



**VILLAGE OF STOCKBRIDGE**  
**Regular Council Meeting**  
**Village Hall**  
**118 N. Center Street**  
**Monday, February 5, 2024, at 7:00pm**

**AGENDA**

I. CALL TO ORDER:

II. Pledge of Allegiance:

III. ROLL CALL

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES:

A. January 8, 2023

VI. PUBLIC COMMENT ON AGENDA ITEMS:

*(Comments are limited to 3 minutes. Please address all comments to the council. Please understand that the council may not give a response per procedure.)*

VII. Guests:

A. Open Air Market

VIII. FINANCIAL REPORTS:

A. Check register from January 1, 2024, ending January 31, 2024.

B. Cash summary by account report for all funds from January 1, 2024, through January 31, 2024.

IX. DEPARTMENT AND COMMITTEE REPORTS:

A. Police department report.

B. DPW Report

C. Zoning Administrator Report

D. President's Report.

E. Executive committee.

F. Ordinance committee.

G. Finance committee.

H. Utilities Committee.

I. Planning Commission minutes for review

J. SDDA minutes for review.

X. COMMUNICATIONS:

XI. Unfinished BUSINESS:



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- A. Resident Tree Complaint.
- B. Village Hall Update

**XII. NEW BUSINESS:**

- A. Baker Tilly Council Memo
- B. Park Lawn care
- C. Snow Emergency Ordinance
- D. Ordinance Approving Amendment to the Penalty Provisions Ch 1, sec 1-6.
- E. Monday office hours.
- F. SDDA 2024-2025 Budget
- G. SDDA appointment

**XIII. PUBLIC COMMENT OPEN FORUM: *(comments limited to 3 minutes)***

**XIV. COUNCIL MEMBER COMMENTS**

**XV. ATTORNEY COMMENTS**

**XVI. Schedule of meetings:**

- A. Schedule a workshop on Council Rules and Procedures.
- B. Utilities Committee, February 7, 2024, at 6 pm.
- C. Regular Meeting, March 4, 2024, at 7 pm.

**XVII. ADJOURN**



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**UNAPPROVED MINUTES**

1. CALL TO ORDER: President Ogden call the meeting to order at 7:00p.
2. ROLL CALL:  
  
Present: Cattell, Morehouse, Mullins, Howlett, Fairbotham, Ogden  
Absent: Powers-Taylor
3. President Ogden led the Pledge of Allegiance.
4. APPROVAL OF AGENDA, Motion made by Howlett supported by Cattell to approve the January 8, 2023, agenda. All in favor, Motion Passed.
5. Approval of Minutes, Motion by Howlett supported by Cattell to approve the December 4, 2023, Regular Meeting Minutes and December 27<sup>th</sup>, 2023, Special Meeting Minutes. All in favor, Motion passed.
6. Public comment: None
7. Guests: None
8. FINANCIAL REPORTS:

Motion by Howlett supported by Cattell to pay the bills in the amount of \$85,272.92.

Roll Call:

Aye- Mullins, Cattell, Morehouse, Howlett, Fairbotham, Ogden

Absent- Powers-Taylor

9. Department & Committee Reports:
  - A. Police Department report provided.
  - B. DPW Report provided.
  - C. Zoning Administrator report provided.
  - D. President's Report provided.
  - E. Executive Committee, none.
  - F. Ordinance Committee, none.
  - G. Finance Committee, none.



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**UNAPPROVED MINUTES**

- H. Utilities Committee report provided.
- I. Planning Commission minutes provided per review.
- J. SDDA, December meeting was cancelled. No minutes to provide.
- K. Communications: None.

**10. Unfinished Business:**

**A. Personnel Manual Amendments**

Motion made by Cattell supported by Fairbotham to approve the recommended Personnel Manual Amendments as written.

Roll Call:

Aye- Mullins, Cattell, Morehouse, Howlett, Fairbotham, Ogden

Nay- None

Absent- Powers-Taylor

All in favor, Motion passed.

**B. Village Hall Update**

Motion made by Morehouse supported by Fairbotham that for every month that rent is paid for current office location be offset from total cost of New Hall Renovation.

Roll Call:

Aye- Morehouse, Mullins, Fairbotham

Nay- Howlett, Cattell, Ogden

Absent- Powers-Taylor

Motion failed.

**11. New Business:**

**A. Ingham County Delinquent Tax Resolution**

Motion made by Howlett supported by Cattell to approve the Resolution approving participation in the Ingham County Payment Reduction Program for delinquent taxes as written.

Roll Call:

Aye- Morehouse, Mullins, Howlett, Cattell, Ogden

Nay- Fairbotham

Absent- Powers-Taylor



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**UNAPPROVED MINUTES**

All in favor, Motion passed.

**B. Resident tree complaint.**

Motion made by Cattell supported by Howlett to obtain a survey of the property to determine if tree is in drain easement.

Roll Call:

Aye- Morehouse, Mullins, Howlett, Fairbotham, Cattell, Ogden

Nay- None

Absent- Powers-Taylor

All in favor, Motion passed.

**C. Utilities Committee Recommendations:**

**1. Water meter fee.**

Motion made by Howlett supported by Cattell to approve a \$5.00 Quarterly fee to be added to pay for meters.

Roll Call:

Aye- Mullins, Morehouse, Fairbotham, Howlett, Cattell, Ogden

Nay- None

Absent- Powers-Taylor

All in favor, Motion Passed.

**2. Eliminate shut-off/turn-on fee during working hours.**

Motion made by Howlett supported by Cattell to eliminate the shut-off/turn-on fee during working hours.

Roll Call:

Aye- Mullins, Morehouse, Fairbotham, Howlett, Cattell, Ogden

Nay- None

Absent- Powers-Taylor

**3. Approval to replace/repair 3 fire hydrants annually.**

Motion made by Howlett supported Cattell to budget up to \$20,000 annually for the replacement or repair of up to 3 hydrants annually.

Roll Call:

Aye- Mullins, Morehouse, Fairbotham, Howlett, Cattell, Ogden

Nay- None



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**UNAPPROVED MINUTES**

Absent- Powers-Taylor

12. Public Comment Open Forum: None

13. Council Member Comments: None

14. Attorney Comments: None

15. Next Meeting:

Workshop for Council Rules & Procedures, January 22, 2024, at 6:00 pm.

Utilities Committee, January 10, 2024, at 6:00 pm.

Finance Committee January 10, and 24, at 1:00 pm.

Regular Meeting, February 5, 2024, at 7pm.

16. Adjournment. Motion by Howlett, supported by Cattell to adjourn the meeting at 8:55 am. All in favor, Motion Passed.

CHECK REGISTER FOR VILLAGE OF STOCKBRIDGE  
 CHECK DATE FROM 01/01/2024 - 01/31/2024

Check Date	Check	Vendor Name	Description	Amount
01/30/2024	21676	HEATHER ARMSTRONG	REIMBURSEMENT FOR NOTARY APPLICATION	10.17
01/30/2024	21677	M&K JETTING AND TELEVISION, INC.	HYDRO EXCAVATING WATER MAIN ON N.CENTER	1,350.00
01/30/2024	21678	TRUCK & TRAILER SPECIALTIES	SALT TRUCK REPAIRS	475.44
01/30/2024	21679	VERIZON WIRELESS	OFFICE CELL PHONES DEC 20- JAN 19, 2024	250.42

STATE TOTALS:  
 Total of 61 Checks: 77,091.07  
 Less 2 Void Checks: 260.00  
 Total of 59 Disbursements: 76,831.07

76,831.07

Check Date	Check	Vendor Name	Description	Amount
01/02/2024	21614	BLAZE GRAPHICS	DECALS FOR BLACK EMPLOYER	400.00
01/02/2024	21615	BS&A SOFTWARE	TRAINING 11/14/2023	400.00
01/02/2024	21616	CANON FINANCIAL SERVICES	12/1 - 12/31/23 COPIER CHARGES	266.39
01/02/2024	21617	CARNEY'S COMPLETE AUTO SERVICE	REPLACE ALTERNATOR/REPAIR TIRE/OIL CHANG	711.73
01/02/2024	21618	CARNEY'S COMPLETE AUTO SERVICE	CHANGE OIL/CHECK FLUID LEAKS	49.77
01/02/2024	21619	CONSUMERS ENERGY	CONSUMERS ENERGY BILL	6,390.67
01/02/2024	21620	FRONTIER COMMUNICATIONS	DPW LIFT STATION	197.59
01/02/2024	21621	JENNIFER SMITH	POLICE PICTURES	200.00
01/02/2024	21622	PEEFER HANNIFOLD PAKA	PROFESSIONAL SERVICES RENDERED	1,100.00
01/02/2024	21623	VERIZON WIRELESS	OFFICE CELL PHONES NOVEMBER	287.59
01/02/2024	21624	WOW! BUSINESS	WOW OFFICE CABLE BILL	336.47
01/02/2024	21625	WOW! BUSINESS	DPW CABLE BILL	125.98
01/04/2024	21627	BURMANS TREE SERVICE	TREE TRIMMING/REMOVAL OF LARGE BRANCH ON	400.00
01/04/2024	21628	WEX BANK	DECEMBER GAS 2023	1,548.80
01/12/2024	21629	BOYCE PLOWING AND HEATING, INC	MEMORIAL PARK RESTROOM	186.00
01/12/2024	21630	BRENTS BUGS LLC	RODENT CONTROL	175.00
01/12/2024	21631	CONSUMERS ENERGY	CONSUMERS ENERGY BILL	2,098.08
01/12/2024	21632	ELAN FINANCIAL SERVICES	ELAN FINANCIAL CREDIT CARDS	6,768.53
01/12/2024	21633	GLOCK PROFESSIONAL, INC	OPERATOR COURSE	250.00
01/12/2024	21634	GRANGER	DECEMBER 2023 GARBAGE	9,415.36
01/12/2024	21635	GRANGER	DECEMBER 2023 GARBAGE	106.05
01/12/2024	21636	INGHAM COUNTY DRAIN COMMISSION	AT LARGE 2023	1,465.13
01/12/2024	21637	NAPA AUTO PARTS	DPW SUPPLIES	48.25
01/12/2024	21638	STEPHENSON & COMPANY, P.C.	CONSULTING SERVICES OCT-DEC	195.00
01/12/2024	21639	STOCKBRIDGE ACE HARDWARE	DECEMBER 2023 PURCHASES	168.44
01/12/2024	21640	SUBURBAN PROPANE	PROPANE DPW BLDG	366.31
01/12/2024	21641	MOLVERINE ENGINEERS AND	CONSULTING SERVICES	250.00
01/12/2024	21642	WOW! BUSINESS	DPW CABLE BILL	127.06
01/18/2024	21643	YEO & YEO	PROFESSIONAL SERVICES RENDERED	1,226.40
01/18/2024	21646	52 LANDSCAPE LLC	2 LOADS OF SALT	1,000.00
01/18/2024	21647	CONSUMERS ENERGY	CONSUMERS ENERGY BILL	55.45
01/18/2024	21648	EGLF	GROUND WATER ANNUAL PERMIT FEE	7,500.00
01/18/2024	21649	JK OF MICHIGAN	CALL OUT ON RED LIGHT ON PUMP #2	384.00
01/18/2024	21650	K&B ASPHALT SEALCOATING, INC	PATCH ON S. WILLIAMS STREET	803.58
01/18/2024	21651	SBS	FEBRUARY INSURANCE COVERAGE	5,666.59
01/18/2024	21652	WATER TECH	ALKALINITY/FLUORIDE/CHLORIDE/GROSS ALPHA	564.00
01/18/2024	21653	WOW! BUSINESS	WOW POLICE CABLE BILL	125.98
01/22/2024	21654	BCI	DUMPSPER	350.00
01/23/2024	21655	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT CONTRACT	1,889.00
01/23/2024	21656	CONSUMERS ENERGY	CONSUMERS ENERGY BILL	6,400.70
01/23/2024	21657	L & M FAMILY INVESTMENTS	JANUARY 2024	1,500.00
01/23/2024	21658	MCKENNA	COMPREHENSIVE MASTER PLAN	1,937.50
01/23/2024	21659	SAESA	POLICE RENT	1,000.00
01/23/2024	21660	STEVE GIPE	AHA BLS CPR AED HEALTHCARE PROVIDER	220.00
01/24/2024	21661	BARBARA TAYLOR	BOUGHT BACK PLOT F-25-8 AND O/C FEE BACK	1,140.00
01/25/2024	21662	52 LANDSCAPE LLC	1 LOAD OF SALT/FLUID FILM UNDERCARRIAGE	1,100.00
01/25/2024	21663	AXON ENTERPRISE, INC.	FLEET 3 BASIC + TAP	4,913.76
01/25/2024	21664	CHARLES SCHULTE	REPAIRS ON DELORES SCHULTE FROM PROPERTY	169.93
01/25/2024	21665	VOID		
01/26/2024	21666	MURPHY, PAUL	UB refund for account: MFIN-000118-0000-	260.00
01/26/2024	21940	MURPHY, PAUL	UB refund for account: MFIN-000118-0000-	260.00
01/29/2024	21667	JESSICA OTTEN	DEPOSIT REFUNDED FROM HALL RENTAL	175.00
01/29/2024	21668	MOLLY HOWLETT	DEPOSIT RETURNED ON HALL RENTAL	75.00
01/30/2024	21672	AUSTIN CIMBALA	REIMBURSEMENT FOR UNIFORM STANDARD	245.86
01/30/2024	21673	CIVICPLUS	MUNICODE	1,755.50
01/30/2024	21674	CNA SURETY	NOTARY BOND	55.00
01/30/2024	21675	FRONTIER COMMUNICATIONS	DPW LIFT STATION	197.59

V



CASH SUMMARY BY FUND FOR VILLAGE OF STOCKBRIDGE

FROM 01/01/2024 TO 01/31/2024  
 FUND: 101 202 203 207 208 209 211 218 248 265 300 400 542 590 591 661 701 852  
 CASH AND INVESTMENT ACCOUNTS  
 BANK: STATE

Fund	Description	Beginning Balance 01/01/2024	Total Debits	Total Credits	Ending Balance 01/31/2024
101	GENERAL FUND	1,441,978.32	53,690.80	65,885.41	1,429,783.71
202	MAJOR STREETS FUND	79,905.36	8,920.99	2,226.07	86,600.28
203	LOCAL STREETS FUND	132,841.86	3,563.56	3,351.38	133,054.04
209	CEMETERY PERPETUAL CARE FUND	900.00	0.00	0.00	900.00
211		4,031.30	1,000.00	3,684.32	1,346.98
217	ARPA FUNDS	19,651.25	0.00	0.00	19,651.25
542	BUILDING FUND	8,134.84	0.00	0.00	8,134.84
590	SEWER FUND	77,822.25	64,417.02	30,743.27	111,496.00
591	WATER FUND	(42,511.59)	39,941.57	25,850.77	(28,420.79)
661	MOTOR POOL VEHICLE FUND	(311.34)	0.00	68.49	(379.83)
	TOTAL - ALL FUNDS	1,722,442.25	171,533.94	131,809.71	1,762,166.48



**OFFICE OF THE CHIEF OF POLICE**

1009 S Clinton St • Stockbridge, Michigan 49285 • (517) 851-7435 office • (517) 902-1135 direct  
chief@vosmi.org

**Matthew D. Bartus**  
Chief of Police

January 8, 2023

**RE: December Monthly Agenda**

1. Monthly Numbers (69 CFS, 21 Traffic Stops, 7 Citations)
2. Annual Report March 2023
3. K9 Update (Donations/Deposit on K9/Position Filed)

**VILLAGE OF STOCKBRIDGE, MICHIGAN**

A handwritten signature in black ink, appearing to read "M. Bartus".

Matthew D Bartus  
Chief of Police











Department of Public Works  
305 West Elizabeth Street • Stockbridge, Michigan 49285 • (517) 851-7435 office

DPW Report for January 2024

**Cemetery**

1 Cremation

**DNR/Trailhead**

Cleaned snow during snow events.

**DDA**

Cleaning of snow during snow events in Park and throughout Village.  
Cleaned bathroom in park due to door being left unlocked by contractor.

**Wastewater**

Completed EGLE Discharge Reports and Weekly Sampling Reports  
Bi-Weekly Lift Station Maintenance without entering the station.  
Weekly Generator Maintenance  
Transferred water between Lagoons while treating with Ferric

**Water**

Completed EGLE Monthly Operating Reports and samples.  
Backwashed Iron filters 2x monthly  
Cleaned chlorine injector.  
Replaced/Repaired 5 meters.  
Repaired broken 4" watermain on N.Center.

**Major/Local Streets/Stormwater**

4 storm incidents.  
Applied 20 tons of salt to roadways.  
Repair/Replace cylinder on plow blade for pick-up.



Department of Public Works  
305 West Elizabeth Street • Stockbridge, Michigan 49285 • (517) 851-7435 office

### **Missdig**

20 Requests for Water, Sanitary, and Storm line marking completed and cleared.

### **DPW**

Cleaned and reorganized entire DPW Garage and office while separating scrap metals for recycling.

Creating a list of items that could possibly go to auction in spring.

Junk removal of future/old Village Office.

Backhoe repair of front left wheel bearing due to seal failure.

*This is a general List and does not represent all duties performed during January.*

Thank You,

David Dillard

Department of Public Works Supervisor





## Presidents Report

January 2024

Building update – I am still working with the architect to get a final drawing that I will be able to use for the bid packet for the renovations to the office space. Hopefully this step in the process will be completed soon.

There have been several roof leaks in the building. Billy White Roofing has been out to repair the leaks and hopefully we are patched up for the season.

There has been a foul odor in the building. This was from the drains being dry from disuse and a broken garbage disposal. The garbage disposal is being changed and activity in the building will help keep the odor from coming back.

We did another clean out of the building and filled another dumpster. We can start moving filing cabinets into the storage area.

Current office – I notified Mike Dalton that the Village has downsized to one room. He did state that the current rate for the rooms is \$750.00 but that we would be able to keep our one room at the rate of \$500 on a month-to-month basis. I let him know that we would provide at least 30 days' notice before we vacate the current room, and I would text him updates of our progress.

Tree Complaint – Wolverine Engineering completed a survey of the property in question and determined that the tree is on the homeowner's property and that it is in the drain commission's easement as well.

I am waiting on the official survey results.

Ingham County Delinquent Tax Program – The approved resolution has been sent to the county and we have posted an informational flyer to the Village website on the resident page. This will be a benefit to qualifying applicants to get caught up on back taxes.

Blight Complaints – We have received complaints about not only the blight in the Village but the lack of progress due to the processes in place. We are making another adjustment to the ordinance, so the code enforcement officer is able to move forward properly. I understand the frustrations of the residents and plan to move forward and make blight issues a priority this spring.

## Village of Stockbridge

### Utilities Committee

January 10, 2024, 6:00pm

#### Committee Notes (taken by Kim Morehouse)

- I. Call to order at 6:00 pm
- II. Attendance: Kim Morehouse, Don Heck, Dave Dillard, Dave DeGrand, Daryl Anderson  
(absent : Jill Ogden, Melissa Powers-Taylor)
- III. Introductions: Baker Tilly ... Andy Campbell and Peyton Stiles
- IV. Baker Tilly water rate analysis. Verbal info shared by Any Campbell  
Andy was briefly involved ~2017 with our water assets.  
Baker Tilly has two main services for us ...
  - 1) Review of our water / sewer rates
  - 2) Project funding support

Main take-away ... we are NOT in good shape. Lack of monetary funds and on-going process repairs are required to our system.

#### Discussion about Rural Development & State Revolving Funds

##### Funding Source #1 – State Revolving Funds

Stockbridge's medium income (\$46,316) is below the threshold for State funding ... which is a good thing to help us get that funding. The State got ARPA money which they put into the Revolving Fund. The Negative ... that money has already been doled out. The Positive ... not as many people applying now (since they've already got their funding). This funding may allow 20% to be written off as "grant" not requiring payback. Strict rules and timing on application process. In the "pre-ARPA" days, maybe 1/3 got funding. If municipality had an ACO, Administrative Consent Order, this is a bad thing ... regulatory compliance issues. But it helps to get this type of funding. Stockbridge does NOT have an ACO issued against us.

##### Funding Source #2 – USDA (also called Rural Development Fund)

This has more flexible in timing and overall application process. Would take at least one year from submittal to construction. Since Federal program, if government were to shut down, so would this agency. Stockbridge income is below \$53,432 (the federal poverty level) for this program ... so we qualify.

Interest rates probably between 2 1/8 and 3%.

Possibly as high as 75% grant. But these big grants are not coming through anymore. Also these loans/grants are BABA (Buy American, Build American) which may make them harder to manage and more costly?

### Funding Source #3 – Open Market

Interest rates are most likely double.

No grant possibility.

### Additional background

Average typical consumption is based on 13,500 gallons

At current rates, this gives typical Stockbridge quarterly costs of \$125 water and \$191 sewer.

For reference, typical municipal user in Michigan ... \$135 water and \$165 sewer.

There is a formula used to determine if the Village is “doing enough” on its own before money would be awarded in the grant. Our threshold would be ~ \$700 annual cost for either water or sewer. The expenses are NOT combined. This \$700 threshold is based against the water and sewer annual expenses INDIVIDUALLY.

### Sewer Comments

- Stockbridge has a negative fund balance. Big negative hit.
- Recommending a rate increase starting 3-1-2024
- One positive redeeming point ... one of our major debts from 2003 are now paid off.

### Water Comments

- Stockbridge has a positive fund balance, but it is only a small positive balance.
- Recommending a rate increase starting 3-1-2024
- Still have two outstanding bonds, 4 and 6 years remain.

### State Earmarks

We should aggressively go after State earmarks. These are funds doled out by State representative or senator in their districts. Best to make personal contact with elected officials from our district.

### Flawed data used in analysis

Discussion regarding our billing issues. If Baker Tilly were using data as far back as 2019, then it is deeply flawed. Example given of School billing ... BS&A multiplier was mistakenly entered as 100 when it should have been 5000. We were billing School only \$1300 when the actual bill should have been ~\$31,000 ?

Office staff continues to make billing corrections as they are discovered. Another example of possible billing issue - Staff suspects REU (Residential Equivalent Unit) factors are not correct in some accounts.

### Regarding scope of Grants

At some time, the actual purpose for funding is going to have to be defined. So, we are not requesting engineering plans ... but we need a “Wishlist” of what a new water and sewer system would encompass with cost estimates.

- V. Next priorities: Water and Sewer System “Wishlist” to be put together by Don Heck, Dave Dillard, and Dave DeGrand.

- VI. Recommendations to the council: Review Baker Tilly rate analysis. Some type of rate increase is needed, even if only an inflation adjustment.
- VII. Upcoming agenda items: Water and Sewer System “Wishlist”
- VIII. Adjourn: 7:20 PM

\*\*\* NOTE \*\*\*

The following information was collected after the 1-10-24 meeting, but it seems relevant to summarize.

- The last water and sewer increase was implemented via Resolution 2021.06-002. Resolution Establishing Rates, Charges and Administrative Policies. Increased water and sewer commodity fees by 10% and increased RTS's for both Water and Sewer by 33%.
- April 4, 2022 Resolution Amending a Previous Resolution Establishing Rates, Charges and Administrative Policies. In part, “The Village of Stockbridge shall forgive the water usages that were either unbilled or under billed through the quarter ending December 31, 2021, but not RTS charges.”
- Darwin McClary was hired on as Village Manager (in part because of his BS&A experience). There was hope that he would correct the water and sewer billing issues. However, he resigned after only a short employment (May – Nov 2022). Unlikely that he was able to correct the water and sewer billing errors.
- February 2023. Additional office personnel changes.
- Baker Tilly needs to be made aware of the above and fully understand that the “clean point” for our billing may not have been fully reached yet. Any billing prior to February 2023 may be problematic. Therefore, any rate analysis calculations are most likely flawed without using some type of creative extrapolation.



Village of Stockbridge  
**PLANNING COMMISSION  
MINUTES**

305 W. Elizabeth St., Room 112 ~ 517 - 851 - 7435  
Thursday – December 07, 2023, at 6:30 P.M

Call meeting to Order at: 6:35 p.m.

Roll Call, P.C. Commissioners: Jenifer, Laura, Daryl, Kim

Absent: James.

Motion by Kim, Second by Jenifer to approve agenda for December 07, 2023, voice vote. Motion passed no nays.

Motion by Laura, Second Kim to approve November 02, 2023, meeting minutes voice vote. Motion passed no nays.

**PUBLIC COMMENT**

None.

Both Heather: Village Clerk and Zoning Administrator: Katrina were in attendance.

**UNFINISHED BUSINESS**

- Second review of review of Master Plan lots of discussion sent changes back to McKenna. next review will be February 01, 2024. see attachment.

**NEW BUSINESS**

- Motion made to approve all three ordinances together by Daryl Second by Draft ordinance approving text amendment to chapter vi: zoning and land use article iv: zoning district regulations adding section 6- 51-non- residential design requirements.
- Motion carried with Just the one change
- Language of ordinance amended to change date of allowing items table etc. to be placed in walkways from April 15 to March 21st of each year of draft ordinance approving text amendment to chapter vi: zoning and land use article iv: zoning district regulations adding section 6- 52-accessory outdoor dining areas.
- Draft ordinance proposing a text amendment to chapter vi: zoning and land use article iv: zoning district regulations amending section 6- 185: glare and exterior lighting. Was table pending hard data on lumens or some other designation of reflection from an object as dangerous measured by what instrument?

**PUBLIC COMMENT**

None

**DIRECTORS COMMENTS, CONCERNS SUGGESTIONS**

**Did not ask.**

**NEXT MEETING**

**January 04, 2023**

**ADJOURN motion by Jenifer Second by Laura Voice vote all yeas motion carried at 8 :05 p.m.**

**Attachment**

Village of Stockbridge  
**PLANNING COMMISSION**  
305 Elizabeth St., Room 107 ~ 517 - 851 - 7435

December 8, 2023

To: Maya Baker  
Assistant Planner  
McKenna

From: Daryl Anderson  
Chair Planning Commission

Subject: Results of P.C. review Second draft of submitted Master Plan

Please find below our observations also various attachments for your use.

Corrections / Questions for Village of Stockbridge, Master Plan

All pages referencing the hard copy page numbers.

P- 5. DDA was amended in 2022. Two references.

There are several blank pages. Missing information or just blank? For example, P 6.

P -19. Beckwith, one word.

P- 22. Elizabeth St bridge was replaced in 2021. It does not need replacement.

A Day in the Village ... Not ... A Day at the Village

Photo is not of Stockbridge. Simply delete or find another appropriate photo of Stockbridge.

P - 23 & 24. Maps are same Map 3 in labeled Stormwater effluent system the map is showing water system distribution I am trying to obtain a storm eater map for you. Map 4: Sewer lines is showing water lines not sewer. I will email you the sewer print Map 5 of water lines page is blank Not really what is intended to show. Also upside down.

P- 25. Another page with missing info.

P - 42 – 50. Mislabeled Objectives.

For example, 1.1.3 is moved to under Goal 1.2.

Two 1.1.7

Two 3.1.4

Extras in Objective 3.2.6

What does Obj 6.3.1 mean? We don't have a bypass loop. Asking to add signage for truck route?

Obj 7.4.1, 7.4.2, and 7.4.3 are completely wrong. Duplicate verbiage from 7.3. We'd want to review anything put in here. Not giving a "blank check" to renewable resource with the Village. Absolutely opposed to a wind farm and probably opposed to a solar farm within Village limits.

P- 47- 6. 3 Not sure what you are suggesting is it signage for truck rout through the village or try and get a bypass truck rout around the village, maybe 6.3 should just be removed

P- 53 – under flexible /mixed use and in OSC

P- 54. Future Land Use map.

Irrigation field currently labeled as Agricultural is being changed to Flexible / Mixed Use?

Until we get a new sewage system that does not require lagoon / irrigation, this needs to remain Ag.

P- 59. Wrong cross-reference page #. Future Land Use Focus #2 is on p 66 (not p 65)

P- 66 descriptions. Details are actually on page 66.

P- 67. Need better descriptions. What is CPUD? Section 8.01.D.2/ etc. ???

P - 68. MPUD ?

P - 69. ARM-1 ?

P- 70. Title for Live/ Work, Loft Residential should be moved to next page.

Page 72 is missing.

P- 75. Use Act 51 State designations for road legend.

P - 84. Top photo is not of Stockbridge. Plus, it's not a very appealing photo. Just remove.

P- 85. This photo is no longer the Village offices. Don't use – only confuse office move. Either use a photo of new offices (which are not done or signed yet) or maybe use a photo of SAESA (Stockbridge Area Emergency Services Authority) building? This building houses our Village Police station also.

P - 89. Move title "Mich Dept of Environmental , Great Lakes, and Energy" to next page.

P-93. Stockbridge Road is one of the names, but most people use M-52. Suggest labeling as Stockbridge Road / M-52.

Appendix B improvements (if being part of the report).

Clean up all the legend lengths. Truncated too much to be useful.

Q 7. 1-5 scaling? But using a total weight on scale?

Q 7. Key / legend length again truncated too much. Moderate & Major look the same.

Q 16 – Q 21. Referencing Streetscape without the detail of photo. These charts don't mean much without reference.



Q 23, Q28, Q 30, and Q31 are lists? They don't include any of the feedback. Maybe list the top 5 responses?



Stockbridge Downtown Development Authority  
118 North Center Street  
Thursday, January 25, 2024 6:15 pm  
Meeting Minutes

**Call to Order** at 6:25 by Chair Anderson.

**Roll Call:**

Present: Anderson, Conant, Dzurka (6:33), Fillmore, Ogden, Stevens

Absent: None.

Also present: Attorney Gormley and Nelva Lampart.

Motion by Fillmore with support by Conant to approve the meeting agenda of January 25, 2024. All in favor. Motion passed.

Motion by Conant with support by Fillmore to approve the meeting minutes of November 30, 2023. All in favor. Motion passed.

**Public Comment:** None.

**Financials:** Motion by Fillmore with support by Conant to pay the bills in the amount of \$2273.18.

Aye: Conant, Dzurka, Fillmore, Ogden, Stevens, Anderson.

Nay: None.

All in favor. Motion passed.

**Unfinished Business:**

- Discussion re: fire hydrant replacement in the TIFD. No motion was made. Plan amendment needs to be updated.
- Motion by Anderson with support by Dzurka to approve the 2024-25 SDDA budget as presented.  
Aye: Fillmore, Ogden, Stevens, Anderson, Conant, Dzurka.  
Nay: None.  
All in favor. Motion passed.
- Motion by Anderson with support by Ogden to seek a quote from McKenna services adding a layer to the TIFD map which would include: parcel number, date the parcel was added to the TIFD, and base value of the parcel when it was added. All in favor. Motion passed.

**Public Comment:** None.

**Board Comments:**

- LEAP is coming to Stockbridge Township on Monday, February 19, 2024 at 7:30 pm.
- Stockbridge DPW recommends replacing and/or repairing Village trash cans as they are showing wear.

**Next Meeting:** Thursday, February 22, 2024 at 6:15 pm.

**Adjournment:** Motion by Conant with support by Ogden to adjourn the meeting at 8:05 pm. All in favor. Motion passed.

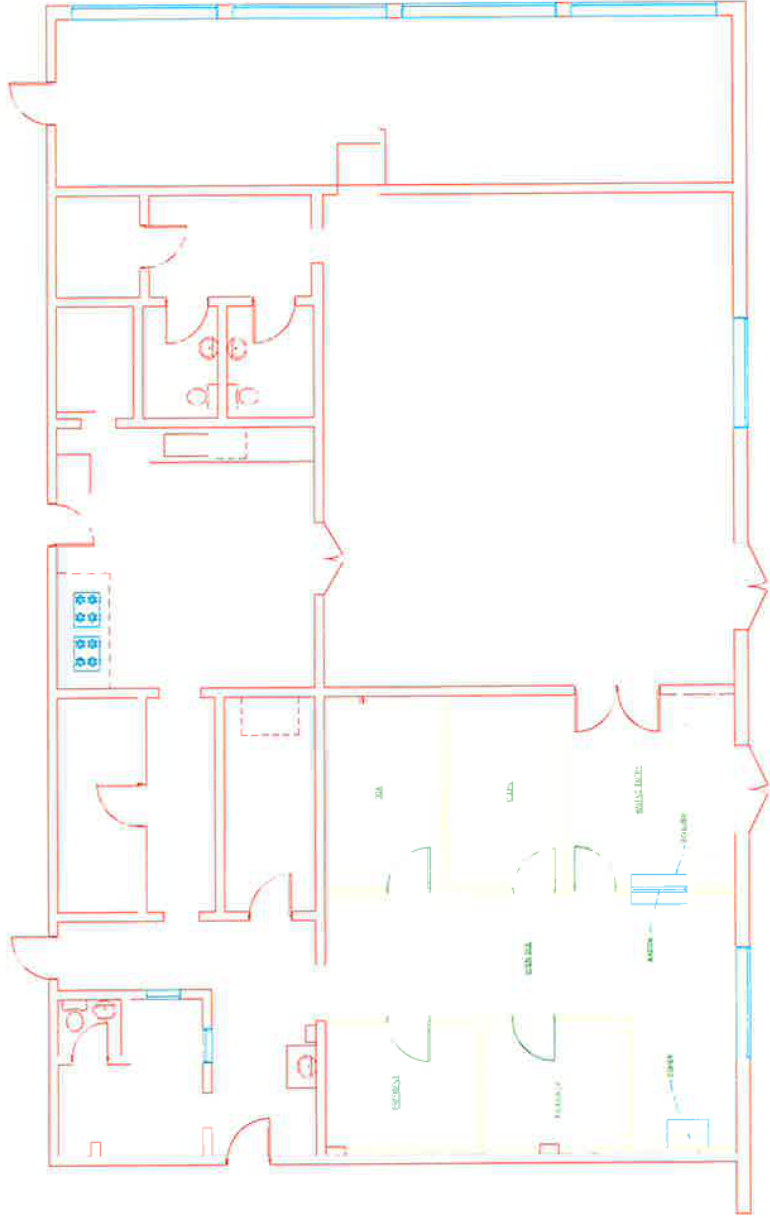
Respectfully submitted,  
Molly Howlett, Recording Secretary

EVALUATION  
 V. EAST OF STOCKBRIDGE  
 114 NORTH PETERS ST  
 STOCKBRIDGE, MA 01520

4'

1/8" = 1'-0"

DATE: 02/14/12  
 DRAWN BY: [Signature]  
 CHECKED BY: [Signature]



ARCHITECTURAL  
 FLOOR PLAN

**MEETING DATE:** February 5, 2024

**AGENDA ITEM TITLE:** Baker Tilly Memo

**SUBMITTED BY:** Jill Ogden

**DEPARTMENT:** Water and Suer

**BACKGROUND SUMMARY:** The Village Council contracted the services of Baker Tilly to complete a rate study for the water and sewer. The initial findings indicate that both funds are underfunded, and a 5% rate increase is needed for both funds at this time.

**ALTERNATIVE ANALYSIS:** N/A.

**PREVIOUS BOARD ACTION:** Approval of Baker Tilly to complete a water rate study and sewer rate study.

**FINANCIAL IMPACT:** 5% increased revenues in the water and sewer funds.

**CONSIDERATIONS:**

**RECOMMENDED MOTION:** Move to approve a 5% increase to the water and sewer rates; increasing the water rate from \$4.80 per thousand gallons to \$5.04 per thousand gallons and increase the sewer rate from \$6.80 per thousand gallons to \$7.14 per thousand gallons, to take effect March 2024 and will be reflected on the 2024 first quarter water bills.

**ATTACHMENTS:** Baker Tilly Council Memo



MUNICIPAL  
ADVISORS

Baker Tilly Municipal Advisors, LLC  
2852 Eyde Pkwy, Suite 150  
East Lansing, MI 48823  
(517) 321-0110  
bakertilly.com

January 29, 2024

Village of Stockbridge  
Re: Water and Sewer Fund Initial Analysis

Village of Stockbridge Council,

This memo is being written to give an update on the initial water and sewer fund rate analysis.

#### Water Fund

As of the start of the current fiscal year, the fund had \$58,054 in reserves. For a community and system your size, we would recommend a minimum of 12 months cash/investments on hand compared to cash operating expenses. The cash operating expenses are around \$180,000. This means that the current reserves are much lower than we would recommend, and we will be working with the Village on a plan to boost reserves over time.

The user rate revenues are steadily increasing each year, which is a good sign. At the Utility Committee meeting, we discussed the fact that there were many accounts with incorrect billings in the past and the Village is in process of reviewing all billings for accuracy. A review of each meter and each account to ensure billing accuracy will be critical to making sure that all customers are being billed and that everyone is paying their "fair share."

The fund currently pays on two debt issues. The 2006 Bonds are approximately \$21,000/year and are paid off on April 1, 2026. The 2008 Bonds are approximately \$35,000/year and are paid off on October 1, 2028. These bonds will be factored into our analysis and future projects will be planned around these debt issues falling off.

The typical homeowner, using 13,500 gallons/quarter, pays \$125.82 on their quarterly water bill. This is below the average we typically see (approximately \$135/quarter). It is important to note that user rates are not set on rate comparisons to other communities, but rather, on the financial needs of your system. I included this statewide average as I do understand that it is important for council and the public to know rate affordability metrics.

We understand that the Village is currently in the process of reviewing billing accuracy. However, the fund reserves are critically low and there are a lot of capital improvements coming up. With this in mind, we are recommending a rate increase of 5% starting March 1, 2024. For a typical homeowner, this would result in an increase of \$6.29 to their quarterly bill.

#### Sewer Fund

As of the start of the current fiscal year, the fund was at (\$72,805). This is obviously a concern. For a community and system your size, we would recommend a minimum of 12 months cash/investments on hand compared to cash operating expenses. The cash operating expenses are around \$330,000. We need to work on a more aggressive plan to get this fund an adequate amount of reserves.

The user rate revenues are steadily increasing each year. This fund is in the same position with billings being checked for accuracy.

The fund currently has no debt. The 2003 Bonds, which were approximately \$172,000/year, were paid off on October 1, 2023. This will help with cash flow in the short term.

The typical homeowner, using 13,500 gallons/quarter, pays \$190.95 on their quarterly water bill. This is above the average we typically see (approximately \$165/quarter).

We understand that the Village is currently in the process of reviewing billing accuracy and that debt has recently fallen off. The fund was not running a positive cash flow after debt payments though, meaning that the debt was not fully funded. Additionally, the fund reserves are negative and there are a lot of capital improvements coming up. With this in mind, we are recommending a rate increase of 5% starting March 1, 2024. For a typical homeowner, this would result in an increase of \$9.55 to their quarterly bill.

Please let us know if you have any questions. Further analysis will be completed after receipt of the capital improvement plan for each system.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andy Campbell', written in a cursive style.

Andy Campbell, CPA, Director  
Baker Tilly Municipal Advisors, LLC

MEETING DATE: February 5, 2024

AGENDA ITEM TITLE: Park lawn care

SUBMITTED BY: Jill Ogden

DEPARTMENT: DPW

**BACKGROUND SUMMARY:** Checkered lawn care was contracted to complete the lawn care for the Veterans Park and Oaklawn Cemetery for the 2023 season. The park was only contracted for one year with the expectation that the DPW would take over the park for the 2024 season. The installation of the pump track has added a layer of difficulty to the time and expense of lawn care so a quote was obtained from Checkered.

**ALTERNATIVE ANALYSIS:** The DPW completes the lawn care of the park including the pump track at the cost of \$650 per cut.

PREVIOUS BOARD ACTION: N/a

**FINANCIAL IMPACT:**

Area	DPW	Checkered
Park	\$350	\$400
Track	\$300	\$200

**CONSIDERATIONS:**

The DDA has budgeted funds for lawn care of the pump track.

Additional equipment may need to be purchased in order for the DPW to mow the pump track.

With the projects planned for this season additional help may be needed.

**RECOMMENDED MOTION:**

Move to approve the quote from Checkered Lawn Care to mow Veterans Park, including the pump track for the 2024 season.

**ATTACHMENTS:**

Checkered Lawn Care quote.





**Checkered**

**Lawn Care**



13001 Hadley Rd.  
Gregory, MI 48137  
(734)558-2254

[CheckeredLawnCare@yahoo.com](mailto:CheckeredLawnCare@yahoo.com)

**November 29, 2023 - Lawn Maintenance Quote**

Checkered Lawn Care service quote for: The Village of Stockbridge – The Veterans Memorial Park, including the Pump Track.

Weekly Quote: \$600

Monthly Payment (6 payments): \$2,300

This quote applies to the property listed above. The monthly payment is based on at least 23 weeks of service. There are seasons that may require more than 23 cuts, if more cuts are required they will be billed on the weekly basis. If services are contracted, the services provided would include mowing, weed trimming and blowing off all walkways/parking lots.

Thank you for your consideration,

Jeff Robson  
Checkered Lawn Care

## Article IV- Snow Emergencies

### Sec 30-60 REGULATION OF PARKING ON VILLAGE OF STOCKBRIDGE STREETS DURING SNOW EMERGENCY ORDINANCE

(ADOPTED February 5, 2024)

- A. WHEREAS this Council wishes to regulate the parking of motor vehicles, trailers, and the presence of movable objects on Village of Stockbridge Streets during the times of snow fall.
- B. Authorization of snow emergency
  - (1) The Village President, the Village Police Chief, and the Village Department of Public Works Supervisor are all hereby authorized to individually and/or jointly declare a snow emergency in the Village of Stockbridge to effectuate the removal of snow from the Streets of the Village of Stockbridge.
- C. Declaration of snow emergency.
  - (1) Upon declaration of snow emergency, the official so declaring shall post public notice of the declaration of the snow emergency to broadcast media, the Village web site, social media pages and at municipal buildings.
  - (2) The declaration must include the beginning and ending times of the snow emergency.
- D. Removal of all vehicles.
  - (1) Following said declaration, all motor vehicles, trailers, and movable objects shall be removed from the Village of Stockbridge Streets until the expiration of the snow emergency.
- E. Removal by the Stockbridge Police Department.
  - (1) Any motor vehicle, trailer or movable object not removed from the Village of Stockbridge Streets during a snow emergency may be removed by the Stockbridge Police Department.
  - (2) Prior to removing the vehicle, the Stockbridge Police Department must attempt to contact the registered owner and notify them to move the vehicle.
  - (3) If the registered owner is not located or refuses to move the vehicle, the Stockbridge Police Department shall remove said motor vehicle, trailer or movable object by proper means.
- F. Refusal to remove vehicles.
  - (1) The failure/refusal to remove a motor vehicle, trailer or movable object from the Streets of the Village of Stockbridge during a snow emergency shall constitute a civil infraction being issued.
- G. Cost of removal borne by the registered owner.
  - (1) The cost of removal and storage of a motor vehicle, trailer or movable object shall be borne by the registered owner and/or the person having charge of the motor vehicle, trailer or movable object.
  - (2) This Ordinance Regulating Parking on Village of Stockbridge Streets During Snow Emergencies takes effect 21 days after adoption.

ORDINANCE NO. \_\_\_\_\_

VILLAGE OF STOCKBRIDGE  
(Enacted February 5th 2024)

**AN ORDINANCE TO APPROVE  
AN AMENDMENT TO THE PENALTY PROVISIONS IN  
CHAPTER 1, SECTION 1-6**

**SECTION 1.** Section 1-6 (c) (4) of the Village of Stockbridge Code of Ordinances is amended in its entirety to read as follow:

**Section 1-6. - Penalty provisions.**

- (c) 4. The Village President, an appointed code enforcement officer for the Village appointed by the President and approved by a majority of the Village Council, the Village Zoning Administrator, a Village Police Officer, and/or building Official shall each have the authority to issue municipal civil infraction citations applicable to a Village Ordinance, after an investigation and upon authorization by the Village Attorney when applicable, pursuant to MCL 600.8707(2).

**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 the fifth day of February 2024.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

Village of Stockbridge

\_\_\_\_\_  
By: Jill Ogden  
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 \_\_ day of February, 2024, 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 February 2024.

Village of Stockbridge

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By: Heather Armstrong  
Its: Secretary of the Village

Drafted by: John L. Gormley (P53539)  
Attorney for the Village of Stockbridge and  
its Planning Commission  
Gormley Law Offices, PLC  
101 East Grand River Ave.  
Fowlerville, Michigan 48836  
517.223.3758

C:\Users\John\TRFC\Matters - Open\Village of Stockbridge\Stockbridge - Ordinances\ORDINANCE Approving Penalty Amendment 1 23 24.wpd

**MEETING DATE:** February 5, 2024

**AGENDA ITEM TITLE:** Monday office hours

**SUBMITTED BY:** Jill Ogden

**DEPARTMENT:** Village office

**BACKGROUND SUMMARY:** To make the Village Office more accessible to the constituents, I would like to adjust Monday office hours from 9A-1P to 1P-5P, to provide afternoon hours for those that find it difficult to conduct business in the mornings. This schedule change will take effect when we are moved into the new building.

**ALTERNATIVE ANALYSIS:** N/A

**PREVIOUS BOARD ACTION:** N/a

**FINANCIAL IMPACT:** N/A

**CONSIDERATIONS:**

**RECOMMENDED MOTION:**

**Move to approve Village office hours as follows, upon the move to the new Village Office Building.**

**Monday, 1PM – 5PM.**

**Tuesday – Friday, 9AM – 1PM.**

**ATTACHMENTS:** N/A

SDDA Approved 2024/2025 Budget on January 25, 2024

ESTIMATED REVENUES Dept 000 - GENERAL		2024/2025 budget
248-000-4002.000	TAX REV FROM TOWNSHIP	\$93,000
248-000-402.001	TAX REV FROM VILLAGE	\$104,000
248-000-402.000	CARRY FORWARD	\$0.00
248-000-411.000	DELINQUENT TAX REVENUE	\$ 10,000
248-000-663.000	INTEREST ON BANK ACCOUNT	\$1,000
248-000-504.000	PROJECTED REVENUE FROM GRANTS	
		\$208,000
Dept 000 - GENERAL		
248-000-701.000	Salary – Grant Writer	\$5,000
248-000-801.000	Legal Fees	\$12,000
248-000-818.00	Contracted services	\$10,000
248-000-818.001	Professional Services web site etc.	\$15,000
248-000-818.003	Prof. Services – A. Knowles	\$0
248-000-818.014	Engineering	\$1,000
248-000-899.000	Community promotion Add in second open air market. And Purchase / leasing of Bleachers \$20,000	\$24,000
248-000-899.001	A day in the Village June 14-15, 2024	\$7,500
248-000-899.003	All Clubs Day	\$1,900
248-000-899.004	All clubs ride	\$700
248-000-899.005	Harvest Festival September 28, 2024	\$7,500
248-000-899.006	Downtown Beatification, flowers, planters etc.	\$7,300
248-000-899.007	Festival of Lights / Small business Saturday November 23, 2024	\$2,500
248-000-899.008	Open air Market	\$1,000
248-000-899.009	Seasonal Decorations new decorations \$5,400 Delights	\$6,500
248-000-899.010	5 K Run June 15th, 2024	\$800
248-000-899.011	Teen Center	0
248-000-899.016	Pump Track Mowing and sealing	\$17,800
248-000-900.000	Printing and publishing	\$1,000
248-000-900.000	Miscellaneous expenses	\$3,000
248-000-970.002	Capital Outlay- facade IMP.	\$16,000
248-000-970.003	Capital Outlay – Banner / brackets	\$6,000
248-000-970.004	Capital Outlay – Veterans park Camera maintenance	0
248-000-821.000	Revenue sharing	\$55,000
????????????????	Gaga ball pit	\$0
	Total	\$204,200