worked to construct in Summer of 2021. The Northern Tier Trail runs adjacent to the Sanderson and Taylor Drains, and as a result required a fair amount of water body related permitting. The City desired two new neighborhood-to-trail connections, each of which were a 10-foot pathway that spanned the drains at their respective locations. One drain crossing (Colorado Drive) utilized an aluminum box culvert, while the other (Riveria Drive) used a clear-span bridge.



Special care was taken to install these pathways between residential properties with minimal impact to the surroundings at both sites. Fill was minimized and small swales were added to prevent new runoff to the yards, landscaping was installed to provide privacy screening for the neighbors, and construction was phased and scheduled to lessen noise disturbances. Proposed trail signage was also included as part of this contract, but to date it has not been installed due to supply chain issues. Wolverine oversaw the planning, survey, design, bidding, construction, and administration of this work.

Other similarities include the addition of sidewalk, drainage improvements, trail signage, and site restoration, as well as the scope of services provided by our firm.

Annual Laylin Park Improvements - \$104,000 Pathways
Client: City of Mason **\$220,000 Pond Cleaning**
Contact: Deborah Stuart, City Manager **\$129,000 Pavilion**
201 W Ash St, Mason, MI 48854

deborahs@mason.mi.us | (517) 978-0023

Wolverine has been providing the City of Mason with professional engineering services since we were founded in 1919. The Laylin Park Improvements in the City of Mason, Michigan is an ongoing and ever-changing project for Wolverine. In 2021 the focus of the maintenance was the resurfacing of bituminous pathway throughout the park. Since 2017 this has been an annual project for Wolverine with a wide variety of yearly scopes. The largest endeavors have included draining and cleaning the two large ponds in site; construction of four wooden fishing docks; installation of park benches, grills, waste receptacles and picnic tables and their respective concrete pads; replacement of two small footbridges that span the creek; and the expansion of the park pavilion to include restrooms and storage rooms. Due to the varying scopes and materials the project cost is different each year, but care is always taken to provide the greatest service we can within the City’s budget. We enjoy this project for the diversity that it brings to our office and the positive impact it makes on our home community. Wolverine provides complete engineering and surveying services from project conception through bidding and observation.

Similarities this project has include bituminous surface paving, low-impact development and stormwater management, native plant additions, structure upgrades within park areas, and site restoration, as well as the scope of services provided by our firm.



Crystal Lake Shoreline Improvements (Trust Fund Grant) - \$507,000

Client: Crystal Township

Contact: Patty Baker-Marek, Township Clerk

217 W. Park St, Crystal, MI 48818

clerk@crystalmi.com | (989) 235-4800

Crystal Township has a community park along approximately 300' of the east shore of Crystal Lake. The current shoreline is a very steep, vegetated slope down to the water that is fenced off from the park due to its precarious condition. The lake is also eroding the shoreline and undermining the tree roots on the slope. The Township decided to improve this 300' of shoreline by creating a sandy beach front at the water with a series of terraces working up the hill and integrating into the existing park. Each terrace retaining wall is seating height and the terraces are deep enough for activities such as picnicking. The entire project was done utilizing universal access design standards, including access ramps and beach mats. This project will completely transform the recreational opportunities at the park. What was once a dangerous, deteriorating shoreline will become a jewel for the community that will create a regional attraction.



In 2018 Wolverine was presented this project and it continues to be on-going ever since. Much of our work to date has been acquiring the grant monies, and we have started the design phase. Our contract ultimately includes complete design services from project conception and planning through bidding and construction observation/administration.

Similarities to the project include the use of universal access design standards, upgrades to a public park space, work with the local community to maintain positive public relations through all phases of the project, and scope of services provided by our firm.

Hayhoe Riverwalk Trail - \$889,000

Client: City of Mason

Contact: Deborah Stuart, City Manager

201 W Ash St, Mason, MI 48854

deborahs@mason.mi.us | (517) 676-9155

This project involved the installation of a 90 ft prefabricated pedestrian bridge, 750 ft of elevated wooden boardwalk, and 1,600 ft of asphalt trail along the Riverwalk pathway in the City of Mason adjacent to the Sycamore Creek and a sizable wetland. By designing the bridge with helical pier foundations, Wolverine was able to limit our impact to the swamp and surrounding wooded areas while still providing a high-quality pedestrian route. Wolverine Engineers & Surveyors, Inc. provided complete design services from project projection and planning through bidding and construction. Wolverine also included full-time, on-site inspection services as a part of this project. The project required close collaboration with the Norfolk Southern Railroad as a rail crossing was also installed as part of the construction of the walking path.



Hayhoe Riverwalk, City of Mason

Sessions Creek Pedestrian Bridge and Pathway, Ionia Recreation Area - \$133,000

Client: State of Michigan

Contact: Bruce Watkins, P.E.

DTMB, State of Michigan

watkinsb1@michigan.gov | (517) 242-7882

This project involved the construction of a non-motorized Riverwalk pathway approximately 0.5 miles in length through a portion of the Ionia Recreation Area. Wolverine was tasked with designing the trail including a pre-engineered bridge in a heavily wooded and sloped area. The project also required close collaboration with the Department of Natural Resources. Again, Wolverine successfully designed the bridge with helical pier foundations and the Rec Area realized a significant savings in addition to minimizing disturbance to the environmentally sensitive areas.



Pedestrian Bridge over Sessions Creek at the Ionia Recreation Area

Cemetery Bridge Replacement - \$70,000

Client: City of Mason

Contact: Deborah Stuart, City Manager

201 W Ash St, Mason, MI 48854

deborahs@mason.mi.us | (517) 676-9155

This pedestrian bridge replacement was part of a larger program in which the City of Mason engages in an annual Capital Street Maintenance Plan for the major and local streets. In addition to the construction of the bridge, the work associated with this project included curb and gutter replacement, sidewalk replacement, crushing and shaping existing pavement, and milling with overlaid paving. While this work took place on City property, a residential district is located directly across the street, and daily construction took place at the times deemed least likely to disturb occupants. Wolverine Engineers & Surveyors, Inc. provided complete design services from project projection and planning through bidding and construction. Wolverine also included full-time, on-site inspection services as a part of this project.



City of Mason Cemetery Bridge Replacement

Danford Island Park Pathway - \$125,000

Client: Village of Dimondale

Contact: James Gallagher, Village Manager

136 N. Bridge St, PO Box 26, Dimondale, MI 48821

dimondalemanager@gmail.com | (517) 646-0230

The project entailed improving blighted, vacant riverfront property into a downtown Dimondale destination complete with organic and paved trails, restrooms, paved parking, and landscaping. Wolverine was responsible for the design, permitting, and inspection of the park bridge, pavements, and infrastructure. Phasing of this project with other local streets projects was also critical so that a savings could be realized.



Danford Island Park Pathway

Additional References

Please feel free to contact these additional communities that Wolverine has worked with:

City of Mason

Deborah Stuart
City Manager
(517) 676-9155

City of Caseville

Troy Harte
DPW Director
(989)963-0124

Village of Dimondale

James Gallagher
Village Manager
(517) 646-0230

Village of Pigeon

Steven Corrion
Village Superintendent
(989)453-2733

City of Perry

John Souder
DPW Superintendent
(517) 625-4500

Port Hope, Gore, Rubicon Utility Authority

Todd Mashke
Manager
(989)428-4829

Village of Morrice

Karen McGuire
Village Clerk
(517) 625-4170

Village of Pinckney

Jill Chapman
Village Clerk
(734) 878-6206

Nottawa Township

Mr. Korey Mindel
Township Supervisor
(989) 644-8480

Isabella County Road Commission

Tony Casali
Manager
(989) 773-7131, ext. 103



Our Commitment

Wolverine Engineers & Surveyors, Inc. understands that the Village of Stockbridge has high expectations for the firm chosen to provide them with professional consulting services. Timeframes and budgets are major concerns for any municipality, and it is not expected that Stockbridge is any different in these regards. Wolverine can confidently say that we will be able to meet and exceed the expectations of the Village, and we believe that our experience outlined throughout this proposal will attest to that fact.

Wolverine is not in the habit of taking on more work than we can complete in a timely manner. Our design team's current workload is steady, with projects coming and going all the time. Though we keep busy, we are not overwhelmed, nor are we concerned that we will be going forward. As we develop working relationships with municipalities, we can prepare our schedules well ahead of time to take on projects in a timely manner, and we would be honored to do that for the Village of Stockbridge. We will ensure all projects are completed within a reasonable timeframe as required by the Village and its stakeholders as determined early in the planning stages. It is nearly inevitable that some projects may encounter circumstances that change their timeline for completion. Perhaps there is an unmarked utility that is struck during construction, or an easement is needed for a development that is difficult to obtain. These are the types of complications that we are skilled at addressing thanks to more than 100 years of experience, but they are not always avoidable. Should any issues arise that Wolverine encounters concerning timeframes or budgets over the course of any given project, they will be brought to the Village's attention immediately and any necessary adjustments will be made to ensure a satisfactory solution.

It is not our intent to provide our services in a manner which benefits us exclusively, but rather to provide quality services that foster a strong relationship with the Village that will last beyond the terms of the agreement. We strive to provide valuable products for each municipality that we represent, and the Village of Stockbridge would be no exception.

Another large concern that municipalities have is what will be done for them in the case of emergencies. Wolverine will gladly provide the Village with a 24-hour contact for these scenarios. We have been known to mobilize on nights and weekends when events occur, such as contractors breaking a utility line, or if flooding is causing troubles for homeowners. We treat each of our clients as if they were our hometown, and that means making sure the residents are safe and happy regardless of our official business hours.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/23/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861		CONTACT NAME: Kathryn Lance PHONE (A/C, No, Ext): (800) 969-4041 FAX (A/C, No): (800) 969-4081 E-MAIL ADDRESS: klance@pciaonline.com															
INSURED Wolverine Engineers & Surveyors, Inc. 312 North St Mason MI 48854-1169		<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Hartford Insurance Co.</td> <td>00914</td> </tr> <tr> <td>INSURER B: AXA XL</td> <td>37885</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hartford Insurance Co.	00914	INSURER B: AXA XL	37885	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES CERTIFICATE NUMBER: 21-22 ALL REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			35SBWAF8XA5	6/1/2021	6/1/2022	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input checked="" type="checkbox"/> Contractual Liability						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> X, C, U						PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE \$ 2,000,000
<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
OTHER:							\$
A	AUTOMOBILE LIABILITY			35UEGBN9340	6/1/2021	6/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
Hired & Non-Owned							\$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		35SBWAF8XA5	6/1/2021	6/1/2022	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED	<input checked="" type="checkbox"/> RETENTION \$ 10,000					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			35WEGAP8XH8	6/1/2021	6/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	if yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability			35SBWAF8XA5	6/1/2021	6/1/2022	Per Claim \$ 2,000,000 Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Department of Public Works
 City of Norton Shores
 4814 Henry Street
 Norton Shores, MI 49441

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mike Cosgrove/SUNNY

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2022	
Effective August 1, 2021	
Wolverine Engineers & Surveyors, Inc.	
Hourly Rates	
Professional Engineer	\$150.00
Project Manager/Professional Surveyor	\$120.00
Engineer III	\$95.00
Engineer II	\$80.00
Engineer I	\$65.00
Environmental Health Specialist	\$80.00
Expert Witness	\$250.00
GIS Technician	\$95.00
Landscape Architect	\$85.00
Senior Technician	\$95.00
Technician III	\$85.00
Technician II	\$75.00
Technician I	\$65.00
Draftsperson	\$80.00
Administrative Technician	\$60.00
Storm Water Operator	\$85.00
One-Man Field Surveyor	\$100.00
Two-Man Survey Crew	\$130.00
Three-Man Survey Crew	\$160.00
Mileage: per mile	\$0.62
Aerial Survey Two-Man Crew	\$250.00
Aerial Survey Office Technician	\$90.00

For expenses incurred in the work for travel, subsistence, long distance telephone calls, printing, etc., the actual cost thereof. For miscellaneous services or supplies furnished by others at the expense of the Engineer, the actual cost, plus 10 percent (10%) thereof. Rates subject to revision.

RESOLUTION PERTAINING TO AUTHORIZED SIGNATORIES OF
WOLVERINE ENGINEERS & SURVEYORS, INC.

WHEREAS, Wolverine Engineers & Surveyors, Inc. has elected Officers from the Shareholders of the Corporation, and

WHEREAS, the Operating Agreement of Wolverine Engineers & Surveyors, Inc. authorizes the Officers of the Company to conduct business on behalf of the Company, and

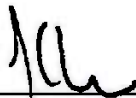
WHEREAS, Wolverine Engineers & Surveyors, Inc. acknowledges that in the course of conducting business it is necessary to execute professional service contracts on behalf of the Company.

NOW BE IT RESOLVED THAT, Wolverine Engineers & Surveyors, Inc. authorizes the following persons to execute professional service contracts on behalf of the Corporation:

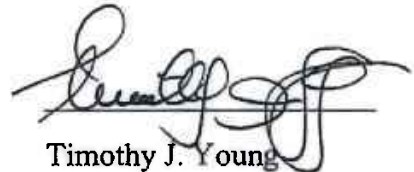
Donald B. Heck, P.E. – President/Secretary
Joseph C. White, P.E., P.L.A. – Vice President
Timothy J. Young – Treasurer
Donald J. Bendzinski, P.S. – Director of Surveying



Donald B. Heck, P.E.
President/Secretary



Joseph C. White, P.E., P.L.A.
Vice President



Timothy J. Young
Treasurer

May 21, 2021



JANICE K. ROGERS
Notary Public, State of Michigan
County of Ingham
My Commission Expires Jul. 12, 2022
Acting in the County of Ingham



BOARD ACTION SUMMARY SHEET

BOARD MEETING

Council

MEETING DATE:

11/7/2022

AGENDA ITEM TITLE:

Ordinance Amendment - Compensation for Village Council and Planning Commission; permit members to serve without compensation

RESOLUTION NO.:

SUBMITTED BY:

Darwin McClary

DEPARTMENT:

Manager

BACKGROUND SUMMARY:

Administration is requesting that village council consider adopting an amendment to the village's officers compensation ordinance to permit village officers to waive compensation, at their sole discretion, for serving on the village council or planning commission. As council is aware, the village's auditors recently determined that the village should be compensating board and commission members through the village's payroll system rather than through accounts payable so that appropriate income taxes are deducted and reported to the IRS. As a result, some village council and planning commission members expressed concerns about providing social security numbers to the village so that compensation can be paid through the village's payroll system and, instead, wish to serve without compensation. The proposed ordinance would permit a compensation waiver.

Attached is the proposed ordinance amendment drafted by the Village Attorney.

ALTERNATIVES ANALYSIS:

ADOPT THE ORDINANCE AMENDMENT.

If the council adopts the amendatory ordinance, village council and planning commission members would have the option to serve without compensation. In such instances, they would not have to provide social security numbers to the village for payroll processing.

DENY THE REQUEST TO ADOPT AN AMENDATORY ORDINANCE OR TAKE NO ACTION.

If the council denies the ordinance amendment or takes no action, village council members and planning commission members will be required to submit their social security numbers to the village for payroll processing. Failure to do so would result in appropriate action by the village council and administration upon the recommendation of the village attorney.

PREVIOUS BOARD ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To adopt the ordinance to amend Chapter 2, Article II, Section 2-26, regarding Compensation of Officers, to permit board and commission members to serve without compensation at their sole discretion.

ATTACHMENTS:

Proposed Amendatory Ordinance - Compensation of Officers

STATE OF MICHIGAN
VILLAGE OF STOCKBRIDGE
ORDINANCE NO. 2022-11-____
(Enacted November 7, 2022)

**AN ORDINANCE TO AMEND Chapter 2,
ARTICLE II, SECTION 2-26
REGARDING COMPENSATION OF OFFICERS**

recitals

WHEREAS, the Village of Stockbridge (hereinafter, the “Village”) has adopted the Village of Stockbridge Code of Ordinances, which has been amended from time to time; and

WHEREAS the Code of Ordinances includes Chapter 2, Article 2, Section 2-26 regarding the payment for services of elected and appointed officers of the Village; and

WHEREAS, Section 2.26 does not in its current form permit an elected or appointed officer to waive the compensation approved by the Village.

WHEREAS, certain elected and appointed officers have expressed a desire to waive the compensation approved by the Village under Section 2-26 for their services to the Village; and

WHEREAS, the Planning Commission met for over a year developing revisions to the Zoning Ordinance; and

WHEREAS, it has been recommended by the Village Attorney that Section 2-26 be amended to specifically permit elected and appointed officers; and

Ordinance

SECTION 1: Chapter 2, Article II, Section 2-26 is amended in its entirety to read as follows:

Sec. 2-26. - Compensation of officers.

- (a) President and trustees. The president and trustees shall each receive a fixed amount established annually by resolution of the council adopted simultaneously with the annual budget of the village, subject to paragraph (d). The resolution may also provide for reimbursement of any expenses incurred in the performance of their duties and for additional compensation for any regular or special meetings of the council actually attended by a trustee.

(b) Other officials and employees. All other village officers and employees shall receive such compensation as the council may from time to time establish by resolution or contracts of employment, subject to paragraph (d).

(c) Time of payment; other conditions. The president and trustees shall be paid quarterly and shall receive no other compensation for services performed for and on behalf of the village during the term of office except compensation provided by a resolution adopted pursuant to this section. The manager and all other officers of the village shall be paid periodically as provided by resolution or contract.

(d) Any elected or appointed officer or other official of the Village may, at their sole discretion, waive, in writing, the compensation approved under paragraphs (a) or (b) above for whatever period of time the individual states in writing, including a retroactive waiver. The Village shall adopt a standard form for documenting said waiver under this paragraph and provide it to anyone attempting to provide such a waiver.

SECTION 2: If any section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Village of Stockbridge declares that it would have passed this Ordinance and each section, subsection, clause, or phrase hereof, irrespective of the fact that any one or more section, subsections, sentences, clauses, and phrases be declared unconstitutional.

SECTION 3: That this Ordinance and the related rules, regulations, provisions, requirements, orders, and matters established shall take effect immediately upon publication, except any penalty provisions which shall take effect twenty (20) days after publication, pursuant to MCL§66.1; MSA§5.1271.

SECTION 4: Repealer - All Ordinances or parts of Ordinances in conflict with this Ordinance are repealed only to the extent necessary to give all provisions of this Ordinance full effect.

Adopted at a Regular Meeting of the Village of Stockbridge held on November 7, 2022.

Moved by: _____

Seconded by: _____

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Village of Stockbridge

By: Molly Howlett
Its: Village President

Certification of Clerk

I hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the Village Council of the Village of Stockbridge, County of Ingham, State of Michigan, at a regular meeting held on the 7th day of November, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the Minutes of said meeting were kept and will be or have been made available as required by said Act, and the foregoing Ordinance was published in a newspaper of local circulation on _____, 2022.

Village of Stockbridge

By: Debbie Nogle
Its: Village Clerk

Drafted by: John L. Gormley (P53539)
Attorney for the Village of Stockbridge and

Gormley Law Offices, PLC
101 Grand River Ave.
Fowlerville, Michigan 48836
517.223.3758



BOARD ACTION SUMMARY SHEET

BOARD MEETING: Council

MEETING DATE: 11/7/2022

AGENDA ITEM TITLE: *Award of Contract - 2014 Community Master Plan Update - McKenna*

RESOLUTION NO.:

SUBMITTED BY: Darwin McClary

DEPARTMENT: Manager

BACKGROUND SUMMARY:

The Village of Stockbridge Planning Commission is requesting that the village council award a contract for the Village of Stockbridge community master plan update to McKenna of Northville, Michigan. The planning commission solicited bids on the MITN bid system, and McKenna was the lowest responsible bidder.

Attached is the letter of recommendation from planning commission chair Daryl Anderson and supplemental information for council's review and consideration.

ALTERNATIVES ANALYSIS:

N/A

PREVIOUS BOARD ACTION:

None

FINANCIAL IMPACT:

If the contract is awarded to McKenna, the cost for planning services for the 2014 community master plan update work will be \$15,000.00. The project will be charged to General Fund Account #101-

RECOMMENDED MOTION:

To concur with the recommendation of the Village of Stockbridge Planning Commission and award a contract to McKenna of Northville, Michigan, in the amount of \$16,000.00 for the completion of the updates to the 2014 Village of Stockbridge Community Master Plan and authorize the Village President to execute all necessary documents relating to the contract.

ATTACHMENTS:

Letter of Recommendation and Supplemental Information - 2014 Master Plan Update

Darwin McClary

From: andersonmechelec@frontier.com
Sent: Friday, October 7, 2022 1:19 PM
To: president@vosmi.org; fcattell@vosmi.org; ldyer@vosmi.org; kmorehouse@vosmi.org; guihlein@vosmi.org; rmullins@vosmi.org; cquintanilla@vosmi.org
Cc: Daryl Anderson; Clerk Debbie; Darwin McClary; James Johnson; Laura Loomis
Subject: Please find attached Planning Commission recommendation for awarding a contract to McKenna Planning and Engineering firm to update the existing Villages 2014 Master Plan
Attachments: MEMO to Village Council to award contract to update 2014 Master plan to McKenna.docx; RFP - Village of Stockbridge Master Plan Update.pdf; Village of Stockbridge Master Plan_ROW Professional Services Company.pdf; Village of Stockbridge-Proposal-2022-0916_FINAL.pdf

The Villages of Stockbridge, Planning Commission, after working for over 2 years to make recommendation to update 2014 Master Plan has successfully submitted a Request for Proposal (RFP) through the MITN purchasing program in compliance with the Villages Purchasing Policy.

At the Planning Commissions regular schedule monthly meeting on October 06, 2022, discussed the three various proposals submitted by: (McKenna bid on updating Master Plan for \$15,000, White Pine Solutions bid on updating Master Plan \$16,000, Rowe bid on updating Master Plan \$17,500).

The Planning Commission was allocated by Village Manger up to a maximum of \$16,000 to select a firm to recommend award of a contract to the current 2014 Master Plan to Village Council. The funding for updating Master Plan is included in current Village Budget.

After extensive discussion. The Planning Commission voted to recommend award of a contract to update current 2014 Master Plan by Village Council to McKenna for \$15,000.

The Planning Commission respectively recommend and encourages the Village Council to make this decision at their next Village Council meeting to be held November 07, 2022.

Please find attached copies of three Proposals for your review.

Sincerely

Date: October 07, 2022

Daryl Anderson

Chair, Village of Stockbridge Planning Commission

MEMO

From: Daryl Anderson
To: Village of Stockbridge President and Council Trustees
Subject: Planning Commission recommendation to award a contract for \$15,000 to McKenna Planning and engineering firm to Update Village of Stockbridge 2014 Master Plan.

The Villages of Stockbridge, Planning Commission after working for over 2 years to make recommendation to update 2014 Master Plan has successfully submitted a Request for Proposal (RFP) through the MITN purchasing programmer in compliance with the Villages Purchasing Policy



MCKENNA

September 16, 2022

Daryl Anderson
Chair
Stockbridge Planning Commission
305 W. Elizabeth St, Room 107
Stockbridge, MI 49285

Subject: Village of Stockbridge Comprehensive Master Plan – Potential Partnership

Dear Mr. Anderson:

Wow – what an opportunity for Stockbridge: a chance for its leaders, residents, property owners, and stakeholder partners to continue creating great places; cultivating an environment for increased investment; and in so doing, providing a high quality of life for generations to come! We are incredibly excited about the prospect of partnering and collaborating with your Village on the 2022 Master Plan, and we hope that you'll find our team to be the most qualified, most energetic, and most forward-thinking. Planning is a hopeful and visionary endeavor, and our team takes to heart Daniel Burnham's adage to "aim high in hope and work".

Stockbridge is well-positioned geographically, and is blessed with an abundance of attributes that are demanded by families and a talented workforce. Through previous planning efforts dating back decades, the Village has laid the foundation to be a highly desirable small town – within easy commuting distance of major job centers in the Lansing area.

Developing a beautiful vision for the Village, and a well-considered plan to implement that vision, is one of the noblest expressions of civic life. The Master Plan is critically important to the Village's evolution to meet the demands of its residents in coming years, especially in the context of the interwoven imperatives of sustainability and resiliency – both environmental and economic.

FOCUS ON NEW OPPORTUNITIES

McKenna is Michigan's leading planning and design firm. We work with private sector market realities and manage complex municipal redevelopment projects – public acquisition, demolition, grant and other funding, urban design, marketing, and disposition – and are continuously implementing smart redevelopment principles for Midwest municipalities and select private clients.

Christopher Khorey, AICP, West Michigan Manager, will serve as Project Director, leading our team and being responsible for oversight, strategic direction, and quality control. **Raphael J. Kasen, AICP, Senior Planner** will serve as Project Manager, your day-to-day contact and a constant presence at Re-Write Team meetings, bringing Chris and other team members depending on the meeting topic. Raphael is based in East Lansing, just 20 minutes from Stockbridge. Chris and Raphael have also recently wrapped up their work on the Stockbridge Township Master Plan, and are thus very familiar with the downtown, where they make frequent visits.

Our team is interdisciplinary, and comprises experience and expertise in urban design, public engagement, transportation planning, zoning, mapping, and graphic design. We are prepared to leverage our skill set through direct engagement with Village stakeholders throughout the process, building consensus and inspiring implementation – indeed, we propose to

HEADQUARTERS

235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
☎ 248.596.0930
MCKA.COM

Communities for real life.



prepare the Master Plan with a focus on implementation to empower the Village to maintain excellence while introducing new opportunities.

WHY OUR TEAM?

Our team has the right kind of experience, and the proven approach Stockbridge needs to help work through this challenging but rewarding process; we know how to navigate complex processes in successful communities, with stakeholders pushing for continued excellence.

Together with the dedicated people of Stockbridge, we will help you create an exciting, implementable vision that will benefit current and future generations for years to come.

Thank you for considering our team; we look forward to discussing our approach in greater detail during a project interview.

Respectfully submitted,

McKENNA

John R. Jackson, AICP, NCI
President

MCKENNA



PROPOSAL TO PREPARE

Comprehensive Master Land Use Plan

VILLAGE OF STOCKBRIDGE,
MICHIGAN



SEPTEMBER 16, 2022

Communities for real life.



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Executive Summary



PROJECT TEAM

Our project team of professionals from McKenna brings diverse expertise to the Village of Stockbridge Master Plan Update. From historic downtown revitalization to small town planning, to plan implementation strategies. The public engagement expertise of our professionals will ensure the priorities of Village stakeholders guide the preparation of the Village’s new Master Plan.

SCHEDULE

Completion within 9 months of contract execution, or as otherwise agreed upon with the Village.

FEE

Lump Sum Fee: \$15,000, which includes the services and end products in the attached scope of work. We are also offering optional urban design visions (\$3,000 for one, \$5,000 for two) of select parts of the Village, if desired.

We can work with you to customize our proposed scope of work to eliminate, add or modify elements, with our overall fee being adjusted accordingly.

MEETINGS

Our team will prepare for and attend monthly meetings of the “Re-Write Team”, as well as the following meetings:

- Kickoff Meeting with the Planning Commission
- Demographic Presentation to the Village Council
- Future Land Use Workshop with the Planning Commission
- Transportation and Mobility Workshop with the Planning Commission
- Planning Commission Recommendation for Distribution
- Village Council Approval for Distribution
- Planning Commission Public Hearing
- Village Council Adoption

Additional meetings requested by the Village will be invoiced hourly at the rates included in this proposal.

Why Is a New Plan Needed?



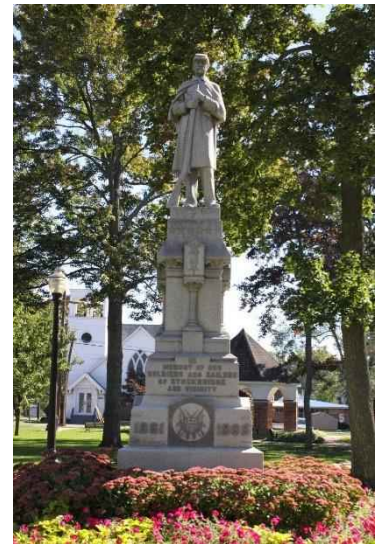
The Village’s Master Plan is out-of-date and no longer applicable to current conditions; further, the preparation of a new Master Plan is necessary to comply with State law. Public Act 33 of 2008, as amended, “Michigan Planning Enabling Act” requires numerous Master Plan components not currently addressed in the current plan, such as addressing “complete streets” and including a Zoning Plan, so that the Future Land Use Map categories are explicitly matched with zoning districts (current or future). Additionally, Redevelopment Ready Community Best Practices requires an up-to-date Master Plan that adequately reflects the Village’s desired direction for the future.

Here are seven additional compelling reasons for Stockbridge to partner with McKenna to prepare a new Master Plan:

1. DOWNTOWN PRESERVATION & REVITALIZATION

Stockbridge has many strengths including a number of historic preservation and economic development opportunities. Historic downtown communities are not only in a position to obtain funding from the State, but they are also in a competitive advantage from other communities. The Michigan Economic Development Corporation (MEDC) has several programs designed for historic downtown communities such as the Village of Stockbridge which can help leverage these historical assets to further economic development goals.

The Certified Local Governments (CLG) program as well as the newly enacted Michigan State Historic Tax Credit are opportunities the Village may want to consider as it pursues the goals established in the 2022/23 Stockbridge Downtown Development Authority Strategic Work Plan. We will work with you to incorporate the MEDC programs’ best practices including redevelopment projects, downtown district plan, and economic development strategy, and position the Village for sustained and managed success.



2. ACTION PLAN

The Master Plan will include specific implementation strategies, and recommendations for various projects or activities designed to achieve the Plan's goals and objectives. Identifying options for broadening housing choices, sustainability, walkability, and infrastructure development will give the Village a roadmap for future development. Further, having an up-to-date Master Plan would improve the Village's position for public and private grant funding, and 'prime the pump' for private economic development activities. The new Master Plan would also serve as a guide for specific amendments to the Sparta Zoning Ordinance and Zoning Map, and as a companion guide for future Village redevelopment.

3. ZONING CREDIBILITY

The Village's Master Plan supports zoning decisions. If the Village's zoning decisions are challenged in court, the Village Attorney and insurance company are in a much stronger position to defend the Village if the Zoning Ordinance is supported by the strong foundation of a current, recently adopted plan with community support and based on current data and conditions. Our experience is that a plan based on out-of-date data has little credibility and validity at court.

4. CREATING A WALKABLE COMMUNITY

Streets that support and invite multiple uses, including safe, active, and ample space for pedestrians, bicycles, and transit are more conducive to the public life and efficient movement of people than streets designed primarily to move automobiles. Increasing active transportation (e.g., walking, bicycling and using public transportation) offers the potential for improved public health, improved recreational and social activities, economic development, a cleaner environment, reduced transportation costs, enhanced community connections, social equity, and more livable communities.

The Master Plan process can identify areas for new pathways or reimagining existing infrastructure to link neighborhoods, recreational areas, businesses, and civic uses throughout the Village.

5. UP-TO-DATE INFORMATION

With the availability of detailed data from sources such as the U.S. Census, Ingham County, and ESRI, now is a great time to prepare a Master Plan that appropriately reflects the population and housing changes in the Village (especially post-Great Recession). Up-to-date information is vital to the ultimate users of the plan, including the Village Council, Planning Commission, Village Administration, police and fire departments, real estate and development interests, adjacent communities, state and regional agencies and local and regional institutions.

6. A VISION FOR THE FUTURE

The Master Plan should reflect Sparta's current goals and ideas, rather than the vision of the past generation. A new Master Plan will express the ideas and hopes for today's community over the next 20 years. The process of preparing the Master Plan offers a unique opportunity to encourage effective participation from many Village stakeholders, to consider long-range issues in a collaborative atmosphere, and to establish a positive vision for the future of the Village.

Also, major landholders and institutions have long-range plans that they are reluctant to share with the Village, although the information would be beneficial. The process of creating a Master Plan, when conducted effectively, will frequently reveal these future private plans.

7. YOUR CITIZENS EXPECT IT

Citizens now expect to be involved in the process of preparing the Master Plan. Planning and associated workshops will be excellent opportunities to involve the Village's residents, businesses, employers, and institutions, though the specific public engagement program will be devised at the beginning stages of the project.

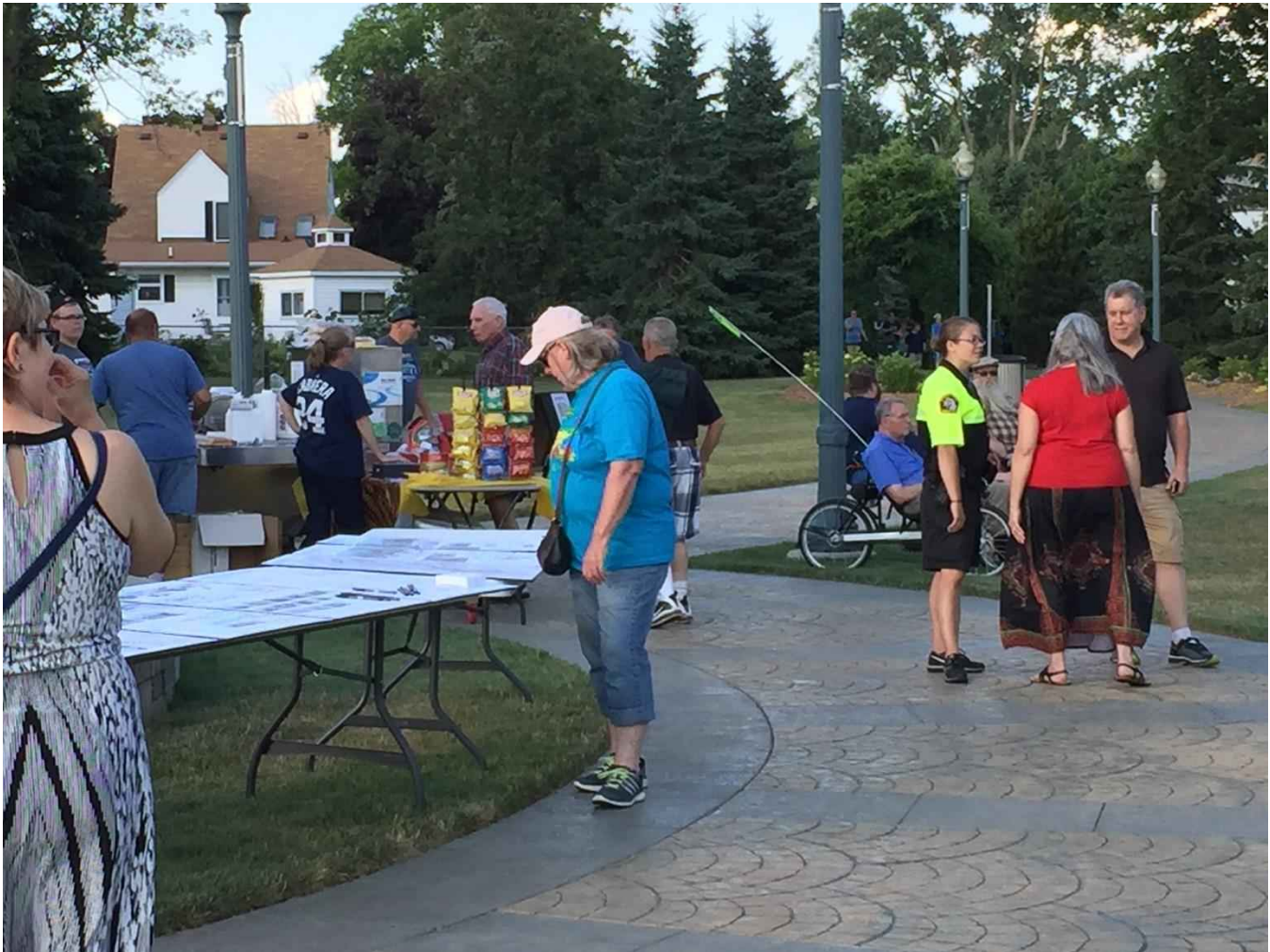
A new plan will offer the opportunity for new people to become involved; often these new people become leaders in the community as a result of their initial involvement in a Master Plan project.

The process of preparing the Master Plan will bring together neighborhood groups and organizations, public utilities and service providers, adjacent communities, and downtown businesses; often putting them in the position of being allies and advocates for the Village's plans. The process is also likely to create interest and optimism among its participants, and this spirit can be transferred to the community-at-large, especially with effective use of the media, community meetings, and the public hearing.



McKenna's planners effectively, respectfully, and meaningfully engage your residents!

Project Work Tasks



We have designed the following work plan for Stockbridge that will engage the public and create a dynamic master plan that builds upon the Village's existing assets and positions the Village for sustainable future success.

Our work plan consists of seven steps:

- Task 1 – Kick-off and Strategic Issues
- Task 2 – Stockbridge 2022: Identify, Quantify, and Analyze
- Task 3 – Public Participation and Community Outreach
- Task 4 – Stockbridge Master Plan: A Roadmap for Future
- Task 5 – Implementation Strategies
- Task 6 – Adoption

**TASK 1.
KICK-OFF & STRATEGIC ISSUES
(8-10 HOURS)**



Project initiation consists of tasks and processes necessary to get the project up and running. These include:

1. **KICK-OFF AND STRATEGIC ISSUES MEETING.** We will meet with Village leaders, Planning Commission members, and community stakeholders as desired, to review the work plan and finalize a structure for review and management of the plan process to:
 - establish a working relationship,
 - reach an understanding of expectations,
 - answer questions,
 - make mutually agreed upon adjustments in the work plan, and
 - identify preferred method of communication (i.e., email, mail, telephone, etc.).

At the kick-off meeting, we will also finalize procedures for public input and the framework for public workshops, public exhibits, press releases and mechanisms for public input; and will identify stakeholder groups. Finally, we will engage the Planning Commission and other participants in a preliminary discussion of strategic issues of importance to the Village that will be critical for review and analysis during the planning process. Key stakeholders will be identified, those whom the Planning Commission will want to make special efforts to consult.

2. **STATUTORY NOTIFICATIONS.** Pursuant to the requirements of the Michigan Planning Enabling Act, PA 33 of 2008, as amended, McKenna will assist the Village in guiding the Master Plan Update through the required adoption process. The first step in this process is the distribution of the Notice of Intent. McKenna will assist the Village in notifying all entities required by the MPEA of the Village's intent to update their master plan.
3. **CREATION OF RE-WRITE TEAM.** Working together, the Village and consulting team will assemble a "Re-Write Team", which will be the primary body responsible for the oversight of the team's drafting of the Master Plan. The Re-Write Team should include Village staff, elected officials, Planning Commissioners, and community stakeholders. The group will meet monthly, and members of the consulting team will attend all meetings. As requested in the RFP, McKenna will be responsible for taking minutes at Re-Write Team meetings and will provide monthly reports on the Re-Write Team's progress to the Planning Commission and Village Council.
4. **EVALUATION OF PAST STUDIES.** Although the Village has not updated their Master Plan since 2008, previous planning documents help provide a history and understanding for how Stockbridge has developed over the past 18 years. McKenna will review these previous studies and incorporate applicable findings and recommendations into the Master Plan as deemed appropriate by the Planning Commission.

**TASK 2.
STOCKBRIDGE 2022: IDENTIFY, QUANTIFY AND ANALYZE
(25-35 HOURS)**

1. **STOCKBRIDGE EXISTING CONDITIONS ANALYSIS.** This section will be the analysis of existing conditions. In particular, we will review the following:

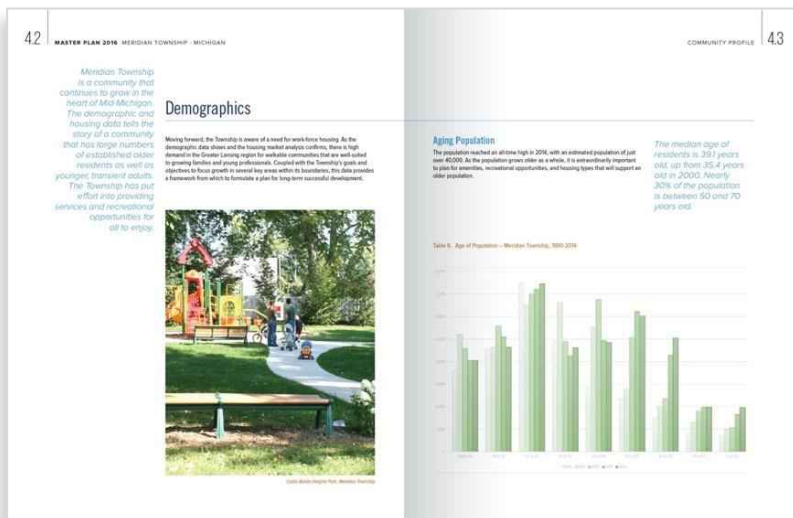
- a. **Regional Context.** Using data from the Village, Ingham County, the U.S. Census, and other available sources, an overview of the Village’s position as it relates to the region in terms of its relationship to development patterns, arterial roads and highways, and natural features and open space will be provided.
- b. **Natural Features** – A Natural Features Inventory will be performed, and maps will be included in the Master Plan to provide an easy-to-understand picture of the Village’s natural features.
- c. **Existing Land Uses** – An existing land use survey will be conducted. The Team will use the Village’s most recent existing land use survey data (which may be supplemented by the Commission) and aerial photographs for the base data. The information will be mapped to visually illustrate the existing conditions.

Quantities of land uses will be computed and compared with any previously collected data to determine significant changes or trends. Conflicting land uses or land uses that are potentially incompatible with future development will be identified and analyzed.

- d. **Population, Housing and Economics** – Characteristics of Stockbridge’s population will be compared to the population in the region and adjoining communities. Population trends and projections and demographic characteristics of the community will be identified and analyzed to understand the impact on the community and future development.

Data on income, education and employment will be included. This may also include a comparison of the sources of the Village’s tax base, depending on the data that is available, and general economic outlook considerations. McKenna will investigate employment needs and analyze how the Village fits in with their future plans.

McKenna will describe the existing housing situation in Stockbridge and note trends and relationships. Factors to be described and analyzed will include number of units by type, age, occupancy, tenure, and value.



Samples of existing conditions and community snapshot analysis.

- e. **Community Facilities** – Community facilities data will be obtained from the Village, school districts, Police Department, Fire Department, utility companies, parks and recreation agencies and departments, major institutions, State of Michigan, and Ingham County. The following will be included in the Community Facilities Analysis:
- i) Description of public and private community, utilities and community facilities including name, location, size, function (classification, Village hall, public services, i.e., neighborhood park or community park), condition, and plans for continuation, expansion, curtailment or closure.
 - ii) Evaluation of Public Facilities based on secondary data in terms of generally accepted standards and results of socio-economic analysis and previous studies.
 - iii) Recommendations for facilities based on:
 - Deficiencies in comparison to standards and recommendations of previous studies and community perception.
 - Improvements needed for public recreation, community facilities and utilities in terms of additional land area, buildings and facilities.
 - Sources of potential funding.
- f. **Transportation** – Using data provided by the Village, Ingham County Road Commission and MDOT, McKenna will prepare an inventory of existing conditions (traffic volumes, surface conditions, right of way requirements, special traffic generators, pedestrian improvements, and accident data among other factors). Traffic projections as available from the applicable road agencies will be included in the analysis. The Team will consult with State, County and local transportation officials to identify other factors that may influence the Village’s Plan.
- g. **Infrastructure** – The Village’s infrastructure will be described, and recommendations given for the following:
- Public water and sewer
 - Stormwater
 - Streets, alleys and major structures (bridges, overpasses, etc.)
 - Information technology infrastructure (local telephone service, long distance, cable, Internet connectivity (T-1, DSL satellite, etc.)



Public engagement for Chikaming Township. Please note: a survey was a successful and well received component of Chikaming Township’s public engagement process.



TASK 3. PUBLIC PARTICIPATION AND COMMUNITY OUTREACH (60-80 HOURS)

We propose a multi-part public engagement process that has proven successful in many of our past planning efforts. The public will have a variety of opportunities to comment on the plan. The process described below is structured to gain input from multiple stakeholder groups in a relatively short period of time, while respecting the schedules of the busy professionals and community members with whom we will be collaborating.

The purpose of the collaborative process is to identify strengths, weaknesses, opportunities, and threats, and to prioritize the Village's most important assets to build upon and issues to overcome. This identification, validation and prioritization process will occur during the collaboration workshop.

1. **SURVEY.** A survey offers a “non-meeting” opportunity for residents to share their thoughts. McKenna will create an easy-to-use online survey instrument utilizing Survey Monkey, designed to elicit a wide sampling of community input on issues in a manner that permits citizens to feel involved in the process without investing too much time. We will work with the local schools and business association to spread inform the public when the survey goes live. Hard copies of the survey form can be prepared for the Village to make available (via direct mail or at public places for pick-up) to those members of the public who are more comfortable with a non-computer-based survey.

When linked to the Village's website, the on-line survey will have the capability of reaching a high number of residents. In this way, there are no mailing costs for the Village, respondents won't have to leave their home or office, and the results are automatically tabulated for easier analysis. For an additional fee, we also offer the option of sending the survey through direct mail to properties in the village. We would tabulate the responses and include the results with the analysis of the online survey.

2. **MASTER PLAN VISION AND COLLABORATION WORKSHOPS.** We proposed to hold two Master Plan workshops - one will be a community-wide event, open and advertised to the public and local employers. We will assist the Planning Commission with a notice that it can use to get “the word out” about the workshop event. The workshop will be designed to be an informative, fun event which participants will enjoy attending.

The second workshop will be a smaller gathering, by invitation, of key stakeholders, such as business, leaders, school district representatives, members of boards and commissions, religious leaders, key property owners, and other leaders in the community. Ideally, the stakeholders will represent a cross section of the diversity of Stockbridge. Our team will work with the Village to determine the list of invitees.



3. The workshops will begin with an introduction to the master planning process, will continue with a summary of the findings of the Stockbridge 2022 analysis, and will move to small group breakout discussions and prioritization of issues and assets identified. The group as a whole will then reconvene and complete an overall prioritization of issues, assets, and consensus on the characteristics of the desired future for the Village. Along with the results of other public outreach and the Planning Commission’s input, these recommendations will serve as the basis for developing the Master Plan’s goals, objectives and direction.
4. **Publicity.** The McKenna Team will assist Village staff and the Commission to publicize the public input process as well as the rest of the Master Plan development in order to encourage greater participation. This includes linking drafts to the Village website, inclusion in Village newsletters (as applicable), working with the schools and businesses, and other means.

The Master Plan collaboration workshop will be the keystone public participation event, but it will not be the only opportunity for the public to be involved in the development of the plan. All Re-Write Team, Planning Commission, and Village Council meetings will be open to the public, along with the required public hearing. The Workshop is designed to provide the public with a meaningful, hands-on opportunity to help shape the future of the Village in ways that are not possible through a survey or a typical Planning Commission meeting.



**TASK 4.
STOCKBRIDGE MASTER PLAN: A ROADMAP FOR THE FUTURE
(40-60 HOURS)**

1. **FUTURE LAND USE PLAN.** The Stockbridge Master Plan will identify both desired future land uses and recommended characteristics for the various areas of the Village. The Plan will make recommendations beyond land use, as its intent is to create or preserve community character and quality of place. The quality of the built environment, the quality of public spaces and open spaces, the preservation of natural resources, and the mixture of land uses are some aspects that define community character. The plan and map will identify recommendations on:
 - a. Land use (agricultural, residential – high, medium and low density, commercial, industrial, open space, etc.)
 - b. Transportation
 - c. Community Facilities
 - d. Natural Features (flood plain, water resources, wetlands)
 - e. Overlay districts for special planning areas and Village borders
 - f. Redevelopment sites

2. **TRANSPORTATION PLAN.** In order to provide a transportation system that meets the needs of the Village and provides a high quality of life for its residents, businesses, and visitors, the Village must work with MDOT, the Ingham County Road Commission and others to provide various transportation options, including non-motorized travel. The Transportation section of the Master Plan will be prepared to fulfill the requirements of Michigan’s Complete Streets legislation.

The Plan will recognize the important role that the automobile currently plays in Stockbridge’s transportation system. However, it will analyze the potential for non-motorized transportation to play an increasing and defining role in the Village and surrounding area. McKenna will explore ways to extend and expand existing pedestrian facilities and improve the function and capacity of street and public transit systems. To achieve this balance, to the extent information is readily available, the Transportation Plan will address:

- Existing transportation infrastructure, including sidewalks, non-motorized trails and pathways
- Existing travel patterns (generalized) and regional influences
- Functional classifications of existing streets
- Planned improvements by road agencies
- The impacts of future land use changes proposed by the Future Land Use Plan on the transportation network and recommendations
- Improvement priorities and funding options



Our team integrates future land use planning with key transportation principles, resulting in high-impact strategies for future corridor development (Tecumseh, Michigan density study by McKenna).

3. **COMMUNITY FACILITIES.** Schools, parks and recreation, public safety, utilities, and communications infrastructure are critical components for creating a desirable, quality, sustainable community. These assets (mapped in the Inventory task) provide a foundation for the Village's character and help to differentiate it from other communities in the region, state, and nation. This section of the plan will focus on maintaining and enhancing the Village's assets and evaluating how these facilities provided by other agencies will impact the Village's plan and development.

4. **OPTIONAL URBAN DESIGN STUDY.**
Our team includes talented urban designers. While urban design was not requested in the RFP, we have included it as an optional service. If requested, our team can provide a vision for the build-out of the Village's downtown, or another part of the Village, as envisioned by the plan.



**TASK 5.
IMPLEMENTATION STRATEGIES
(30-50 HOURS)**

The entire plan will be focused on implementation. An Implementation Roadmap will be crafted to provide a concise list of implementation-ready projects and strategies that the Village should pursue in order to fulfill the vision presented and the goals and objectives stated in the Plan. This portion of the Plan will include the following two elements:

- IMPLEMENTATION MATRIX.** A matrix that includes specific recommendations, priorities, capital expenditures, programs, and actions will be provided.

The matrix will identify:

- Each project
- Its importance
- A timeframe for completing the project
- The person, body, or organization responsible for overseeing the project, and
- Funding opportunities for the project

- ZONING PLAN.** Consistent with the requirements of the MPEA, PA 33 of 2008 as amended, McKenna will create a zoning plan for the Future Land Use Plan. The Zoning Plan will include a description of what zoning districts correspond to planned land use categories, where new zoning districts will be required, overlay district locations, and other recommended zoning techniques to implement the updated Master Plan.

Zoning Plan Comparison Example:

Land Use Area	Corresponding Zoning Districts
Residential	
Residential Reserve	ARG
Suburban Single Family	R-1
Traditional Single Family	R-2
Multiple Family Residential	RM-1
Manufactured Housing	MHP
Commercial	
Neighborhood Commercial	BUS
Regional Commercial	BUS
Industrial	
Light Industrial	IND
Industrial Park	IND

**TASK 6.
ADOPTION
(8-12 HOURS)**

McKenna will assist the Village with the adoption of the new Master Plan as follows:

- DISTRIBUTION OF DRAFT PLAN.** McKenna will prepare the draft Master Plan, including all elements described above and present it for review by the Planning Commission and Village Council. Based on the input and direction received, we will revise the draft and submit it to the Commission for recommendation to the Village Council for dissemination as required by the MPEA. An electronic copy of the draft plan will be provided for the Village to use for dissemination to the required entities for review and comment, with notices per the MPEA.
- FINAL REVIEW, PLANNING COMMISSION PUBLIC HEARING, AND ADOPTION.** Upon conclusion of the draft review and comment period for noticed entities, McKenna will review all comments received and, if deemed necessary, make modifications to the draft. McKenna will attend the Planning Commission public hearing to explain the Plan to the public, respond to review by entities, and assist with the adoption by the Planning Commission. McKenna will also attend, present the Plan at the public hearing, and assist with adoption.

Project Schedule

We will work out a mutually acceptable schedule for preparing the Master Plan with you. Following is our proposed timeline of tasks and meetings, estimated to take 8 – 9 months.

STEP	MONTH								
	1	2	3	4	5	6	7	8	9
1. Kick-off and Strategic Issues	█	█							
2. Stockbridge 2022: Identify, Quantify, and Analyze			█	█	█	█			
3. Public Participation and Community Outreach			█	█	█	█			
4. Stockbridge Master Plan: A Roadmap for the Future			█	█	█	█			
5. Implementation Strategies					█	█			
6. Adoption							█	█	█
MEETINGS									
Re-Write Team Meetings	█	█	█	█	█	█	█	█	█
Planning Commission Meetings	█			█	█	█			█
Village Council Meetings		█					█		█

Project Staff and Management

We propose an experienced team familiar with and ideally matched to Stockbridge’s needs in efficiently updating the Village’s Master Plan. Our combined expertise with community master planning and knowledge of the issues facing cities today will allow us to provide Sparta with a complete and innovative Plan Update that meets your desires.

Members of our team are industry leaders in organizing an efficient and effective public process leading to compelling and comprehensive plans with a strong implementation focus.

Our professionals embrace:

- Highly effective public processes
- Walkability, bicycling facilities, greenways, trails, complete streets, healthy streets
- Active living, active transportation
- Place making
- Parks and open space
- Economic development
- Livable communities
- Environmental preservation
- Land use and conservation
- Traffic and intersection analysis, especially to determine minimal lane needs, circulation and multi-modal mix
- Context-sensitive design solutions



We customize our work to reflect local economies, environments and politics, and our approach to all projects is sensitive to history, size, scale, population, demographics and diversity of people and place.

An organizational chart of team members is on the next page, followed by resumes for all team members.



Christopher D. Khorey, AICP

SENIOR PRINCIPAL PLANNER
WEST MICHIGAN MANAGER

EDUCATION

Master of City and Regional Planning
University of Pennsylvania

Bachelor of Arts
University of Notre Dame

HONORS

Award for Excellence in Student Publications
University of Pennsylvania

PROFESSIONAL EXPERIENCE

Community Planning, Master Plans

Performs all facets of community-wide master planning processes including data analysis, public participation, community visioning, and implementation strategy. Applies innovative master planning strategies for open space preservation, downtown redevelopment, historic preservation, and commercial corridor redevelopment. Integrates regional thinking into local community planning. Implements master plan visions in communities across Michigan.

Market Analysis

Completes successful market analyses—including target market analyses, for residential, commercial, recreation needs, and office development—in suburban communities, older industrial cities, and small towns. Applies financial modeling, population projections, housing demand analysis, and retail gap analysis; employs statistical innovation and research techniques to unearth the nuances of demand for housing types.

Zoning

Prepares zoning ordinance and map amendments, including form-based codes and lean zoning, for a wide variety of communities; provides day-to-day guidance regarding zoning to officials from farming townships to dense urban cores; performs on-site administration of zoning ordinance in dense community with historic downtown.

Redevelopment Planning and Management

Develops neighborhood plans for CDBG target areas. Creates vision for redevelopment and investment in legacy neighborhoods and communities.

Facilitation and Public Engagement

Creates and executes public engagement strategies to address key stakeholders and community members in a variety of projects, in both growing communities and older urban neighborhood. Prepares illustrative and descriptive materials for formal presentation at meetings with public officials, community stakeholders, real estate investors, and the academic community.

Development Review

Provides ongoing development review services and technical advice and recommendations to approval agencies for cities, villages, and townships including site plan, special land use, subdivision, variance, and rezoning for residential, commercial, industrial, mixed use, and planned unit developments.

Wireless Services

Specializes in wireless telecommunications planning and regulation, including review services, drafting and approval of revised wireless regulations; assistance on assessments, leases and proposed buyouts.



PROFESSIONAL EXPERIENCE

Parks and Recreation Planning

Completes Parks and Recreation Master Plans meeting MDNR requirements for a wide range of communities throughout Michigan. Targets grant programs for parks improvements and provides ongoing services to a Parks and Recreation Commission undergoing the implementation of their plan. Engages the public in the parks and recreation planning process through visioning sessions, online surveys, and presentations at public hearings.

Neighborhood Stabilization and Land Banking

Conducts analysis of land bank program in post-industrial cities, investigating efficiency and effectiveness of program in reducing blight and spurring redevelopment.

Transportation

Provides consulting assistance on safety and operations for transit agencies in several major metropolitan areas; coordinates planning processes and grant applications for transportation enhancements, non-motorized pathways, and streetscapes.

PUBLICATIONS

“Smart Decline or False Hope? Evaluating the Genesee County Land Bank in Flint, Michigan.”
University of Pennsylvania, May, 2010

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning
Congress of New Urbanism

AWARDS

Excellence in Best Practice Award for the Holland Unified Development Ordinance,
Michigan Association of Planning, 2022



Raphael J. Kasen

SENIOR PLANNER

EDUCATION

Master of City and Regional Planning
Rutgers, The State University of New Jersey

Bachelor of Arts
Vassar College

PROFESSIONAL EXPERIENCE

Land Use and Zoning Administration

Raphael is skilled in the application and interpretation of local zoning, signage, and special land use regulations. He has extensive experience with the processing of zoning and sign permits, providing expert guidance to applicants as well as effectively collaborating with Building and DPW staff as required.

Neighborhood and Community Planning

Raphael works with communities, local organizations, and municipal government to build consensus and capacity in support of local planning and redevelopment efforts. He provides expertise in public outreach and relationship building, including mediation and conflict resolution, and has extensive experience in building broad-based support for public and community projects, including long-range planning and community visioning. He has worked in diverse types of communities, from urban to suburban to rural, is fluent in Spanish, and prides himself on being able to develop a rapport and build relationships with everyone. He believes that every moment is an opportunity to start fresh and “make a new plan”.

Housing and Community Development

Raphael has over decade of experience in the housing sector. He has consulted with municipalities on their affordable housing plans and has himself administered first-time homebuyer and down-payment assistance programs on behalf of municipalities. He brings expertise in shared equity homeownership models such as community land trusts, inclusionary housing, as well as manufactured housing planning and policy. He has extensive experience working within the HUD Consolidated Planning process, including the CDBG, HOME, HOPWA, ESG programs.

Neighborhood Revitalization and Community Safety

Raphael has extensive experience working with communities on revitalization planning. He is a certified trainer in Crime Prevention Through Environmental Design (CPTED) and has trained code enforcement and zoning officials in problem property mitigation and adaptive reuse of vacant and abandoned properties. He has written municipal guidelines on Universal Design and brings expertise on ADA compliance in building and zoning.

Historic Preservation

Raphael has worked extensively with municipalities on their historic district programs. He provides administration and staff support to local historic district and planning commissions and is highly skilled in the application and interpretation of historic district guidelines as well as the processing of certificates of appropriateness for historic properties. He is studied in both state and Federal historic preservation policies and programs, including the Secretary of State’s Standards, the federal Historic Tax Credit, and the forthcoming Michigan state historic tax credit.

AFFILIATIONS/ MEMBERSHIPS

American Planning Association
Michigan Association of Planning
Affordable Housing Professionals of New Jersey



CERTIFICATIONS

Facility Management International US
Basic CPTED Trainer

PUBLICATIONS

“Neighborhood Revitalization Tax Credit: A Catalyst for Lasting Change”
http://www.hcdnnj.org/assets/documents/nrtc_report_2017.pdf

HCDNNJ Neighborhood Stabilization Toolkit (all section updates)
<http://www.hcdnnj.org/neighborhood-toolkit>

“An Effective Method of Ending Chronic Homelessness”
<http://hcdnnjnetworkvoices.blogspot.com/2016/12/an-effective-method-of-ending-chronic.html>

“Diamond State Fair Housing Victory Revisited”
<http://www.affordableownership.org/new-horizons-revisited/>

“An Historical Perspective on Affordable Homeownership: Sunnyside Gardens, Queens, NY”
<http://www.affordableownership.org/historical-perspective-sunnyside-gardens-queens-ny/>

VOLUNTEER & COMMUNITY SERVICE

Board Member and VP of Programming: Affordable Housing Professionals of New Jersey - 2020

Board Member: Homefirst Interfaith Housing and Family Services 2018 - 2020

NOMINATIONS

Nominated in June 2020 by New Jersey Governor, Phil Murphy to serve on Board of Trustees for the NJ Historic Trust



R. James Gorenflo, ASLA

PRINCIPAL PLANNER

EDUCATION

Master of Landscape Architecture
School of Environment & Sustainability
University of Michigan

**Bachelor of Science and Natural Resources
in Wildlife Biology**
Dana School of Natural Resources
University of Michigan

PROFESSIONAL EXPERIENCE

Over 30 years of experience in Landscape Architecture, Land Planning and Land Development. Dedicated to producing creative, sustainable, and marketable solutions for his clients. Overseeing a broad spectrum of project types, work has included single and multifamily residential communities, mixed-use and commercial developments, recreational, institutional, and municipal projects. Practical and educational experience with natural features provide the basis for strong and environmentally sensitive site plans and designs and allow for effective communication with regulatory agencies.

A comprehensive and unique understanding of the acquisition, entitlement, and construction processes provides clients assurance that projects will be completed on time and within budget, with a high level of satisfaction. Successful navigation and interpretation of zoning ordinances, master plans and regulations of local municipalities allow for development of concepts, plans and programs that best suit the needs of clients and residents alike. Provides efficacious application of local and State of Michigan permitting processes for the implementation and construction of development plans.

An excellent communicator who engages those skills for clients at public presentations, public input sessions and design charrettes. A project manager and team leader with strong people skills, personal ethics, and integrity, responsible for oversight of projects for clients from acquisition through development and vertical construction. Practical experience with surveyors, civil engineers, architects, real estate, legal and environmental professionals allow for seamless coordination between all team players. A commitment to organizational excellence and client satisfaction has been integral to professional development.

MEMBERSHIPS

American Society of Landscape Architects
American Planning Association

CERTIFICATIONS

State of Michigan Certified Storm Water Operator
State of Michigan Licensed Nurseryman

ACTIVITIES & PUBLIC SERVICE

Dexter Township, MI Planning Commission. past Vice Chair
Cleary University, past Board Member
Builder and Remodelers Association of Greater Ann Arbor,
Land Development Council Chair & past Board Member
University of Michigan Musical Society Ambassador
The Livestock Conservancy member
American Poultry Association member
Trout Unlimited member



Nani Wolf

ASSOCIATE PLANNER

EDUCATION

Master of Urban and Regional Planning
University of Michigan

Bachelor of Arts – Environmental Science
University of Michigan

PROFESSIONAL EXPERIENCE

Community Planning

Develops comprehensive plans, aging-in-place plans, and health assessments for small communities, ranging from entire towns to individual neighborhoods within large cities. Researches and analyzes existing conditions, gathers and balanced public feedback, and created effective, clear, community-specific recommendations. Additionally, writes and edits copy for development projects, including letters of intent, impact statements, and variance requests. Works with Michigan communities of all sizes to create master plans and provide continuous planning services. Believes that all community planning work focuses on identifying common visions for the future and creating concrete strategies that improve residents' quality of life.

Public Engagement

Applies engagement best-practices across various municipal programs, including transportation master planning, traffic calming, and annexation. Plans and organizes engagement events—focus groups, surveys, interviews, public meetings —across the full lifetime of projects. Facilitates on-site meetings and engages with residents and public officials. Designs engagement plans, including RRC-compliant plans, and helped execute them in conjunction with master plans. All public engagement focusing on authentic, equitable, and continuous involvement.

Sustainability and Environmental Planning

Developed Great Lakes coastal land suitability analysis metrics and site impact assessment guidelines. Audites the master plans and zoning ordinances of municipalities for environmentally friendly land use policies. Conducts ecological assessments of habitats and streams and used the results to make purchasing recommendations to local conservancies. Creates open space, natural land, and surface water recommendations for communities that are vulnerable to natural hazards.

Administration and Program Management

Oversaw the environmental assessment program of a regional non-profit and managed a team of volunteer assessors, as well as day-to-day program operations. Administered a municipal transportation commission by coordinating meetings, materials, and public and staff relations.

MEMBERSHIPS

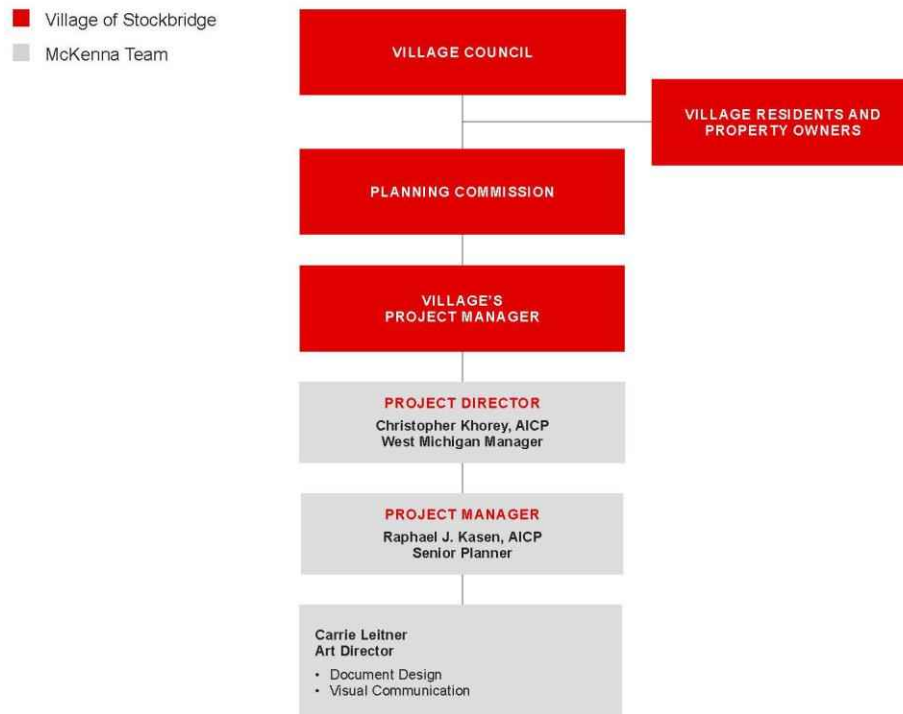
American Planning Association
Michigan Association of Planning
International Association for Public Participation (IAP2)

TEACHING

Instructor, University of Michigan Taubman College. Graduate-level course on GIS principles and programs, including Esri ArcPro and QGIS.

Instructor, University of Michigan. Undergraduate-level course on American culture, focusing on equity, race and ethnicity, and power dynamics from 1770-present.

Organizational Chart



Cost Proposal

FEE

The following is an itemized breakdown of the fees to complete the Sparta Mater Plan, as described in this proposal. We propose to complete the project for a lump sum of \$16,000.

TASK	ITEMIZED FEE
1. Kick-off and Strategic Issues	\$1,000
2. Stockbridge 2022: Identify, Quantify, and Analyze	\$3,000
3. Public Participation and Community Outreach	\$4,000
5. Stockbridge Master Plan: A Roadmap for the Village's Future	\$3,000
6. Implementation Strategies	\$3,000
7. Adoption	\$1,000
	\$15,000

Additional services beyond the scope can be provided, at the Village's request based on McKenna's professional fee schedule (below) or a separate negotiated fee.

MCKENNA PROFESSIONAL FEE SCHEDULE

Professional Classification	Rate Per Hour
President	\$150.00
Executive or Senior Vice President	\$145.00
Vice President	\$140.00
Director	\$130.00
Senior Principal or Manager	\$120.00
Principal	\$110.00
Senior	\$90.00
Associate	\$80.00
Assistant	\$70.00

Qualifications



McKenna’s office is in the Loraine Building near Veterans Park in Downtown Grand Rapids. Our workspaces reflect our commitment to our people, our communities, sustainable design, and the rich technological heritage of the Midwest.

McKenna currently provides project services to more than 85 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois. Anticipating and responding to change is a major distinction of McKenna’s practice. McKenna’s innovation and depth of experience is a resource for public and private decision-makers; we are a corporation of roughly 30 planners, urban designers, and landscape architects formed under the laws of Michigan on May 2, 1978.



HEADQUARTERS

235 East Main Street
Suite 105
Northville, MI 48167
O 248.596.0920
F 248.596.0930
E info@mcka.com

MCKA.COM

GRAND RAPIDS

124 East Fulton Street
Suite 6B
Grand Rapids, MI 49503
O 616-226-6375
F 248.596.0930
E info@mcka.com

KALAMAZOO

151 South Rose Street
Suite 920
Kalamazoo, MI 49007
O 269.382.4443
F 248.596.0930
E info@mcka.com



Areas of Service

Community Planning

- Master Plans (Cities, Villages, Townships, Counties, and Regions)
- Strategic Planning Facilitation
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvements Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development

- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration

- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical, and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Compliance with State
- Department Management Plans

Parks and Recreation

- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- Universal and ADA Accessibility
- Park and Recreation Furnishings



On-Site Management Services

- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes

- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations – Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-Site Zoning Administration

Complete Streets and Transportation Planning

- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps and Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education and Training
- Transportation and Parking Plans
- Access Management
- Parking Studies

Public Participation (NCI Certified)

- Charrettes
- Hands-on Workshops
- Focus Groups
- Roundtable Discussions
- Surveys (telephone, online, direct mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Pop-Up / Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one, intercept)
- Community Preference Surveys

Community Development

- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly, and Assisted Housing
- Housing Market Studies (MSHDA approved)

Urban Design

- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (residential, retail, office, public, institutional) Design
- Public Art

Sustainability Plans

- Sustainability Indicators Analysis, Evaluation Criteria, and Program Improvements
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community's Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors

Landscape Architecture

- Residential Development Plans (single family detached/attached; multi-family, elderly, mixed use, townhouses) Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (tree surveys and maintenance plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design – Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design



Select Master Plan Experience

McKenna has a long working history in communities large and small throughout the Midwest. On the following pages, we present some of our most relevant experience. Our track record of success with smaller communities across the state, as well as larger communities, gives us the confidence that we are the best, most qualified firm to work with you on the new Master Plan and we hope that you will contact our references.

Village of Webberville, Michigan

Hon. Brad Hitchcock
Village President

115 S. Main Street, PO Box 389
Webberville, MI 48892
(517) 521-3984

Population 1,299

- Master Plan
- Zoning Ordinance Updates
- Safe Routes to School Grant

Alpine Charter Township, Kent County

Sue Becker, AICP
Planning Director

5255 Alpine Avenue
Comstock Park, MI 49321
(616) 784-1262

Population 14,022

- Master Plan

City of Walker

Frank Wash
Assistant City Manager

4243 Remembrance Road NW
Walker, MI 49534
(616) 453-6311

Population 24,822

- Master Plan

Holland Charter Township, Ottawa County, Michigan

Corey Broersma
Community Development Director

353 N. 120th Avenue
Holland, MI 49424
(616) 326-2345 (269) 945-1290

Population 37,979

- Master Plan

City of St. Johns, Michigan

Dave Kudwa
City Manager

100 E. State Street
Suite 1100
St. Johns, MI 48879

Population 7,940

- Master Plan
- Downtown Plan
- Zoning Ordinance Updates
- Ongoing Planning Services



MCKENNA

Communities for real life.

What we did:

PLANNING

Master Planning
Parks and Recreation Planning

Master Land Use and Recreation Plan

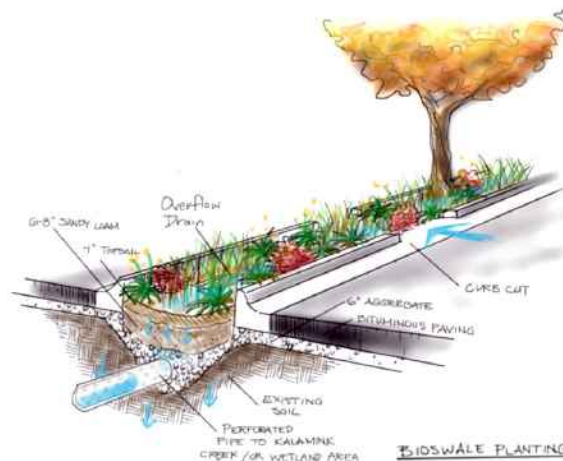
VILLAGE OF WEBBERVILLE, MICHIGAN

The Village of Webberville, in Ingham County, struggled for years to articulate a vision for itself, operating for over a decade without a Master Plan. The Village Administration decided that the time had come to plan for the future, and called McKenna.

McKenna helped the Village take stock of its existing assets and craft a plan that capitalized on them, better tying the Village to the nearby Lansing metro area, and attracting new businesses and customers to the Village’s “Uptown” core business district along historic Grand River Avenue.

While the plan included all the traditional elements of a Master Plan, it also went further, including a Parks and Recreation Plan to meet the Michigan Department of Natural Resources criteria for grant funding. It also included creative, progressive ideas for stormwater management, non-motorized transportation, mixed-use zoning, and upgraded streetscapes.

In order to help Village residents visualize the vision of the Master Plan, McKenna included renderings of future development in the “Uptown” core and partnered with Michigan State University to develop creative park and streetscape designs. The Master Plan created a new energy in the historic Village, positioning it for success in the coming decades.





Communities for real life.

What we did:

PLANNING

- Master Planning
- Public Engagement
- Land Use Planning
- Agricultural Preservation

Alpine Township Master Plan

ALPINE TOWNSHIP,
KENT COUNTY, MICHIGAN

Alpine Township has two very strong influences on its development pattern – and they are polar opposites.

On one hand, the Township, along with its neighbors, is home to the “fruit ridge,” a region whose elevation and proximity to Lake Michigan make it ideal for growing apples, pears, berries, and other fruit. This irreplaceable agricultural asset makes the Township’s farms and orchards so valuable that there is little economic incentive to sell for housing – and a strong tradition of preservation in the Township’s planning and zoning policies.

But on the other hand, the Township is part of the fast-growing Grand Rapids metropolitan area. It faces intense growth pressure and rising housing costs.

When McKenna was brought in to update the Township’s Master Plan, reconciling these two divergent trends was job number one. Along with Township staff and leadership, we quickly made the decision to leave unchanged the urban growth boundary that had been in place for decades – but to re-think how development would occur within the growth area.

Along with our partners at Broad Street Studio and HYK Consulting, McKenna created a detailed land use and transportation vision for a two square mile area on the leading edge of development. The purpose of the vision was to ensure that, as the area developed, it would turn into a coherent series of neighborhoods, not a patchwork of disconnected developments.





Communities for real life.

What we did:

PLANNING

Master Planning
Regional Cooperation
Economic Development

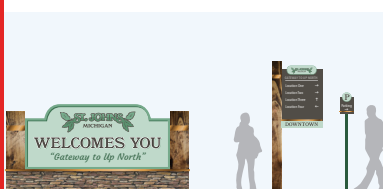
Master Plan

CITY OF ST. JOHNS, MICHIGAN

St. Johns was experiencing a period of growth and change. Located just half an hour north of Lansing, and with new investment in its industrial park, the City was attracting new residents and ready for a new vision for its future.

McKenna stepped in to assist the City in creating a Master Plan to address the ever-changing landscape. The resulting Master Plan not only included Land Use and Transportation visions (and roadmaps to implementation) but also dove deep into specific redevelopment sites, especially along a former railroad corridor (converted to a non-motorized trail) north of the downtown.

The plan also included a unique partnership with Bingham Township, the community surrounding St. Johns, and Clinton County, which is responsible for zoning within the Township. Together, the three entities developed future land use plans for three areas outside the City limits, called "Joint Planning Areas." The Joint Planning Areas were adopted by all three jurisdictions, ensuring a unified vision in the face of growth pressure.





Communities for real life.

What we did:

PLANNING

- Master Planning
- Public Engagement
- Land Use Planning
- Neighborhood Planning

Master Plan

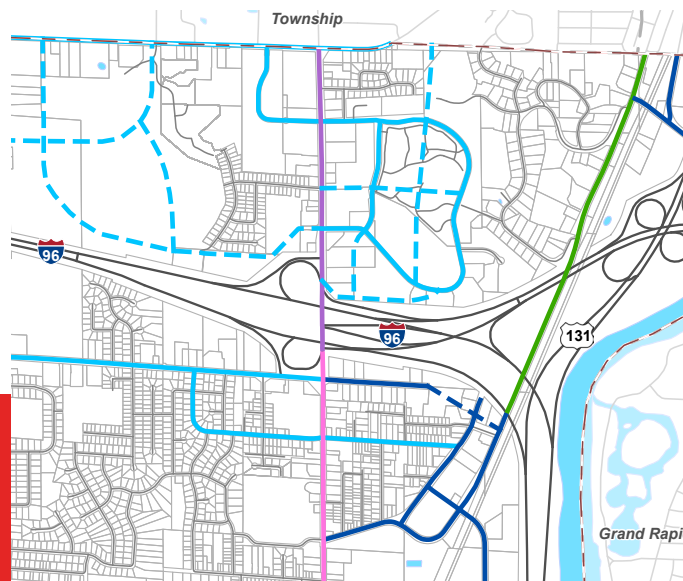
CITY OF WALKER, MICHIGAN

The City of Walker, a large suburban community wrapping north and west of Grand Rapids, had a long history of comprehensive and detailed land use planning. Following its 1998 Master Plan, it undertook a series of sub-area plans. However, by 2019, it was time for a new comprehensive vision.

Along with our partners at Prein&Newhof, McKenna understood that the City’s various neighborhoods had different needs and visions for themselves. So we separated the City into four districts—Alpine, Standale, South Walker, and Northwest Walker – and conducted individualized public engagement, which led to a deep understanding of each neighborhood and how best to address challenges and maximize existing assets.

Then, McKenna and City staff stitched together the four plans like a jigsaw puzzle, creating a vision that worked on a City-wide level, but also addressed individual neighborhood concerns.

Walker 2020 MASTER PLAN | CITY OF WALKER, MI



Unified Development Ordinance

CITY OF HOLLAND, MICHIGAN

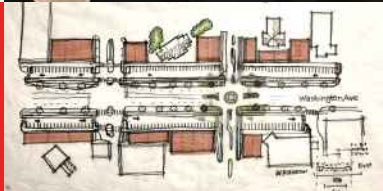
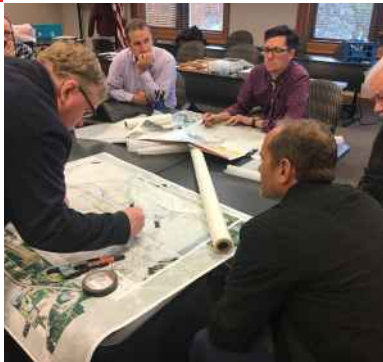
The City of Holland is a historic and well-maintained community, with waterfront, neighborhood business districts, legacy industrial areas, and one of Michigan's most successful downtowns.

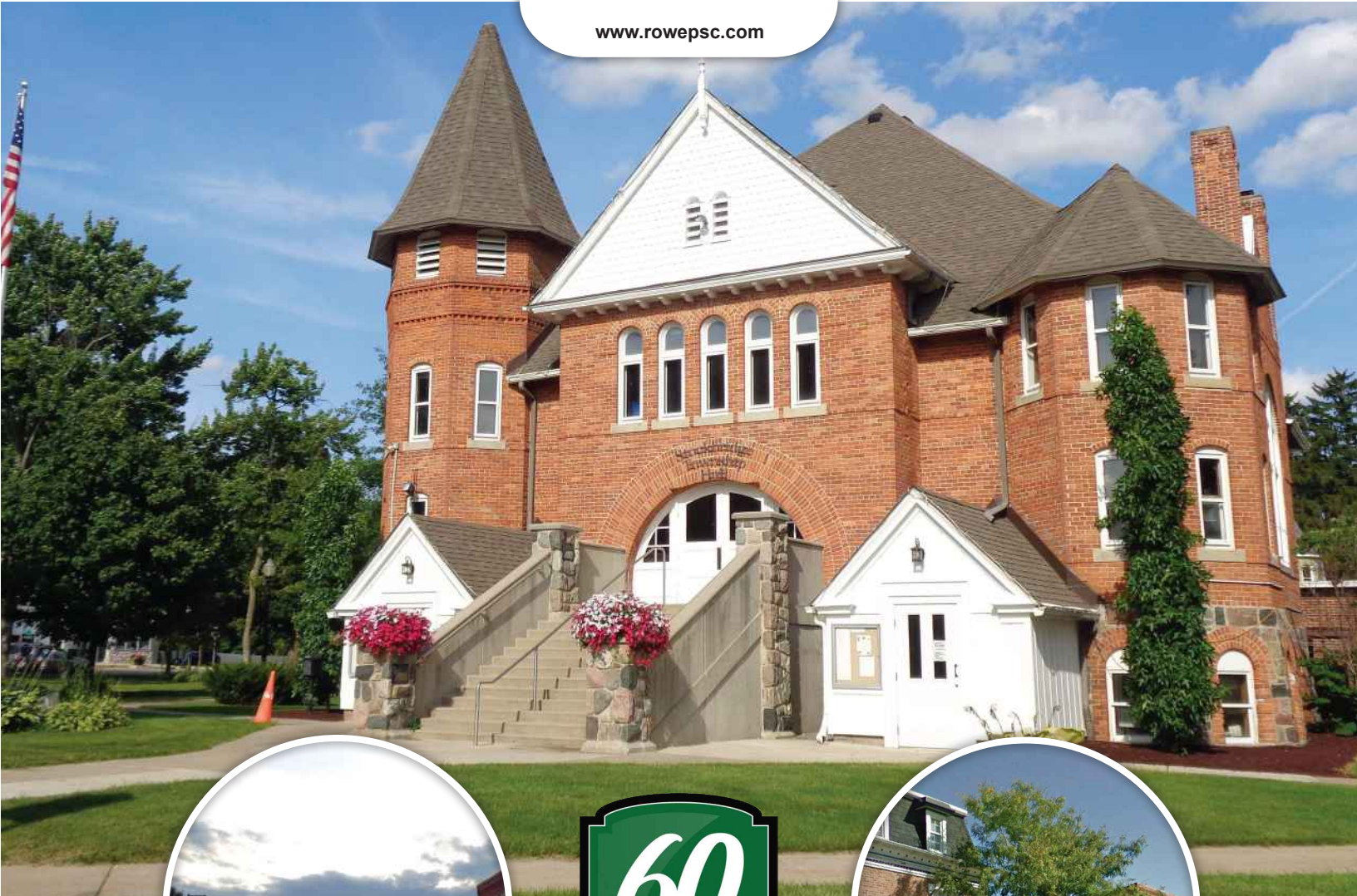
In spite of its strengths, the City's zoning ordinance was originally written in 1943 and amended—but never fully rewritten—dozens of times since. Recognizing that a code commensurate with the community's expectations was overdue, Holland leaders engaged McKenna to engage in a comprehensive rewrite. Part of this important effort was to incorporate not only zoning regulations, but also the City's subdivision ordinance and other development-related standards; accordingly, the codes were renamed the Unified Development Ordinance.

McKenna and City staff engaged in a comprehensive public outreach program, including a week-long charrette, neighborhood meetings, online surveys, stakeholder engagement, and a series of public hearings held around the City.

The ordinance included a number of innovative elements, including:

- A form-based code for the downtown and select corridors and neighborhood business districts.
- A "greenfield" district to ensure that undeveloped sites on the edge of the city would be built out in an urban format.
- A "redevelopment" mixed use district for legacy industrial areas in the core of the City.
- An airport overlay, consistent with MDOT and FAA regulations, to ensure development near the airport would not be incompatible with aviation.
- A progressive landscaping section rooted in sustainability.





PROPOSAL FOR
UPDATE TO 2008 MASTER PLAN
VILLAGE OF STOCKBRIDGE, MI

SEPTEMBER 16, 2022

540 S. Saginaw Street, Suite 200, Flint, MI 48502 | (810) 341-7500





September 16, 2022

Daryl Anderson
Village of Stockbridge
305 W. Elizabeth Street
Stockbridge, MI 49285

RE: Update to 2008 Master Plan
Addendum #1: Acknowledged 08/03/2022
Addendum #2: Acknowledged 08/18/2022

Dear Mr. Anderson:


ROWE Professional Services Company appreciates the opportunity to present this proposal to assist the Village of Stockbridge with updating its Master Plan.

Our team includes a unique blend of planning and design staff that will help create clear direction and visioning, as well as sound implementation plans to ensure the overall plan drives action. This project will be managed by **Senior Planner Jason K. Ball, AICP**, who has over 15 years of experience with community planning and has worked with numerous communities across the state of Michigan. Jason will be primarily responsible for work on the master plan update and will serve as the single point of contact for the project. Additional team members will assist in review and development of relevant portions of the master plan. This team has the time available and the expertise to complete the work outlined in our proposal.

ROWE's proposal is based on an understanding that the village's project scope is to complete a comprehensive update of the existing Master Plan. We will work with the planning commission, the village council, and the DDA in refining documents and the communications to the public throughout the plan adoption process. We have included a basic plan for public engagement to meet requirements of the Michigan Planning Enabling Act with additional options.

ROWE's proposal builds on the village's current plan and the desires expressed in the RFP. If you have any questions, please feel free to contact us at **(810) 341-7500**.

Sincerely,
ROWE Professional Services Company


Jason K. Ball, AICP
Project Manager


Leanne H. Panduren, PE
Chief Executive Officer / Principal in Charge

Flint, MI (HQ): 540 S. Saginaw Street, Suite 200, 48502 | Phone: (810) 341-7500

Civil Engineering | Surveying | Landscape Architecture | Aerial Imagery/Mapping | Planning

Flint, MI (HQ) | Lapeer, MI | Farmington Hills, MI | Kentwood, MI | Mt. Pleasant, MI | Grayling, MI | Myrtle Beach, SC | www.rowepsc.com

1 Corporate Background

2 Professional Staff

3 Experience & References

4 Disclosure

5 Work Effort & Timeline

6 Fees

Corporate Background

Introduction

ROWE Professional Services Company is a professional services consulting firm who combines large-firm resources with broad expertise to deliver the personal service and attention you deserve. Our staff of 230 professionals in Michigan and South Carolina strives for 100 percent client satisfaction. Specialties include:

ENGINEERING ■ SURVEYING ■ AERIAL PHOTOGRAPHY/MAPPING
LANDSCAPE ARCHITECTURE ■ PLANNING



Office Locations

FLINT

540 S. Saginaw Street
Suite 200
Flint, MI 48502
Ph. (810) 341-7500
Fax (810) 341-7573
www.rowepsc.com

FARMINGTON HILLS

27280 Haggerty Road
Suite C-2
Farmington Hills, MI
48331
Ph. (248) 675-1096
Fax (800) 974-1704

LAPEER

128 N. Saginaw Street
Lapeer, MI 48446
Ph. (810) 664-9411
Fax (810) 664-3451

MT. PLEASANT

127 S. Main Street
Mt. Pleasant, MI 48858
Ph. (989) 772-2138
Fax (989) 773-7757

KENTWOOD

4345 44th Street SE
Suite A
Kentwood, MI 49512
Ph. (616) 272-7125
Fax (800) 974-1704

GRAYLING

2342 Industrial Street
Suite A
Grayling, MI 49738
Ph. (989) 348-4036
Fax (989) 348-5416

OSCODA

212 N. State Street
Oscoda, MI 48750
(field office)

MYRTLE BEACH

6009 N. Kings Highway
Myrtle Beach, SC 29577
Ph. (843) 444-1020
Fax (843) 448-3936

Most of the work will be completed out of our Kentwood and Flint offices. Our current network capabilities make this simple as all offices are linked to a central server. We constantly complete individual projects using qualified staff from multiple offices, and to date, we have found it to be quick, efficient, and cost effective. We have built our reputation on providing service and responsiveness to our clients. We will provide an organized and efficient approach to meetings and site visits.

Corporate Background

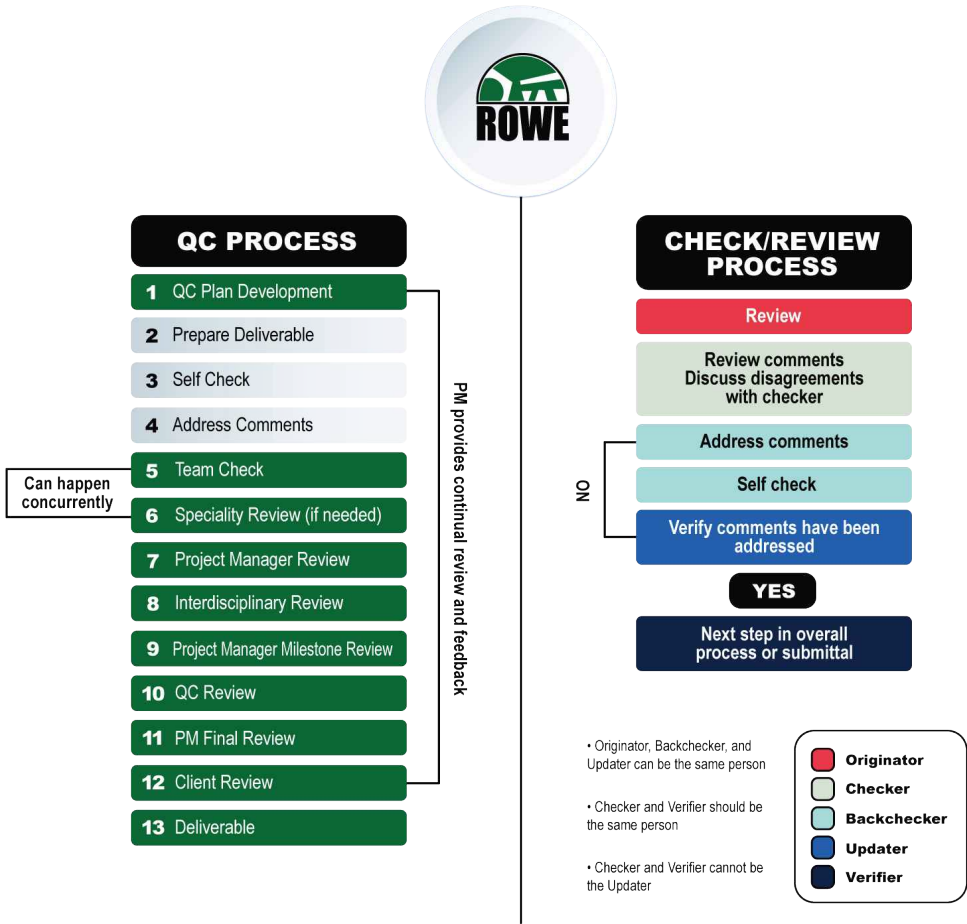
Beyond Technical Excellence

You expect technical expertise and broad experience from a capable consulting firm. At ROWE, we go one step further, combining expertise and experience with dedication to provide unsurpassed personal service. Our commitment to personal service focuses on:

- Building and maintaining long-standing client relationships and treating clients as partners in developing and improving the communities in which we work and live.
- Being available to our clients at a moment's notice to give project advice, answer questions, or address concerns.
- Educating and informing our clients of the latest technology, trends, and regulations.
- Enhancing our communities.

Quality Assurance and Control Ensures Accuracy

Effective quality assurance and control is key to every project and is the final gate our projects pass through before reaching the home stretch – presentation to the client. We review each project at key milestones to ensure it meets our standards. This review is completed by qualified personnel not directly involved with the project to provide an unbiased review.



Resource Development



Grant funding makes many projects possible that would otherwise be out of reach. We work to find appropriate resources and implementation tools and help clients through the tedious and often bewildering application, approval, and administrative process. Whether through a grant program, or development of a new municipal revenue source, ROWE's approach to planning is focused on implementation.

Corporate Background

Summary

ROWE Professional Services Company is enthusiastic about working with you to achieve your goals. In business for 60 years, we have built a strong foundation from which our knowledge and experience has grown. We use the current technology you find in large firms but remain small enough to deliver our trademark personal service.

Master Plans for small communities like Stockbridge are one of our core service offerings. We have completed Master Plans for over three-dozen villages in Michigan and many cities, townships, and counties. Currently, our staff is in the final stages of the Master Plan process in the City of Caro, the City of Flushing, Vassar Township, Elba Township, and the City of Ithaca. We are starting or in the middle of the planning process with Eaton County, the Village of Port Sanilac, and Kenockee Township. Further project details can be found in our Experience and References section.

Planning



- Master / Land Use Plans
- Parks & Recreation Plans
- Downtown Development Plans
- Tax Increment Finance Plans
- Neighborhood Plans
- Strategic Plans
- Zoning Ordinances
- Capital Improvement Programs
- Feasibility Studies
- Urban Design

Landscape Architecture



- Streetscapes
- Parks
- Historic Landscapes
- Transportation Corridors
- Recreation Areas
- Walkways & Trails
- Waterfronts
- Residential Development
- Planting Plans
- Site Enhancements
- Campus Planning
- Sensitive Environments

Civil Engineering



- Bridges
- Roads
- Water Systems
- Traffic Engineering
- Sewer Systems
- Pumping Stations
- Parks & Recreation Facilities
- Land Development
- Signal Design
- Demolition
- Wastewater Treatment
- Parking Lots

Surveying



- Topographic Mapping
- Right-of-Way
- Construction Staking
- Retracement
- Government Corners
- Wind/Solar/Pipeline
- ALTA
- Cadastral / Boundary
- Pipeline Locators
- Remonumentation
- Mobile LiDAR
- LiDAR Data Extraction

Aerial Imagery/Mapping



- Vertical & Oblique Photography
- Analytic Aerial Triangulation
- DTM-DEM Surface Modeling
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping
- Volumetrics
- Photo Reproductions
- Airport Surface Analysis

Professional Staff

Project Approach and Personnel

Our satisfied clients include large and small municipalities, corporations, private individuals, and governmental bodies alike. Our clients can rely on their project manager for the technical skills, experience, and education necessary to successfully complete the job on time, within budget, and to their satisfaction. Our corporate resume continually grows as challenging projects present new opportunities.

Key Members of the Project Team

ROWE staff members are listed below with key resumes to follow. The team selected for the Village of Stockbridge is comprised of three planners, a professional landscape architect, and a licensed professional engineer. Work will be completed as directed by the project manager. This team is supported by ROWE's complete staff of over 230 professionals.



Jason K. Ball, AICP | Project Manager

Jason joined ROWE in 2021. He will be the project manager and main point of contact for the project. As project manager, Jason will lead communications with village staff and officials and work along with officials to implement the project scope of work, including attending meetings and events, while providing direction to other planning team members. Jason has approximately 15 years of experience in planning and community development in Michigan, having completed projects in 80 of Michigan's 83 counties. Jason served as System Planner for the Capital Area Transportation Authority in 2010-2011 and is very familiar with challenges and opportunities regarding public transportation in rural communities. During his time with ROWE, Jason has worked on Master Plan updates with the City of Caro, Village of Birch Run, and City of Ithaca, among others. Prior to joining ROWE, Jason also worked for the Michigan State University Land Policy Institute and served as a consultant for a range of communities, nonprofit organizations, and institutions.



Caitlyn A. Habben, AICP | QA/QC

Caitlyn joined ROWE's planning division in the Spring of 2016. She has provided planning and zoning services to dozens of townships and municipalities. Caitlyn's current clients include several townships, along with cities and villages. Her specialties include master plan development, zoning administration, development reviews, marijuana regulation and administration, rural preservation and growth management, and empowering communities to comply with the Michigan Redevelopment Ready Communities program. Caitlyn will review all plan documents and information to ensure they comply with ROWE standards and also general planning best practices.



Lauren H. Marshall | Graduate Planner

Lauren graduated from Michigan State University in 2021 with a bachelor's in Urban and Regional Planning with a minor in environment and health. While at Michigan State, Lauren was a member of the student association for both MSU and the Michigan Association of Planning. She started her career as an intern with Macomb Township and then transitioned to Planner I at the City of Flint before joining ROWE in 2022. During her time with ROWE, Lauren has worked on Master Plan projects in the City of Ithaca, Kenosha Township, and Eaton County. Lauren will support public engagement activities, technical analysis, and support other tasks for the project.



Douglas R. Schultz, PLA | Landscape Architect

Doug came to ROWE 20 years ago with nine years of professional experience. Doug will assist with the parks chapter of the master plan and may also assist with public engagement activities. Doug can assist as needed to help with reports or facilitate meetings.

Professional Staff



Sean N. Beckman, PE | Project Engineer

Sean has 10 years of project management and consulting engineering experience. He will assist in evaluation of existing infrastructure and development of proposed strategies to address deficiencies and support future growth.



Leanne H. Panduren, PE | Principal in Charge

Leanne joined ROWE in 1994. She was named an associate (owner) in 2000, a principal in 2010, president in 2014, and chief executive officer in 2016. Her career focus has been assisting municipal clients in identifying challenges and planning for sustainable growth. Leanne will be the Principal in Charge of this project ensuring adequate staffing is allocated and that Quality Assurance/Quality Control (QA/QC) procedures are followed.



Jason K. Ball, AICP

Senior Planner, Co-Project Manager



Role on this Project Project Manager

Jason joined ROWE's Planning Department in 2021 as a senior planner. Since beginning his career in community development in 2008, he has been responsible for a wide range of projects including community plans, corridor studies, economic development strategies, statewide reports, grant applications, and training programs. His responsibilities at ROWE include planning and zoning services with municipal clients, development of master plans, and supporting economic development and grant proposal development activities.

Firm

ROWE Professional Services Company

Licenses & Registrations

AICP, Michigan, 2012 - No. 025809

Education

Grand Valley State University, Grand Rapids, MI B.A./2005/Political Science and Biology

Michigan State University, East Lansing, MI M.U.R.P./2008/Urban and Regional Planning



Years of Experience

1 Years with ROWE

14 Years with other firms

Continuing Education/Certifications

- National Charrette Institute Certification
- Form-Based Code Certification
- American Institute of Certified Planners (AICP)
- Redevelopment Ready Communities Best Practices

Affiliations

- American Institute of Certified Planners
- American Planning Association
- Michigan Planning Association

Relevant ROWE Experience

Master Plan Updates

- City of Caro
- City of Ithaca
- Indianfields Township
- Kenoskee Township

Zoning Ordinance Updates

- Village of St. Charles
- City of Gladwin
- Richfield Township
- Flint Township

Planning and Zoning Review/Administration Services

- City of Lapeer
- City of Auburn
- Birch Run Township
- Owosso Charter Township

Following is Experience with Other Firms

Community Plans

- City of Flint Choice Neighborhoods Plan
- Place-Based Targeting Strategies for housing investments in 76 Michigan counties

Corridor Plans

- Michigan/Grand River Avenue Alternatives Analysis

DDA Plans and Tax Increment Financing Plans and Reports

- Lansing/East Lansing Smartzone Plan





Caitlyn L. Habben, AICP

Planner



Role on this Project QA/QC

Caitlyn joined ROWE’s Planning Department in the Spring of 2016. Responsibilities include assisting cities, villages, townships, and counties in preparing land use / master plan, zoning ordinances and maps, downtown development and tax increment financing plans, tax mapping, site plan and rezoning request review, zoning board of appeals training, parks and recreation planning, and zoning administrator services. She is proficient with Geographic Information Systems (GIS) and CAD software.

Firm

ROWE Professional Services Company

Licenses & Registrations

AICP, Michigan, 2021 - No. 33597

Education

Eastern Michigan University, Ypsilanti, MI
B.S./2016/Urban and Regional Planning



Years of Experience

6 Years with ROWE

0 with other firms

Affiliations

- American Planning Association
- Emerging Planning Professionals

Continuing Education / Certifications

- Redevelopment Ready Community Certification (RRC) (Michigan Economic Development Corporation [MEDC], 2018)
- Zoning Administrator Certification (Michigan State University Extension, 2017)
- Citizen Planner Certification (Michigan State University Extension, 2016)

ROWE Community Education Series Presentations

- Shipping Containers and Planning Commission Best Practices (October 2019)
- The Lansing Impact and Site Plan Review (April 2019)
- Ordinance Enforcement Horror Stories (October 2018)
- Promoting Economic Development and Addressing Issues Related to Subdivision/Condominium Development (October 2017)
- Solar Energy Planning/Zoning and Smart Growth (April 2017)
- Public Engagement and Conducting Public Hearings (October 2016)

Specific Experience

Land Use / Master Plan Development / Updates

- Cities of Auburn, Burton, Clio, Coleman, Corunna, Lapeer, Stanton, and Zilwaukee, MI
- Villages of Almont, Holly, Metamora and Millington, MI
- Townships of Albee, Almont, Flint, Indianfields, Kenockee, Oregon, Perry and Vienna, MI

Planning and Zoning Review / Administration Services

- Cities of Gladwin and Lapeer, MI
- Villages of Holly and Almont, MI

Zoning Ordinances and/or Zoning Maps

- Almont Township, MI
- Kenockee Township, MI

Other Experience

Ypsilanti Township, MI

- Reviewed permit applications
- Reviewed site plans





Lauren H. Marshall

Graduate Planner



Role on this Project Graduate Planner

Lauren joined ROWE's Planning Department in 2022 as a graduate planner. Lauren graduated from Michigan State University in 2021 with a bachelor's in Urban and Regional Planning with a minor in environment and health. While at MSU, Lauren spent her time in various student associations related to planning. She started her career as an intern with Macomb Township and then transitioned to Planner I at the City of Flint before joining ROWE in 2022.

Firm

ROWE Professional Services Company

Licenses & Registrations

N/A

Education

Michigan State University, East Lansing, MI
B.S./2021/Urban and Regional Planning



Years of Experience

<1 Years with ROWE

1 with other firms

Affiliations

- American Planning Association
- Michigan Planning Association

Specific Experience

Master Plan Updates

- City of Ithaca
- Indianfields Township
- Kenockee Township

Experience with Other Firms

Planner I, City of Flint

- Assisted Zoning Coordinator with reviewing applications related to Certificate of Zoning Compliance and Historic District Commission.
- Created public hearing notices, communicated with commission and board members, prepared meeting chambers, and took roll call votes and minutes during commission and board meetings.
- Assisted applicants and city residents with general zoning questions.

Planning Intern, Macomb Township

- Assisted Planner 1 with reviewing applications regarding Site Plan Review and Zoning Board of Appeals.
- Assisted in creating public hearing notices, prepared meeting chambers for Planning Commission and Zoning Board of Appeals meetings, and answered general zoning questions from township residents.

Group Leader, Michigan State University

- During Planning Practicum Course, worked with the City of Pontiac to create a Parks and Recreation Supplemental Plan to the current City of Pontiac Parks and Recreation Master Plan.





Douglas R. Schultz, PLA

Director of Landscape Architecture



Role on this Project Landscape Architect

Doug joined ROWE in 2000, after nine years as a landscape architect with a Lansing-area multi-disciplined firm. As a senior project manager, Doug assists clients corporate-wide with quality of life issues on all projects, from concept to completion. He was named an associate (company shareholder) in 2003.

Firm

ROWE Professional Services Company

Licenses & Registrations

PLA, 1994, Michigan - No. 3901001190

PLA, 2007, South Carolina - No. 1020

Education

Michigan State University, East Lansing, Michigan

B.L.A./1991/Landscape Architecture



MICHIGAN STATE UNIVERSITY

Years of Experience

21 Years with ROWE

9 Years with other firms

Certifications & Training

- Fred Kolmann, CTCB course on Pursuing Excellence in Tennis Court Design (2019)
- AASHTO Bicycle Facility Design Training, MDOT (2020)
- Graduate of Community Leadership Program for Flint and Genesee County
- MDEQ Storm Water Management – Construction Site
- National Playground Safety Inspection

Affiliations

- American Society of Landscape Architects
- Michigan Downtown Association
- Michigan Urban and Community Forestry Council (Michigan Department of Natural Resources)
- Flint River Watershed Coalition Board Chairman
- Southeast Michigan Council of Governments (SEMCOG) Parks and Recreation Task Force

Specific Experience

Five-Year Community Recreation Plans

- Joint – City of Flushing, Flushing Charter Township, Flushing Schools (2005, 2010, 2015)
- Joint – Grand Blanc Charter Township, City of Grand Blanc, Grand Blanc Schools (2012)

City of Port Huron, MI

- McMorran Plaza: Project manager for concept design and illustration of multi-season re-purposing of an urban community space including phased improvements (ice rink, stage, flexible seating, fire pits, water play) (2017).

City of Au Gres, MI

- Marina and Recreation Plan: Project manager for development of a five-year recreation master plan including redevelopment of a harbor of refuge marina facility the city received from the Michigan Department of Natural Resources (2018).

City of Bay City, MI

- Uptown Bay City (Awarded 2015 Engineering Merit Award, American Council of Engineering Companies-Michigan): Landscape architect for brownfield riverfront multi-use redevelopment. As the city engineer, ROWE worked with the developer on both public and private site improvements to create a walkable riverfront community including medical facilities, housing, office spaces, hotel, retail shops, entertainment, parks, marina, and civic facilities (public infrastructure \$15M; Phase I overall \$50M; 2015).





Sean N. Beckman, PE

Senior Project Manager



Role on this Project Project Engineer

Sean joined ROWE in 2019. He has 10 years of experience providing leadership in both private development (residential, commercial, educational and industrial) and public / municipal (roadway, MDOT LAP, utility) projects. His expertise includes roadway and bridge design, traffic signal and transportation signage, multi-model / shared-use path design, public utility infrastructure design / upgrade (water transmission mains, storm and sanitary sewers), landfills, marinas, embankment stabilization, soil erosion and sedimentation control, and storm water management. In addition to his civil engineering expertise, he has experience in conceptual planning, site planning, asset management and capital improvement planning, development of engineer's opinion of probable construction cost, plan development and scheduling, preparation of project specifications, permitting and grant assistance, construction administration, survey and construction staking. He is proficient with relevant software programs including AutoCAD™ Civil 3D, Microstation™ drafting programs, InRoads™, Microsoft Project™, Primavera P6™, WaterCAD™, HydroCAD™ and MERL™ among others.

Firm

ROWE Professional Services Company

Licenses & Registrations

PE, 2015, Michigan – No. 6201062008
PE, 2018, Tennessee – No. 00121438

Education

Michigan Technological University, Houghton, MI
B.S./2011/Civil Engineering



Years of Experience

- 3** Years with ROWE
- 9** with other firms

Affiliations

- American Society of Civil Engineers
- Michigan Society of Professional Engineers
- American Public Works Association

Specific Experience

Oscoda Township, MI

- 2020 SRF and DWRP Project Plans: Project engineer providing planning and engineering services to complete an SRF and DWRP project plan. Assisted the township with applying for SRF funding to improve fourteen sanitary system lift stations, fine screen at wastewater lagoon and a force main under the Au Sable River. Also assisted the township with applying for DWRP funding to expand the public water system over a five-year period to residents on private wells impacted by PFAS groundwater contamination.

City of Jackson, MI

- 2020 Non-Motorized Trail: Project manager for the design of a new 10-ft wide concrete non-motorized path and pedestrian bridge over the Sharp Drain. Project includes grading, drainage improvements, concrete path, ADA ramps, new sidewalk, pedestrian bridge, signage, and site restoration. Provided survey, design, permitting, grant administration, construction engineering, and oversight services. Project funded by Safe Routes to School and local funds. Project let through MDOT LAP.

City of Kalamazoo, MI

- Douglas Avenue Resurfacing: Project manager for the design plans to resurface Douglas Avenue from Kalamazoo Avenue to Kaaf Drive. Project included pavement evaluation, cross slope deficiencies, storm sewer inlet inspection and repairs, HMA resurfacing, and new permanent pavement markings for bike lanes to improve pedestrian facilities (ongoing).

City of Marshall, MI

- 2021 Local Street Improvements: Project manager for the design plans to improve seven local streets. Project included pavement crushing and shaping, roadway widening, roadway base repairs, select drainage improvements, and HMA paving (2021).

City of Charlotte, MI

- Hall Street Reconstruction: Project manager for the reconstruction of Hall Street. Project includes pavement removal, storm sewer replacement/re-routing, sanitary sewer replacement, new watermain and services, ADA ramps, sidewalk repair, new curb and gutter, on street parking, and restoration. Provided survey, design, permitting, construction engineering, and oversight services. Project let through MDOT LAP.



Sean N. Beckman, PE (Continued)

Project Engineer



- Safe Routes to School: Project manager for the design and construction of 1.5 miles of new sidewalk in the City of Charlotte. Project includes pavement removal, new sidewalk, ADA ramps and restoration. Provided survey, design, permitting, construction engineering, and oversight services. Project let through MDOT LAP.
- E. Harris Street Reconstruction: Project manager for the reconstruction of E. Harris Street. Project includes pavement removal, storm sewer replacement/re-routing, sanitary sewer replacement, new watermain, ADA ramps, sidewalk repair, new curb and gutter, on street parking, and restoration. Provided survey, design, permitting, construction engineering, and oversight services. Project let through MDOT LAP.
- Parking Lot #1 Reconstruction: Project engineer for the reconstruction of Parking Lot #1 in the Charlotte. Project includes pavement removal, storm sewer replacement/re-routing, sanitary sewer replacement, ADA ramps, stamped and colored concrete, landscaping, picnic area, new curb and gutter, and site restoration. Provided survey, design, permitting, construction engineering, and oversight services.

City of Ithaca, MI

- 2021 Water System Improvements: Project manager for the design and permitting of water system upgrades along Union Street and Elm Street. Project includes new water main loop and upgrades to aged/undersized existing water mains and roadway and green space restoration.
- Lead Service Line Replacements: Project manager for the design and bidding documents for replacement of all new water service lines in the city's downtown commercial district. The project also includes the investigation and plan for replacement of residential water service lines not in compliance with Michigan's lead and copper rule.

City of Alma, MI

- Pine Avenue Sewer Interceptor: Project engineer for the design and construction of a 2,800 lft sewer interreceptor in the City of Alma. Project included the design of 12-inch to 15-inch diameter gravity and challenging dewatering conditions due to the depth of sewer.

City of Cedar Springs, MI

- West Street Industrial Park: Project manager for the design of infrastructure improvements that will enable the City to establish an industrial park. Project funded by the EDA and includes the design of roadways, storm sewer, sanitary sewer, sewer pump station, water main, earthwork and site restoration. Project also includes survey, permitting, grant administration, construction engineering and oversight services (ongoing).

City of East Lansing, MI

- 2021 Major Street Improvements: Project manager for design and construction services for a project that includes HMA base crushing and shaping, paving, sidewalk improvements, ADA ramps, storm sewer improvements, sanitary system spot repairs, water system improvements, permanent signage, and restoration. Project includes a TAP grant for lane diet to include bicycle lanes in both directions. Project let through MDOT LAP.
- 2020 Major Street Improvements: Project engineer providing QA review services. Project includes HMA base crushing and shaping, paving, sidewalk improvements, ADA ramps, storm sewer improvements, permanent signage and restoration. Job No.:129976 & 129979, Control Section: 33000.

City of Hastings, MI

- Street PASER Ratings: Project manager for rating of the city's roadway system including report submittal (2021).

Experience & References

COMMUNITY MASTER PLAN, Burton, MI

Client: City of Burton
Contact: Amber Abbey, Zoning Official, (810) 742-9230
Completed: 2018

Project Manager: J. Douglas Piggott, AICP
Planner: Caitlyn Habben, AICP

Assisted the city with the development of a new master plan. Public engagement was emphasized during the planning process utilizing a range of techniques, including:

- Developing a project Facebook page.
- Using Survey Monkey and Community Remarks to collect online comments.
- Conducting interviews with focus groups and stakeholders.
- Conducting a community visioning session, youth charrette, and master plan open house.
- The project incorporated information from a Target Market Analysis and Retail.



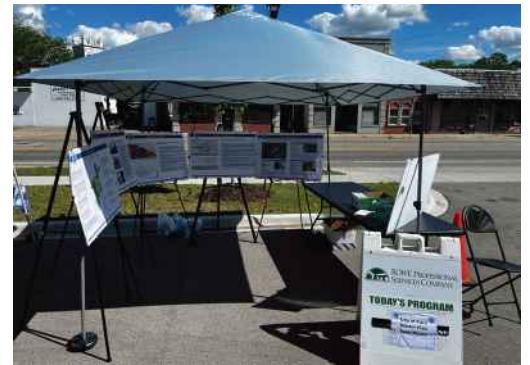
COMMUNITY MASTER PLAN, Caro, MI

Client: City of Caro
Contact: Matthew Lane, City Manager, (989) 673-7671
Completed: Ongoing

Project Manager: Jason Ball, AICP
Planner: Caitlyn Habben, AICP

Assisting the city with a comprehensive update of its 2016 Master Plan, consistent with Redevelopment Ready Communities best practice standards. Public engagement and community redevelopment is a major emphasis, including:

- Online survey with 100+ responses.
- Housing inventory and analysis of over 1,200 parcels in the city utilizing ArcGIS Online.
- Community visioning sessions, focus-group meetings with other city staff and boards, and open house at the local farmer's market.
- Public engagement during the project has emphasized development of actionable goals and strategies along with identification of resources to support continued implementation.



COMMUNITY MASTER PLAN, Ithaca, MI

Client: City of Ithaca
Contact: Jamey Conn, City Manger, (989) 875-3200
Completed: Ongoing

Project Manager: Jason Ball, AICP
Planner: Lauren Marshall

Assisting the city with adoption of a new Master Plan, taking into account a land use plan and a comprehensive plan that were adopted in the late 1990's. The update includes working with a plan steering committee, incorporating goals and objectives from the Gratiot County Master Plan, and ensuring compliance with Redevelopment Ready Communities best practice standards. Project activities include:

- Updating existing land use and community characteristics to guide steering committee decisions.
- Facilitating sessions with the steering committee to review goals from existing plans and the county plan, and distill goals down to a few focused, actionable goals for the new plan.
- Updating future land use maps and categories, including identifying sites for redevelopment.
- Identifying opportunities to update the zoning ordinance consistent with master plan goals to be more user-friendly.



Experience & References

References

ROWE has developed a respected reputation with many communities for providing excellent services which can be verified with reference calls to any of our clients.



Amber Abbey, Zoning Official

(810) 742-9230
a.abbey@burtonmi.gov
4303 S. Center Road
Burton, MI 48519

Services Provided:
Master Plan Update



City of
Caro
MICHIGAN

Matthew Lane, City Manager

(989) 673-7671
mlane@carocity.net
317 S. State Street
Caro, MI 48723

Services Provided:
General as-needed
engineering, surveying,
and planning services
Master Plan Update



Jamey Conn, City Manager

(989) 875-3200
manager@ithacami.com
129 W Emerson Street
Ithaca, MI 48847

Services Provided:
General as-needed
engineering, surveying,
and planning services
Master Plan Update



Dale Kerbyson, City Manager

(810) 664-2902
dkerbyson@ci.lapeer.mi.us
576 Liberty Park
Lapeer, MI 48446

Services Provided:
General as-needed
engineering, surveying,
and planning services
Master Plan Update



Jerry Walker, Manager

(248) 634-9571
jwalker@hollyvillage.org
300 East St.
Holly, MI 48442

Services Provided:
General as-needed
engineering, surveying,
and planning services
Master Plan Update

Conflicts of Interest

ROWE has no potential conflicts of interest regarding this project for the Village of Stockbridge.

Work Effort and Timeline

Total Anticipated Hours and Timeline

The overall project timeline is ten months, with four months required to process the updates to the Master Plan and meet with the Planning Commission, an additional month assumed to schedule meetings and kick off the project, and five months for the adoption process. Note, depending on the schedule of meetings and the speed with which village council reviews the draft, the adoption process could be completed in as little as three months, but over time we have found it is better to provide the village council with adequate time to review the plan and ask questions, rather than “rushing” the process.

Project Timeline

Task	2022			2023						
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.
Kick-Off Meeting										
Public Engagement										
Not included in Scope of Work										
Technical Analysis & Update										
Existing Conditions		M								
Analysis of Rezoning and Previous Actions										
Goals & Objectives				M						
Redevelopment Strategy										
Asset-Based Economic Development Goals										
Future Land Use Plan					M					
Implementation & Action Plan										
Adoption Process										
Notice of Intent to Plan										
Approval for Distribution by Village Council						M				
63-Day Review Period										
Planning Commission Public Hearing									M	
Adoption by Village Council										M

Meeting=M

Project Understanding for Master Plan Update

According to the RFP, the master planning process scope is focused on the following:

- Completing technical analysis to update plan contents to ensure it reflects changes in community demographics, land use, and development patterns since 2008. This information will then inform goals, future land use, and the implementation plan.
- Evaluating existing transportation and utility infrastructure and facilitating a discussion regarding available public transportation options in the village.
- Updating goals and objectives with an emphasis on measurable items that the village can use to guide future decision-making.
- Creating a new implementation plan that includes recommendations for zoning ordinance updates and priorities goals and objectives based on feedback from the planning commission and other village officials.



Work Effort and Timeline

ROWE staff understand the importance of local context and culture when designing any planning project due to our experience working in a variety of communities, from urban cities with legacy infrastructure challenges to rural townships and counties in Michigan's thumb region focused on preserving farmland and community character. **Our approach to Master Plan projects is driven by the communities we serve.** Based on a kick-off meeting, we assemble a project schedule and consistently update planning commissioners and staff throughout. This approach ensures that during any meeting or event, participants understand how their input will be used and know they are not in a meeting just for the "sake of meeting".

During a joint kickoff meeting with the planning commission and other officials, we will engage village staff and officials to determine their perspectives on Stockbridge's past, present, and future and what defines a successful master planning process for them.

Next, ROWE will work with the Planning Commission to review technical analyses and process changes to the current Master Plan. During these reviews ROWE will provide the Planning Commission with draft materials at least one week in advance of the meeting, and track all changes made to the document so commissioners have a clear understanding of what is being changed.

Generally, ROWE's approach to master planning follows a traditional planning process built upon understanding current conditions, creating a vision for the future, devising goals and strategies, and ensuring communities have the proper tools in place to measure progress and change course as conditions change.



Master Plan Scope of Services

Project Management

ROWE will work closely with a designated staff person or official to manage the project. This will include regular phone calls to review work products, prepare for meetings, and adjust the project schedule as needed.

Deliverables: Regular meetings, agendas, project timelines

Existing Conditions

ROWE will update demographic information and maps based on the 2020 Decennial Census and the most recent American Community Survey data. As appropriate, ROWE will incorporate additional data sources from the village or county related to land use, property value, and infrastructure to inform the planning process.

- **Socioeconomic Analysis:** ROWE will update plan data with the most recent information regarding the social and economic conditions in the village with an emphasis on measuring change and comparing trends to surrounding communities or other communities the village considers a good basis for comparison. Due to some of the challenges with United States Census data for small communities like Stockbridge, ROWE will utilize alternative data sources whenever possible to provide high-quality information.
- **Existing Land Use:** ROWE will complete an existing land use analysis, identifying the current land use of each parcel in the village. During this analysis, ROWE will also identify the various patterns of development present in the community as an additional overlay. For example, residential development can be significantly different in a traditional pre-World War II neighborhood compared with a neighborhood developed in the 1970s or 1980s.
- **Economic Analysis:** An analysis of the village's economic position and changes over time will be conducted based on the U.S. Census Longitudinal Employer-Household Dynamics (LEHD) Survey data, which provides information regarding the residence and workplace of employees throughout the U.S. This dataset provides much greater detail than the typical American Community Survey data. It also provides robust information regarding commuting patterns. In addition to the LEHD data, ROWE will analyze change in property values, vacancy, and other characteristics of the local economy of interest to the village. This information, along with input from the Planning Commission, will be utilized to develop asset-based economic development strategies.



Work Effort and Timeline

- **Transportation Management, Traffic Circulation, and Access:** ROWE's civil engineering team will analyze the village to inventory existing assets and identify issues within the system to be addressed. ROWE's traffic engineers will be able to assist the village by providing planning and high-level project scoping ideas to address current and future needs.
- **Community Utilities and Facilities:** Based on data provided by the village, ROWE will provide maps of existing utilities and community facilities that serve as assets in the community while identifying potential improvement projects based on the Future Land Use Map.
- **Consistency with Current Master Plan:** ROWE will analyze rezonings, special land uses, text amendments, and other relevant actions of the planning commission, zoning board of appeals, and village council to evaluate consistency with the current master plan. This analysis will support development of an implementation plan encourages consistency with the new plan.

Deliverables: Community Characteristics Chapter, Existing Land Use Analysis

Community Input

The current RFP does not request any services to support public input or community engagement in the Master Plan update process outside of the required public hearing and adoption process including in the Michigan Planning Enabling Act. While this is certainly an option for the village, public engagement can provide valuable insight into community challenges and opportunities, while also identifying potential planning commission members and future volunteers to support planning and development in the village. ROWE has included a table that lists a wide range of public engagement options that the village may consider. None of these options are included in the current scope of work, but ROWE would be glad to work with the village to amend the scope of work to include public engagement if it is desired.



Goals and Objectives

Using the goals from the 2008 plan as a base, ROWE will work with the village planning commission and other officials to determine which goals have been accomplished, which are underway, and which have not seen any progress. ROWE will identify additional goals and policies to be added to the plan based on technical analyses and planning commission feedback. **We typically separate these chapters into broad goals, objectives that serve as mile markers to measure progress, and strategies or policies that drive completion of objectives. This approach ensures that the chapter can be utilized as a tool to support action and measure progress toward achieving master plan objectives.**

Deliverable: Goals and Objectives Chapter

Future Land Use

The future land use plan will be updated to amend the future land use classifications as necessary based on the goals and policies identified in the plan, and the boundaries of the future land use classifications may be adjusted according to the existing land use and development pattern analyses. **To comply with Redevelopment Ready Communities Best Practices, ROWE will work with the planning commission and staff to identify sites in the community to prioritize for redevelopment and establish a strategy for encouraging redevelopment.** ROWE staff will present the current Future Land Use Plan to the Planning Commission during the discussion regarding goals and objectives, and discuss potential changes to the map and text. At the next meeting, ROWE will present a draft Future Land Use Map and text, along with the Implementation Plan.

Deliverable: Future Land Use Chapter

Implementation: Planning for Action

ROWE's approach to the Master Plan for Stockbridge will be focused on building upon the village's history, while maintaining the necessary flexibility to adjust to input from officials and stakeholders during the process. Typical master planning processes identify dozens of challenges and opportunities for future development and can produce multiple goals, objectives, and implementation strategies related to each. While documenting these items is critical, implementation can be daunting.

Work Effort and Timeline

To ease the transition from planning to action for communities, ROWE works with planning commissioners and staff to create an implementation plan that provides a tool for shared accountability by prioritizing actions that have been identified through the public input process. We then determine whether action items are immediate priorities, or longer-term, and who is responsible for implementation. Key elements of the implementation section include:

- **Zoning Plan:** An analysis of the Future Land Use classifications relative to zoning ordinance districts. This will include special consideration for incorporating sustainability concepts.
- **Implementation Priorities:** A listing of strategies or policies that are a high priority, and that should be accomplished in the next five years. **Each item should include a responsible party, funding sources, prioritization, and time-frame.**

To ensure the action plan is implemented, we recommend the planning commission adopt an annual report process, wherein it reports on progress relative to key goals and priorities to the village council. This approach is consistent with Michigan Economic Development Corporation Redevelopment Ready Communities standards, and provides opportunities for dialogue between the planning commission, staff, and other stakeholders regarding implementation of the Master Plan.



Deliverable: Implementation Chapter

Plan Preparation

ROWE will prepare multiple drafts of the plan for review by planning commissioners, village staff, and the village council and provide documents and background information in both PDF and editable format whenever desired. The plan will use pictures and graphics whenever possible, making it easy to read and accessible to a broad base of residents, stakeholders, funders, and developers.

Deliverable: Plan Drafts and Final Copies of Maps and Files

Redevelopment Ready Communities Compliant

ROWE is a member of the RRC technical assistance providers group and is currently working on two plans (City of Caro and City of Ithaca) that are intended to be RRC compliant. The final product for Stockbridge will be compliant with RRC standards, but most importantly, it will support future efforts to secure funding for projects and attract new development consistent with established goals and objectives.

Finalization and Adoption

ROWE staff will prepare a Pre-Public Hearing Draft (PPHD) of the plan for final review by the Planning Commission following open houses. Once the Planning Commission has approved this draft, assuming the village council has reserved final approval authority, it will be sent to the council for approval to distribute to surrounding communities during the required 63-day review period. Following the review period, ROWE will work with the planning commission to conduct a public hearing, incorporate comments from the hearing and send a final plan onto the village council for approval.

Working with Staff, Planning Commission, and Village Council

This plan is the work of the planning commission with support by the village council. While ROWE will provide information, analysis, and suggested strategies, the culmination must reflect the views of the council and the community at large. Therefore, providing members with materials prior to any meetings and allowing adequate discussion time at meetings is critical. The planning commission will need to decide if the meetings on the Master Plan will be part of its regularly scheduled meetings, stand-alone meetings, or if creation of a separate Master Plan steering committee is preferred. We generally find that stand-alone meetings or steering committees are more effective, but each community is different.

We recognize the value of the experience, expertise, and capacity of staff who have a much more intimate and detailed knowledge of the community. We will work collaboratively with staff in development of the plan and throughout the planning process.

Copies of reports and drafts of the various chapters and background studies will be submitted to the planning commission and staff at least one week prior to the meeting at which ROWE will present the material. ROWE will work with staff to review materials well in advance of meetings and gather staff feedback early and often throughout the process.

Work Effort and Timeline

Public Engagement Strategies

Following is an overview of a wide variety of engagement strategies ROWE has employed during master plan projects. These strategies can likely be converted to be hybrid or fully virtual using ROWE's Zoom or Microsoft Teams account. **None of these strategies are currently included in the scope of work.**

Public Engagement	Advantages	Disadvantages
Stakeholder Interviews Conduct a series of one-on-one meetings or phone interviews (half-hour each) with developers, property owners, and residents within the community.	<ul style="list-style-type: none"> Detailed feedback. Allows for a one-on-one conversation about the community. Allow for follow-up questions. 	<ul style="list-style-type: none"> Relatively low proportion of the community's population involved.
Focus Group Interviews Conduct a series of group meetings (1 hour each/3-7 people per group). The focus groups can include groups with a variety of age groups that shop or otherwise visit the Township that might not otherwise participate (high school students, college age, young working people, seniors, etc.) as well as other groups, such as local business organizations and neighborhood associations.	<ul style="list-style-type: none"> Detailed feedback. Ability of participants to build on one another's ideas. More members are included than the stakeholder interviews. Allow for follow-up questions. 	<ul style="list-style-type: none"> Small groups are sometimes dominated by one or two people.
Public Attitude Survey Short questionnaire available to be filled out online by residents of the community.	<ul style="list-style-type: none"> Often gets the greatest number of participants of any other approach. Relatively low cost. Available at resident's convenience. 	<ul style="list-style-type: none"> No opportunity for follow-up questions. May exclude residents without access to the Internet or uncomfortable with on-line technology. More effective with mailing or social media to get participation. Works better to drive participation when prize(s) is(are) offered.
Town Hall Meeting Citizens attend a meeting to discuss their thoughts on the community and bring up ideas for the plan.	<ul style="list-style-type: none"> Relatively low cost. 	<ul style="list-style-type: none"> Somewhat low participation rate. Not very detailed information.
Youth Charrette A half-day session with youth, aged from elementary to high school age. The participants would be taken through a series of design projects related to parks and recreation, public spaces, and general land use and given the opportunity to provide specific recommendations back to the planning commission on these issues	<ul style="list-style-type: none"> Get the youth of the community engaged. Very detailed feedback. Direct engagement allows for follow-up questions. 	<ul style="list-style-type: none"> Depends on relationships with schools. Participation size may vary.

Work Effort and Timeline

<p>Community Visioning Meeting Citizens attend a meeting and break into small groups to brainstorm on community issues and their vision of the community's future.</p>	<ul style="list-style-type: none"> • Very detailed feedback. • Ability of participants to build on one another's ideas. 	<ul style="list-style-type: none"> • Relatively low participation rate. • Small groups are sometimes dominated by one or two people.
<p>Master Plan Open House After preliminary plan alternatives are prepared for the development plan, the public attends a meeting featuring multiple stations where alternatives are presented in an "open house" atmosphere. Participants come and go as they please and investigate the stations that most interest them.</p>	<ul style="list-style-type: none"> • Detailed feedback. • Participants have opportunity for one-on-one discussions with planning commissioners. • Improved participation over interviews. 	<ul style="list-style-type: none"> • Somewhat low participation rate. • Requires greater up-front preparation than interviews.
<p>Social Media Facebook, Twitter, and similar social media sites, are online sites that allow tracking of comments during the entire planning process and provide a portal for reporting the status of the planning process to the public.</p>	<ul style="list-style-type: none"> • Available at resident's convenience. 	<ul style="list-style-type: none"> • This tool is more effective with more online tools such as online survey and community remarks. • May exclude residents without access to the Internet or uncomfortable with online technology.

The total cost for the Master Plan Update based on the scope of work included herein is a not-to-exceed fee of **\$17,750**. This includes ROWE staff attending three Planning Commission meetings to review plan content, and then three additional meetings during the plan adoption process. ROWE feels this is the minimum scope of work necessary to comply with the request for proposals.

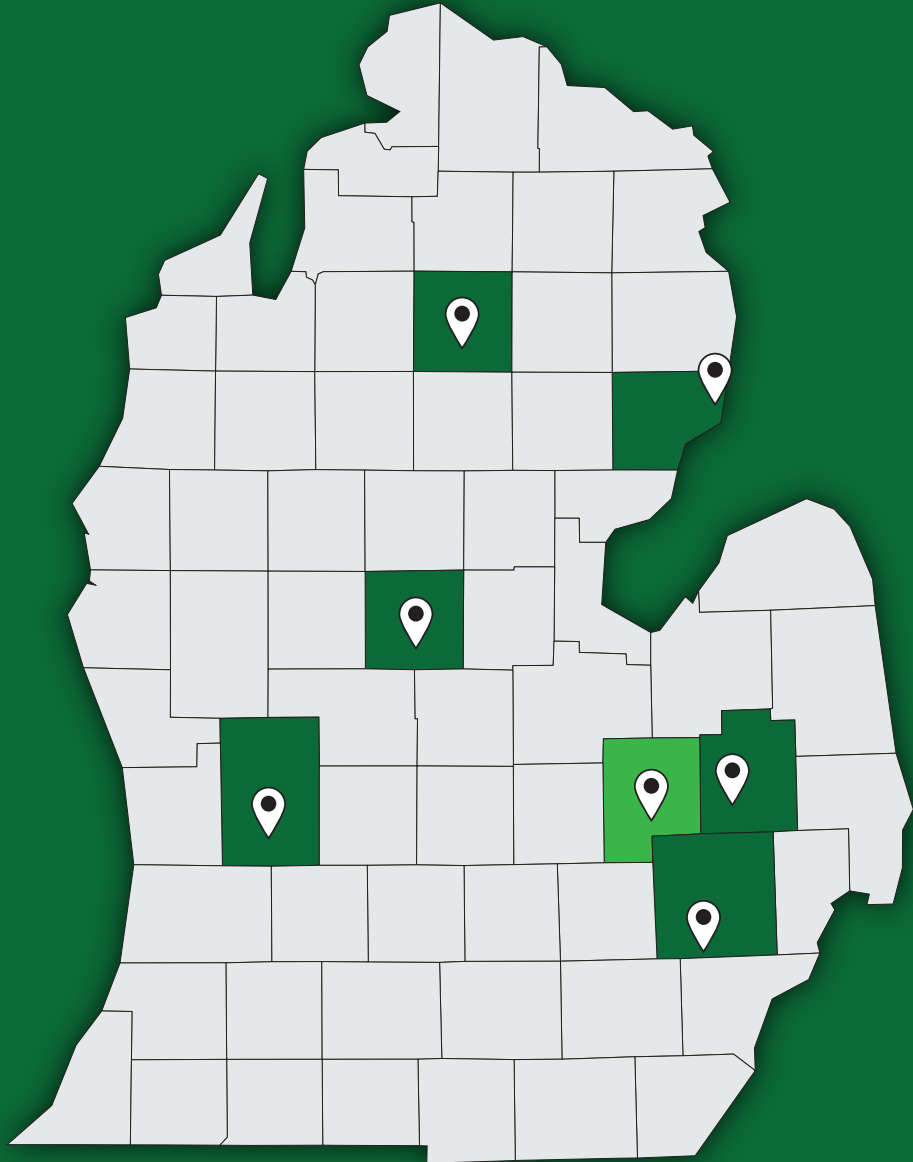
If item 17 of the RFP “Determine if there have been instances when the Planning Commission has deviated from the Master Plan” is removed, and if ROWE staff could attend two meetings instead of three during the adoption process, the cost could be reduced to conform to the \$16,000 not-to-exceed budget listed in the RFP.

ROWE will provide the Village of Stockbridge with a full contract that details payment terms and time-frames upon proposal acceptance. Additional public engagement activities may be added based on the village’s preference. ROWE prefers a flexible approach to public engagement and will work with the village to adjust as needed throughout the project while being mindful of budget and any changes to cost. Our proposed not-to-exceed fee will remain in effect until November 30, 2022.

Additional Services for Downtown Development Authority

ROWE’s Planning and Landscape Architecture groups work closely with DDAs to develop plans for beautification and redesign of downtowns, paired with options for securing funding or raising revenues through local sources. Services would include providing recommendations for updating signage, landscaping plans, and updates to DDA plans or development projects.

Pricing		
Staff Member	Role	Hourly Bill Rate
Jason K. Ball, AICP	Project Manager	\$125
Caitlyn L. Habben, AICP	QA/QC	\$115
Lauren H. Marshall	Graduate Planner	\$100
Douglas R. Schultz, PLA	Landscape Architect	\$155
Sean N. Beckman, PE	Project Engineer	\$145



ROWE OFFICE LOCATIONS

Flint (HQ) | Lapeer | Farmington Hills | Kentwood | Mt. Pleasant | Oscoda | Grayling | Myrtle Beach, SC

White Pine Solutions

Email: whitepinesolutions@gmail.com

Website: whitepinesolutions.org

Village of Stockbridge Planning Commission RFP: Update Existing 2008 Master Plan



White Pine Solutions



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September 16th, 2022

The Village of Stockbridge

305 W. Elizabeth St.
Room 107
Stockbridge, MI 49285

Dear Daryl Anderson:

White Pine Solutions is writing to be considered for the Village of Stockbridge Planning Commission RFP to update the 2008 Master Plan. Our team of experts is thrilled to collaborate with you to create a dynamic, innovative, and community-driven strategic plan.

White Pine Solutions delivers customized consulting services to organizations and businesses. We provide guidance on organizational development and offer professional expertise in strategic planning, organizational management, research, data analytics, fundraising, grant writing, and community outreach.

This RFP is seeking a consultant firm to fully update the Village of Stockbridge 2008 Master Plan. Key priorities include community outreach and input, partner collaboration, methodological design, research and data collection, data analytics, and reporting findings to the Stockbridge Planning Commission (SPC) as well as to the public. Our team possesses both the prior experience and skills needed to effectively meet these objectives.

We look forward to sharing our proposal with you. We are available to meet with you at your convenience. Thank you for your consideration.

Thank you,

Jessica M. Felder

President and Primary Contact
White Pine Solutions
322 Crampton Dr.
Monroe, MI 48162

(419) 350-7440
whitepinesolutions@gmail.com

White Pine Solutions offers personalized consulting services for organizations and businesses. We use a data-driven and community-centered approach to identify client needs and create tailored strategies.

Our team of specialists have more than 30 years of combined experience in organizational management and have successfully crafted strategic plans. We specialize in strategic planning, organizational management, research, data analytics, fundraising, grant writing, and community outreach.

The RFP calls for a consulting firm to facilitate the strategic planning process, establish a methodological approach in line with the needs of SPC, gather community focused research and data, coordinate input meetings and sessions with interested parties, and identify the current mission and activities. The main objective is to design an inclusive, modern, and community-centered master plan.

The master plan will provide a comprehensive vision for the Village of Stockbridge. It will address community needs, establishing priorities and goals, include a community profile, incorporate projects and programs since the 2008 Master Plan, and offer recommendations for the future. Additional themes, include but are not limited to, inclusion of the public and updating the master plan to match the needs of the community.



White Pine Solutions

White Pine Solutions was founded by Jessica M. Felder, Trent Varva, and Andrew B. Felder in 2022. Their aim is to offer support and guidance to local organizations and businesses.

Our leadership team has more than 30 years of combined experience in organizational management and have successfully completed a number of strategic plans.



Jessica M. Felder is an Independent Instructor and PhD Candidate of Political Science at Purdue University. She specializes in comparative politics and data analytics. Her professional research focuses on non-profit organizations and funding. Her work here at White Pine Solutions includes strategic plan design and management, data management, database creation, reporting, and grant writing.



Trent Varva is a seasoned field coordinator who has worked with non-profits, municipalities, political parties, and labor to execute coordinated field work in voter outreach for elections, ballot initiatives, recruitment campaigns, and community surveys. He graduated 2014 from Saginaw Valley

State University with a degree in Political Science and has worked for multiple organizations all across Michigan over the last 12 years. His work at White Pine Solutions focuses on strategic planning, community outreach, communication, and grant identification.



Andrew B. Felder is the Director of Community Outreach and Fund Development for the River Raisin Centre for the Arts (RRCA) and is currently serving in his third term on Monroe City Council. He has developed and led organizational recruitment since 2008 and worked with over numerous local

leaders to affect positive change in their communities. With a background as a data analyst, Andrew uses practical insights and a data driven approach to provide actionable intelligence to inform both process and operations of funding, recruitment, and electoral campaigns. He offers specializations in fundraising, financial reporting, methodological design, and data analytics.

For More Information

Visit us at whitepinesolutions.org, or find us on social media:



The **White Pine Solutions** team has the credentials and prior experience essential to the strategic planning process.

Jessica M. Felder obtained a formal specialization in Methodology while pursuing a PhD at Purdue University. This included instruction through the Methodological Cluster at Purdue University and courses at the Inter-university Consortium for Political and Social Research (ICPSR) at the University of Michigan Ann Arbor. She is a mixed methods scholar who works with both quantitative (large-N studies/surveys) and qualitative approaches (small-N studies/focus groups/interviews/case studies).

Two current studies include her project on DEI academic success in graduate programs and her research on non-governmental organization management. Through these projects she designed the methodological approaches, developed all methodological tools, received IRB approval, and conducted the data collection.

Jessica will be able to effectively craft a sound methodological approach that is informed by FCL services, the communities they serve, and interested partners. The approach will incorporate case study research, convenient surveys, focus groups, interviews, and planning sessions. She will assist in carrying out the methodological approach, analyzing the data, and writing the strategic plan.

Trent Varva has engaged in strategic planning for multiple municipalities in the state of Michigan. He worked with Bay City, MI to evaluate the city services. This included survey design, compiling data, and supplemental external research. This culminated in a report outlining public opinion on city services and next steps for the city.

Trent has worked on strategic planning for the City of Saginaw evaluating existing operations. He participated in strategic planning sessions with council members and senior staff. Feedback from participants was used to compile report that identified common strengths and weaknesses across various departments and areas where staff saw lack of resources. External research

was used to propose solutions and develop a six-month, twelve-month, two-year, and five-year action plans.

Trent will focus on research of the FCL communities and FCL services. This work will inform the methodological approaches used. He will assist with designing the survey instruments, interview questions, and session planning organizing. He will take the lead on data collection and compilation. Finally, he will use his extensive knowledge and expertise to inform the strategic plan.

Andrew B. Felder specializes in recruitment, outreach, and data analytics.

Community engagement is critical within his roles as a City Council Person and as the Director of Community Outreach and Fund Development. He regularly collaborates with community businesses, organizations, and people. He will assist in all outreach efforts, recruitment for the FCL strategic plan study, and be the point of contact for all invested partners. This includes the architectural firm.

Andrew has formally studied data analytics and has used this as a financial data analyst at Ford. He uses his statistics and technological skills to craft databases, clean data, run predictive modeling, and create reports on his crucial findings. He will assist with the data collection, analytics, and reporting process.

Strategic Plan

Component One: Project Initiation

Objectives	Activities
Set up communication channels, make formal introductions, and set a working calendar.	Set-up lines of contact.
	Reach out to affected parties for introductions.
	Review internal documents on structure and organization.
	Establish Strategic Plan Committee.
	Create a meeting schedule and calendar.

Component Two: Facilitation and Coordination

Objectives	Activities
Facilitate ongoing discussion with the Stockbridge Planning Commission, the Public, and other invested parties.	Attend Public Hearings as required by Act for updating Master Plan.
	Attend Village Council Meeting when updated Master Plan is Presented to the Council.
	Facilitate a discussion concerning Public Transportation.
	Facilitate a discussion concerning the Economic Development Plan.
	Determine if there is a Redevelopment Strategy provided.
	Determine if there are Priority sites for Development and a strategy for implementation included.

Component Three: Data Collection

Objectives	Activities
Determine the current state of the 2008 Master Plan and include the voices of all invested parties within the updated Plan.	Conduct interviews/focus groups with relevant groups. Implement online survey with the broader public to gather input.

	Determine if Community Goals have changed since the Master Plan was written.
	Determine if Current Master Plan is user friendly with clear organization and graphics.
	Determine if there is a Master Plan Implementation plan.
	Determine if Recent Best Practices have been integrated into the Master Plan.
	Determine if there is an Upcoming Major Development projects.
Component Four: Research and Analysis	
Objectives	Activities
Build a community profile and address pressing needs of the community.	Update Census Data.
	Develop an inventory of economic assets.
	Identify any Upcoming Plan Amendments for upcoming year.
	Identify any Development Patterns changed since the plan was written.
	Determine if there have been any Major Changes such as Utility Lines, Major Road Improvements or Large Development Approval. Collaboration with the city administration will be required.
	Determine if there have been Instances when the Planning Commission has deviated from the Master Plan.
	Determine if the Goals and Priorities of the plan are in sync with Goals

	and Priorities of Appointed Officials and Elected Officials.
	Determine if the Current Master Plan address the Location and Types of Land Uses frequently requested with economic development staff member.
	Determine if any Studies have been completed that change the relevancy of the exiting Master Plan.
	Determine if the Background Data is relevant and reference the most recent Census data and local data. are up to date.
	Determine if the Current Goals and Objectives for Central Business District are sufficient and applicable.
	Determine if there have been any Changes along the Community Border.
Component Five: The Master Plan Update	
Objectives	Activities
To prepare and deliver a updated Master Plan for the Village of Stockbridge.	Insert proposed Changes to Master Plan resulting from Planning Commissioners. review of the existing 2008 Master Plan.
	Insert new Goals and Objectives as applicable.
	Replace Existing Future Land Use Map with new proposed Future updated Future Land Use Map. We can add this into the Master Plan, but not craft these Maps.

	Describe how the Village of Stockbridge, Master Plan relates to Community Zoning.
	An Explanation of how the Master Plan relates with Stockbridge Economic Strategy.
	Recommendations that support the Efficient Multi Modal Transportation System.
	Provide information to Planning Commission in Electronic Format with the section pertaining to Goals and Objectives updateable and can be modified as needed in Microsoft Word format at the five (5) year expiration of New Master Plan.
	Provide Three (3) each Hard Colored Copies of New Master Plan.
	Provide Three (3) each CDs or Data Sticks with New Master Plan loaded on to them.

*As complete as possible within budgetary and time constraints

Exclusions and Exceptions

White Pine Solutions will be able to carry out a majority of the functions needed for this RFP. We will also work closely and collaboratively with the SPC, city administration, and the public to ensure success.

Goals and objectives will need to be prioritized at the onset to ensure the most important objectives are accomplished.

Additionally, the Zoning Plan and Objectives, and the Mapping are not included within this proposal.

Cost Schedule	
White Pine Solutions Principal (Program Manager)	\$55.00 / hour
White Pine Solutions Team Member	\$45.00 / hour
Legal Counsel	\$220.00 / hour
Anticipated total cost	\$16,000

*Travel will be based on IRS Mileage Rates

*Required in-person meetings that end after 8:00PM EST will require lodging

Other services may be available upon request and fulfilled depending on availability.

This cost schedule reflects accomplishing what is reasonable within the stated price point and time frame.

1. Dr. Patricia Boling

Purdue University
765 – 491- 1175
boling@purdue.edu
Research Supervisor

2. Annie Boensch

Saginaw City Council
989 – 493 – 8232
aboensch@saginaw-mi.com
City of Saginaw Strategic Plan

3. Kellie Vining

Monroe City Council
734 – 819 – 7676
Kellie.vining@monroemi.gov
Orchard East Subarea Plan

Acceptance

The White Pine Solutions team is prepared to provide any additional information or paperwork needed. We are able to offer a proposal presentation at your convenience.

Please don't hesitate to reach out to the White Pine Solutions team with any questions, comments, or concerns.

Thank you,



White Pine Solutions



BOARD ACTION SUMMARY SHEET

BOARD MEETING Council

MEETING DATE: 11/7/2022

AGENDA ITEM TITLE: *Amendment to Personnel Policies Manual - Credit Card Use Policy*

RESOLUTION NO.:

SUBMITTED BY: Darwin McClary

DEPARTMENT: Manager

BACKGROUND SUMMARY:

Village Manager McClary is requesting that the village council adopt a resolution rescinding and replacing Appendix B of the Village of Stockbridge Personnel Policies Manual with a new Appendix B that establishes a new, updated policy regarding the use of credit cards. Of particular note, the new policy adds the Police Chief as an authorized official for issuance and use of a credit card and provides additional and more detailed guidance on the eligible uses of credit cards and the administrative responsibilities for managing credit cards. It is the intention of the Village Manager to seek approval from council later this month to issue credit cards to the Village President, Village Manager, Police Chief, and DPW Director/Supervisor with certain credit limits at the same time that the council authorizes the transfer of village bank accounts from Independent Bank in Pleasant Lake to The State Bank in Stockbridge.

Attached is the proposed new credit card use policy, as well as the current policy, for the information of council.

ALTERNATIVES ANALYSIS:

APPROVE THE NEW CREDIT CARD USE POLICY AS PRESENTED.

If council adopts the new policy, additional guidance will be provided to administration on the use and management of credit cards. The Police Chief will be added as an authorized cardholder. Credit limits will be established for each official. Detailed monitoring and administrative management controls will be established.

DENY THE REQUEST TO ESTABLISH A NEW CREDIT CARD USE POLICY OR TAKE NO ACTION.

If council denies the request to establish a new policy or takes no action, the current policy will remain in effect. The policy does not provide adequate guidance on the issuance and administration of credit cards or their use for purchases. The current credit card issued to President Howlett carries an inadequate credit limit to address the purchasing needs of administrative departments, especially the Department of Public Works, on a monthly basis.

PREVIOUS BOARD ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To adopt the resolution rescinding and replacing Appendix B - Use of Credit Cards Policy of the Village of Stockbridge Personnel Policies Manual with a new Appendix B - Credit Card Use Policy.

ATTACHMENTS:

Proposed Credit Card Use Policy - Appendix B

Existing Credit Card Use Policy - Appendix B

**VILLAGE OF STOCKBRIDGE
COUNTY OF INGHAM
STATE OF MICHIGAN**

VILLAGE COUNCIL RESOLUTION NO. ____

A RESOLUTION TO RESCIND AND REPLACE APPENDIX B – USE OF CREDIT CARDS OF THE VILLAGE OF STOCKBRIDGE PERSONNEL POLICIES MANUAL WITH NEW APPENDIX B – CREDIT CARD USE POLICY.

WHEREAS, to efficiently conduct the business of the Village of Stockbridge, it is necessary to provide for the use of credit cards for purchases by certain village officials under certain conditions; and

WHEREAS, the current credit card policy of the village is inadequate in addressing the needs of the village, including but not limited to, maintaining a sufficient amount of available credit from month to month for department purchases;

NOW, THEREFORE, BE IT RESOLVED that the Village Council of the Village of Stockbridge does hereby rescind and replace Appendix B – Use of Credit Cards of the Village of Stockbridge Personnel Policies Manual with a new Appendix B – Credit Card Use Policy to read as follows:

**APPENDIX B:
VILLAGE OF STOCKBRIDGE
CREDIT CARD USE POLICY**

The Village may authorize the use of corporate credit cards. If it so authorizes, the corporate credit cards may be issued and designated for use by the following officials: Village Manager, Chief of Police, and Public Works Director/Supervisor. The credit limits for credit cards will be as follows: Village Manager - \$5,000; Police Chief - \$3,000; and Public Works Director/Supervisor - \$3,000.

Cardholder Responsibilities:

- a. Read this Credit Card Use Policy and return the Credit Cardholder Agreement (Attachment A) to the Village Manager; retain this policy and any future revisions, as well as a copy of the signed cardholder agreement.
- b. Ensure that the credit card is used in compliance with the Village’s Purchasing Policies.
- c. Ensure that only authorized employees/officials of the Village of Stockbridge use the municipal credit card.

- d. Ensure that the credit card is used for the purchase of goods or services for only official business of the Village of Stockbridge.
- e. Submit to the Village Clerk no later than the next business day all receipts, documentation detailing the goods or services purchased, cost, date of the purchase, fund(s) and account(s) to which the purchase is to be posted, and the official business explanation thereof, so that the purchases can be reconciled against the monthly credit card statement.
- f. Protect and ensure the custody of the credit card and immediately notify the Village Manager if the card is lost or stolen.
- g. Notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Taxes (Federal Tax Identification #38-600____) if it is used for the purchase of goods or services in the State of Michigan.
- h. Ensure that the credit card is never used for cash advances, personal use, or any other type of purchase not permitted under the Village Purchasing Policy.
- i. Immediately surrender the card upon termination of employment. The Village reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.
- j. Ensure that the credit card is not used in a manner that circumvents the normal Village Purchasing Policy.

Internal Control Procedures:

The Village Manager is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned municipal credit cards to personnel and generally for overseeing compliance with this policy.

The Village Manager and/or his designee shall be responsible for:

- a. Assisting and maintaining record of issuance and retrieval of municipal credit cards and overseeing compliance with this policy.
- b. Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
- c. Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.
- d. The balance on an extension of credit under the credit card arrangement shall be paid in full each month by the invoice due date to avoid interest charges or late fees.

e. Compliance with State of Michigan records retention requirements for safekeeping of statements and receipts for seven years.

The total combined authorized credit limit of all credit cards issued by the Village of Stockbridge shall not exceed 1.00% of the total budgeted revenues of the Village of Stockbridge for the current fiscal year.

Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary action(s) under the Village of Stockbridge Personnel Policies up to and including termination.

Attachment A
Village of Stockbridge
Credit Cardholder Agreement

Requirements for use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the Village of Stockbridge, Michigan.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the Village of Stockbridge, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village of Stockbridge for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Village Personnel Policies, up to and including termination. The Village of Stockbridge will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Expiration Date: _____

CV: _____

Issued to: _____ Title: _____

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature of Cardholder: _____

Printed Name: _____

Date: _____

FOR VILLAGE MANAGER USE ONLY:

Credit Card Returned on __/__/____

Village Manager Signature: _____

BE IT FURTHER RESOLVED that the Village Clerk is hereby directed to immediately update the Village of Stockbridge Personnel Policies Manual to incorporate this change.

THIS RESOLUTION WAS DULY ADOPTED BY THE STOCKBRIDGE VILLAGE COUNCIL AT ITS REGULAR MEETING HELD ON _____, 2022.

Debbie Nogle
Village Clerk



BOARD ACTION SUMMARY SHEET

BOARD MEETING Council
MEETING DATE: 11/7/2022
AGENDA ITEM TITLE: *Schedule Special Village Council Meeting - November 21, 2022*
RESOLUTION NO.:
SUBMITTED BY: Darwin McClary
DEPARTMENT: Manager

BACKGROUND SUMMARY:

Village Manager McClary is requesting that village council schedule a special meeting for Monday, November 21, 2022, at 6:00 PM, for the following purposes:

- Appoint Village President Pro Tempore pursuant to Section 65.3(1) of the Michigan General Law Village Act
- Appoint Acting Village Manager pursuant to Section 2-50 of the Village of Stockbridge Code of Ordinances
- Discuss Village Manager recruitment and selection process
- Discuss the FY 2023-24 budget preparation process
- Approve FY 2022-23 budget amendments through October 31, 2022
- Approve transfer of village bank accounts from Independent Bank to The State Bank; authorize issuance of credit cards
- Discuss Clerk/Treasurer and Deputy Clerk/Treasurer positions
- Discuss Public Works Supervisor/Director position

As council is aware, Village Manager McClary's last day of employment with the village is Friday, November 25, 2022, at 5:00 PM. It is imperative to appoint an interim manager to assume the duties of the position.

ALTERNATIVES ANALYSIS:

N/A

PREVIOUS BOARD ACTION:

None

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

To schedule a special meeting of the Stockbridge village council for Monday, November 21, 2022, at 6:00 PM.

ATTACHMENTS: