



Village of Stockbridge
Regular Council Meeting
Village Hall
118 N. Center St Stockbridge, MI 49285
Monday, November 4, at 7:00 pm

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE:
- D. APPROVAL OF AGENDA:
- E. APPROVAL OF MINUTES:
- F. 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.)*
- G. Guests:
- H. FINANCIAL REPORTS:
 - A. Check register from October 1, 2024, to October 31, 2024.
 - B. Cash summary by account report for all funds for the period of October 1, 2024, through October 31, 2024.
- I. 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.
- J. COMMUNICATIONS:
- K. UNFINISHED BUSINESS:
- L. NEW BUSINESS:
 - A. Festival of Lights
 - B. Woodhill Group
 - C. Water & Sewer Operations Service Contract



Village of Stockbridge

Regular Council Meeting

Village Hall

118 N. Center St Stockbridge, MI 49285

Monday, November 4, at 7:00 pm

D. Employee Evaluation- Closed Session at Employee's Request.

M. PUBLIC COMMENT OPEN FORUM: *(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.)*

N. COUNCIL MEMBER COMMENTS:

O. ATTORNEY COMMENTS:

P. Schedule of meetings:

- A. Utilities Committee, November 9, 2024, at 6:00 pm.
- B. Budget Committee, November 6, 13, 20, 27, 2024, at 4:00 pm
- C. Planning Commission, November 7, 2024, at 6:30 pm.
- D. SDDA Meeting, November 21, 2024, at 7:00 pm.
- E. Regular Meeting, December 2, 2024, at 7:00 pm.

Q. ADJOURN:



VILLAGE OF STOCKBRIDGE
Regular Council Meeting
118 N. Center Street Stockbridge, MI 49285
Monday, October 7, 2024, at 7:00 pm

UNAPPROVED MINUTES

1. CALL TO ORDER: President Ogden called the meeting to order at 7:00 p.m.
2. ROLL CALL:
 - A. Present: Cattell, Morehouse, Mullins, Powers-Taylor, Ogden
 - B. Absent: Fairbotham, Howlett
3. President Ogden led the Pledge of Allegiance.
4. APPROVAL OF AGENDA: Motion made by Mullins supported by Cattell to approve the October 7, 2024, agenda with the addition of Letter G- Chamber of Commerce and H- Environmental/Well under New Business. All in favor, Motion Passed.
5. Approval of Minutes: Motion made by Cattell, supported by Mullins, to approve September 9, 2024, Regular Meeting Minutes. All in favor, Motion passed.
6. Public comment: None.
7. Guests: None
8. FINANCIAL REPORTS:

Motion by Mullins supported by Powers-Taylor to pay the bills in the amount of \$200,897.55.

Roll Call:
Aye- Mullins, Cattell, Morehouse, Powers-Taylor, Ogden
Absent- Fairbotham, Howlett
Nay- None
All in favor, Motion passed.
9. Department & Committee Reports:
 - A. Police Department report provided.
 - B. DPW Report provided.
 - C. Zoning Administrator report provided.
 - D. President's Report, none.
 - E. Executive Committee, none.
 - F. Ordinance Committee, none.
 - G. Finance Committee, none.



VILLAGE OF STOCKBRIDGE
Regular Council Meeting
118 N. Center Street Stockbridge, MI 49285
Monday, October 7, 2024, at 7:00 pm

- H. Utilities Committee, none.
- I. Planning Commission minutes provided.
- J. SDDA minutes provided.

10. Communications: None.

11. Unfinished Business:

A. Heeney and Sons Quote Adjustment

Motion made by Cattell supported by Mullins to approve the adjustment of the quote from \$9,500 to \$11,500 to account for the corrected project requirements.

Roll Call:

Aye- Cattell, Morehouse, Mullins, Powers-Taylor, Ogden

Absent- Fairbotham, Howlett

Nay- None

All in favor, Motion passed.

12. New Business:

A. Administrative Assistant

A motion made by Cattell, supported by Powers-Taylor, to hire Tina Parks for the Administrative Assistant position at \$15.00 an hour until the 90-day probationary period ends, at which point it will increase to \$17.00 an hour.

Roll Call:

Aye- Morehouse, Mullins, Cattell, Powers-Taylor, Ogden

Absent- Fairbotham, Howlett

Nay- None

All in favor, Motion passed

B. Police Department Resolution

Motion made by Morehouse supported by Mullins to adopt a Resolution to authorize the Police Chief of the Village of Stockbridge Police Department to explore the possibility of expanding the department by becoming an independent police authority in partnership with Stockbridge Township, including the pursuit of funding through a Township millage to be voted on by the Township residents.

Roll Call:



VILLAGE OF STOCKBRIDGE
Regular Council Meeting
118 N. Center Street Stockbridge, MI 49285
Monday, October 7, 2024, at 7:00 pm

Aye- Morehouse, Mullins, Fairbotham, Cattell, Powers-Taylor, Howlett, Ogden
Absent- Fairbotham, Howlett
Nay- None
All in favor, Motion passed

C. Andy Campbell Agreement

Motion made by Morehouse supported by Mullins to approve the contract with Andy Campbell to complete the water rate study analysis.

Roll Call:

Aye- Mullins, Morehouse, Cattell, Powers-Taylor, Ogden

Absent- Fairbotham, Howlett

Nay- None.

All in favor, Motion passed.

D. Request to amend the SDDA 2024/2025 Budget.

Motion made by Powers-Taylor supported by Cattell to approve the amended SDDA 2024/2025 budget.

Roll Call:

Aye- Morehouse, Mullins, Cattell, Powers-Taylor, Ogden

Absent- Fairbotham, Howlett

Nay- None

Motion Passed.

E. Camera Purchase Quote

Motion made by Cattell, supported by Powers-Taylor, to approve the purchase of Veterans Memorial Park Cameras at a total cost of \$16,725, with the SDDA contributing \$10,000 towards the total cost.

Roll Call:

Aye- Morehouse, Mullins, Cattell, Powers-Taylor, Ogden

Absent- Fairbotham, Howlett

Nay- None

Motion passed.

F. SDDA Settlement



VILLAGE OF STOCKBRIDGE
Regular Council Meeting
118 N. Center Street Stockbridge, MI 49285
Monday, October 7, 2024, at 7:00 pm

Motion made by Cattell supported by Mullins to adopt a resolution to confirm the final tax capture settlement between the Village of Stockbridge and the Stockbridge Downtown Development Authority for the years 2009 through 2023.

Roll Call:

Aye- Morehouse, Mullins, Cattell, Powers-Taylor, Ogden

Absent- Fairbotham, Howlett

Nay- None

All in favor, Motion passed.

G. Chamber of Commerce

Motion made by Mullins supported by Powers-Taylor to approve the use of the Village Hall for the Stockbridge Chamber of Commerce at no cost. All in favor, Motion passed.

H. Environmental/Well

Motion made by Morehouse supported by Cattell to approve the Village Lawyer to draft a Resolution for Environmental Consulting with Trustee Powers-Taylor's company, MPT EHS, LLC. All in favor, Motion passed.

13. Public Comment:

A Resident mentioned that the microphones in the meeting hall are not working.
A Resident made remarks on vandalism at the Veterans Memorial Park.

14. Council Member Comments:

Cattell thanked Powers-Taylor for assistance on the Well Work.

Ogden thanked Cattell for his assistance with the Chamber of Commerce.

Morehouse thanked Powers-Taylor for her help and the Chief of Police for his efforts.

Mullins thanked Cattell for volunteering to assist the Chamber of Commerce.

15. Attorney Comments:

Gormley thanked Mullins for his service and that he will be missed.



VILLAGE OF STOCKBRIDGE
Regular Council Meeting
118 N. Center Street Stockbridge, MI 49285
Monday, October 7, 2024, at 7:00 pm

16. Next Meeting:

Village Workshop October 11, 2024, at 5 pm.

SDDA Meeting October 24, 2024, at 7 pm.

Village Council & Planning Commission Joint Meeting October 28, 2024, at 7 pm.

Utilities Committee, November 6, 2024, at 6 pm.

Planning Commission, November 7, 2024, at 6:30 pm.

SDDA Meeting, November 21, 2024, at 7 pm.

Regular Meeting, December 2, 2024, at 6 pm.

Planning Commission, December 5, 2024, at 6 pm.

SDDA Meeting, December 19, 2024, at 7 pm.

Goal Setting Meeting, January 2024.

17. Adjournment. Motion by Mullins, supported by Cattell, to adjourn the meeting at 8:25 p.m. All in favor, Motion Passed.

Signed by:

Heather R. Armstrong
Village Clerk

CHECK REGISTER FOR VILLAGE OF STOCKBRIDGE
CHECK DATE FROM 10/01/2024 - 10/31/2024

User: CLERK
DB: Stockbridge

Check Date	Check	Vendor	Vendor Name	Invoice Vendor	Invoice Number	Amount	Status
10/09/2024	22263	MOLLO0	MOLLY HOWLETT	MOLLY HOWLETT	10.09.2024	107.50	Open
10/09/2024	22264	MUN02	MUNICIPAL SUPPLY CO.	MUNICIPAL SUPPLY CO.	83387	410.00	Open
10/09/2024	22265	NAPA	NAPA AUTO PARTS	NAPA AUTO PARTS	225966	189.99	Open
10/09/2024	22266	PRINTSO	PRINTER SOURCE PLUS	PRINTER SOURCE PLUS	197343	195.96	Open
10/09/2024	22267	BYR00	STOCKBRIDGE HARDWARE	STOCKBRIDGE HARDWARE	30-2024-09	209.97	Open
10/09/2024	22268	WOL00	WOLVERINE ENGINEERS AND	WOLVERINE ENGINEERS AND	20240681	12,500.00	Open
10/09/2024	22269	YEOYO	YEO & YEO	YEO & YEO	600923	3,800.00	Open
10/16/2024	22270	BOY01	BOYD HEATING AND COOLING	BOYD HEATING AND COOLING	10.15.2024-01	1,881.00	Open
10/16/2024	22271	OCE	CANON FINANCIAL SERVICES	CANON FINANCIAL SERVICES	35596231	296.82	Open
10/16/2024	22272	CIVIC	CIVICPLUS	CIVICPLUS	178646	287.50	Open
10/16/2024	22273	ELAN	ELAN FINANCIAL SERVICES	ELAN FINANCIAL SERVICES	00001	2,989.40	Open
10/16/2024	22274	GRACON	GRACON SERVICES, INC	GRACON SERVICES, INC	16085	1,397.21	Open
				GRACON SERVICES, INC	16089	1,600.00	Open
						<u>2,997.21</u>	
10/16/2024	22275	SAESA-001	SAESA	SAESA	24002	5,346.94	Open
10/16/2024	22276	SBIS	SBIS	SBIS	00002-01	10,573.96	Open
10/17/2024	22277	BSA00	BS&A SOFTWARE	BS&A SOFTWARE	157336	845.00	Open
10/17/2024	22278	CON00	CONSUMERS ENERGY	CONSUMERS ENERGY	10172024.01	219.65	Open
10/17/2024	22279	HOWLETT	HOWLETT LOCK AND DOOR	HOWLETT LOCK AND DOOR	343	325.00	Open
10/17/2024	22280	OCC	OAKLAND COMMUNITY COLLEGE/	OAKLAND COMMUNITY COLLEGE/	010474359	332.20	Open
10/17/2024	22281	CLNGMNG	CLEANING WITH MEANING	CLEANING WITH MEANING	1105	100.00	Open
10/23/2024	22282	CON00	CONSUMERS ENERGY	CONSUMERS ENERGY	10.23.2024-01	87.78	Open
10/23/2024	22283	GANN0	GANNETT MICHIGAN LOCALIQ	GANNETT MICHIGAN LOCALIQ	0006686909	11,500.00	Open
10/23/2024	22284	HEENEY&SON	HEENEY & SONS LLC	HEENEY & SONS LLC	1027	45.00	Open
10/23/2024	22285	MAMC	MICHIGAN ASSOC.OF MUNIC C	MICHIGAN ASSOC.OF MUNIC C	10242024-2	2,347.50	Open
10/23/2024	22286	SCADA	SCADA	SCADA	530376616	85.22	Open
10/23/2024	22287	STAN01	STANDARD INSURANCE COMPANY	STANDARD INSURANCE COMPANY	10242024-1	200.00	Open
10/25/2024	22288	BSA00	BS&A SOFTWARE	BS&A SOFTWARE	157686	53.33	Open
10/25/2024	22289	CON00	CONSUMERS ENERGY	CONSUMERS ENERGY	10	285.63	Open
10/25/2024	22290	UB REFUND	DEB WINNIE	DEB WINNIE	10/25/2024	980.00	Open
10/25/2024	22291	GEORGETIRE	GEORGE AND SONS TIRE	GEORGE AND SONS TIRE	10252024.1	111.35	Open
10/25/2024	22292	GRAN01	GRANGER	GRANGER	27382458	1,228.00	Open
10/25/2024	22293	MML-PO	MICHIGAN MUNICIPAL LEAGUE	MICHIGAN MUNICIPAL LEAGUE	0003710	410.00	Open
10/25/2024	22294	MUN02	MUNICIPAL SUPPLY CO.	MUNICIPAL SUPPLY CO.	83457	6,632.58	Open
10/25/2024	22295	SDD00	S.D.D.A.	S.D.D.A.	10252024-01	175.00	Open
10/25/2024	22296	STR8	STR8-4WARD TRAINING CONCEP	STR8-4WARD TRAINING CONCEP	24F-19A-005	36.00	Open
10/25/2024	22297	WATER01	THE WATER STORE	THE WATER STORE	952465	1,746.43	Open
10/25/2024	22298	WEX	WEX BANK	WEX BANK	100376116	195.54	Open
10/25/2024	22299	WOW	WOW! BUSINESS	WOW! BUSINESS	10.25.2024.2		Open

STATE TOTALS:

Total of 55 Checks: 129,587.67
Less 1 Void Checks: 3,317.71
Total of 54 Disbursements: 126,269.96

Check Date	Check	Vendor	Vendor Name	Invoice Vendor	Invoice Number	Amount	Status
Bank STATE							
10/02/2024	22245	BRENT	BRENTS BUGS LLC	BRENTS BUGS LLC	16137	175.00	Open
10/02/2024	22246	CHECK	CHECKERED LAWN CARE	CHECKERED LAWN CARE	8047	5,366.66	Open
10/02/2024	22247	GEORGETTIRE	GEORGE AND SONS TIRE	GEORGE AND SONS TIRE	09272024	880.00	Open
10/02/2024	22248	GORM	GORMLEY LAW OFFICES	GORMLEY LAW OFFICES	1790	176.55	Open
				GORMLEY LAW OFFICES	1791	300.14	Open
				GORMLEY LAW OFFICES	1795	176.55	Open
				GORMLEY LAW OFFICES	1796	214.00	Open
				GORMLEY LAW OFFICES	1797	52.97	Open
				GORMLEY LAW OFFICES	1798	264.83	Open
				GORMLEY LAW OFFICES	1799	105.93	Open
						<u>1,290.97</u>	
10/02/2024	22249	GRACON	GRACON SERVICES, INC	GRACON SERVICES, INC	16052	505.00	Open
				GRACON SERVICES, INC	15923	505.00	Open
						<u>1,010.00</u>	
10/02/2024	22250	HYDRO	HYDROCORP, INC	HYDROCORP, INC	CI-02439	249.50	Open
10/02/2024	22251	WATER01	THE WATER STORE	THE WATER STORE	946633	9.00	Open
10/02/2024	22252	USA00	USA BLUE BOOK	USA BLUE BOOK	497116	1,030.34	Open
			Void Reason: DUPLICATE				V
			Void Reason: DUPLICATE				V
						<u>2,287.37</u>	
						<u>3,317.71</u>	
10/02/2024	22253	WOW	WOW! BUSINESS	WOW! BUSINESS	10012024	375.82	Open
				WOW! BUSINESS	10012024-02	270.49	Open
						<u>646.31</u>	
10/02/2024	22254	GORM	GORMLEY LAW OFFICES	GORMLEY LAW OFFICES	1804	200.00	Open
10/02/2024	22255	ETN00	ETNA SUPPLY	ETNA SUPPLY	S105312882.001	575.00	Open
				ETNA SUPPLY	S105238486.003	125.00	Open
				ETNA SUPPLY	S105401772.001	3,000.00	Open
				ETNA SUPPLY	S104265753.001	3,000.00	Open
						<u>6,700.00</u>	
10/02/2024	22256	PACKERLAND	PACKERLAND RECORDS MANAGEM	PACKERLAND RECORDS MANAGEM	15758	495.00	Open
10/09/2024	22257	CON00	CONSUMERS ENERGY	CONSUMERS ENERGY	10092024	1,905.08	Open
10/09/2024	22258	CON00	CONSUMERS ENERGY	CONSUMERS ENERGY	10092024-01	140.55	Open
10/09/2024	22259	ELH00	ELHORN ENGINEERING CO	ELHORN ENGINEERING CO	304009	224.00	Open
10/09/2024	22260	GRACON	GRACON SERVICES, INC	GRACON SERVICES, INC	16073	2,861.93	Open
				GRACON SERVICES, INC	16071	2,174.75	Open
						<u>5,036.68</u>	
10/09/2024	22261	GRAN01	GRANGER	GRANGER	27280866	9,909.78	Open
10/09/2024	22262	M&K	M&K JETTING AND TELEVISION	M&K JETTING AND TELEVISION	242656	8,556.90	Open
				M&K JETTING AND TELEVISION	242671	5,677.10	Open
				M&K JETTING AND TELEVISION	242670	2,578.00	Open
						<u>16,812.00</u>	

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF STOCKBRIDGE
 FROM 10/01/2024 TO 10/31/2024
 FUND: 101 202 203 208 209 211 217 265 542 580 590 591
 CASH ACCOUNTS
 BANK: STATE

Fund Account	Description	Beginning Balance 10/01/2024	Total Debits	Total Credits	Ending Balance 10/31/2024
Fund 101	GENERAL FUND				
002.001	NEW STATE BANK	717,115.54	72,006.54	74,088.43	715,033.65
Fund 202	MAJOR STREETS FUND				
002.001	NEW STATE BANK	490,909.54	9,445.08	1,903.32	498,451.30
Fund 203	LOCAL STREETS FUND				
002.001	NEW STATE BANK	530,282.63	21,869.39	1,691.81	550,460.21
Fund 209	CEMETERY PERPETUAL CARE FUND				
002.001	NEW STATE BANK	28,487.00	0.00	0.00	28,487.00
Fund 211	CEMETERY				
002.001	NEW STATE BANK	(13,590.91)	5,338.75	3,640.36	(11,892.52)
Fund 217	ARPA FUNDS				
002.001	NEW STATE BANK	77,139.25	0.00	0.00	77,139.25
Fund 542	BUILDING FUND				
002.001	NEW STATE BANK	40,491.00	0.00	0.00	40,491.00
Fund 580	LOCAL CONTRIBUTIONS				
002.001	RETAINAGE	37,651.08	20.00	0.00	37,671.08
Fund 590	SEWER FUND				
002.001	NEW STATE BANK	(188,641.46)	61,559.30	37,030.42	(164,112.58)
007.001	STATE 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
	SEWER FUND	<u>(77,446.35)</u>	<u>61,559.30</u>	<u>37,030.42</u>	<u>(52,917.47)</u>
Fund 591	WATER FUND				
002.001	NEW STATE BANK	(138,504.99)	40,529.99	22,472.23	(120,447.23)
010.001	INDEPENDENT BANK REPLACE CASH	58,056.65	0.00	0.00	58,056.65
	WATER FUND	<u>(80,448.34)</u>	<u>40,529.99</u>	<u>22,472.23</u>	<u>(62,390.58)</u>
	TOTAL - ALL FUNDS	<u>1,750,590.44</u>	<u>210,769.05</u>	<u>140,826.57</u>	<u>1,820,532.92</u>

President's Report

November 4, 2024

DPW – The Village is in search of a DPW Supervisor. The position has been posted, and we have received a few applications already. We will be continuing to work with David DeGrand and one of his team members until we are able to bring in someone with the appropriate licensing.

Patio project – You may have noticed that the concrete was poured for the patio. It is amazing how much of a difference that improvement made to the aesthetics of the building. Heather is working with the Art Department for the mural and will be ordering furniture. We are still looking for a solution for the area on the south end of the patio where tiles and drainage from the previous structure remains.

Big kudos go out to Heather for working on this project.

M-106 sidewalk – The new sidewalk should be in place after November 4th. This has been dangerous for many, many years and is a much-anticipated improvement.

Zoning Ordinance Update – The Planning Commission and Village Council had a joint meeting on October 28 to review the proposed changes to the Zoning Ordinance. A lot of the changes will be centered around reorganization and language clean up. The addition of visual aids and charts will be added to improved readability and user-friendly presentation. After the first of the year a public hearing will be scheduled to get community input.

Grant meeting – I had a very informative meeting with the folks working with the help desk for MI Funding Hub. The Michigan Municipal League created the hub to assist local municipalities take advantage of the various funding options that are out there currently.

We discussed the variety of needs the Village has with a focus on water and wastewater as well as safe mobility for all. The team will not only help identify potential funding opportunities but also assist in grant writing, applications and follow up. This is a valuable resource for the Village.

Lansing River Trail to Connect with Lakeland Trail – I was invited to join in a collaborative meeting to present the proposed plan to connect the trail systems. This may open additional funding options that will lend to the improvement of non-motorized transportation. More information will be coming on this project.



Village of Stockbridge
PLANNING COMMISSION
UNAPPROVED MEETING MINUTES
118 N. Center Street ~ 517 - 851 - 7435
Thursday – October 03, 2024

The meeting was called to order at 6:34 p.m.

Roll Call, P.C. Commissioners Present : Commissioner James Johnson, Commissioner Laura Loomis, Commissioner Daryl Anderson, Commissioner Jennifer Conant, Commissioner Kim Morehouse.
Also present: Attorney John Gormley and representatives of Mckenna Planning group LLC. Planner and Contract Manager Maya Baker Zonning Administrator Katrina.

Motion to approve the agenda of October 03, 2024, by Jennifer second by Laoura. No discussion. Voice Vote all in favor of approving the agenda of October 03, 2024, say aye those opposed say nay. Motion carried no nays.

Motion to Approve the Minutes from P.C. Meeting held on September 05, 2024, by Laura second by James . Correction Mario Ortega Mckenna Planner was absent. Motion to approve amended minutes by Daryl second Jennifer. Voice Vote all in favor of approving the amended minutes of September 05, 2024, say aye those opposed say nay. Motion carried no nays.

PUBLIC COMMENT .

Marilou Belcher, Juliet Wilhelm, and Marlyn Mida at the invitation of the Chair to attend the October 05, 2024, P.C. meeting presented their proposal to build an assisted living / adult care / nursing home . The proposed location is on North M-52 . Parcel number 33-42-16-400-016, address 4044 N. M-52, Stockbridge, Mi. As part of their presentation a data stick was provided with applicable information the shod a conceptual picture of the vision for the facility. They also provide a Executive Summary, a Business Description, a Market Analysis, the Target Market, Marketing Strategy, Operation Plan, Financial Projections, Conclusion and Envisioned Next steps. The document is attached to these minutes. Planning Commissioners asked several questions and response to proposal seemed to be favorable. Also, Maya from Mckenna and our attorney made some observations. They asked what their next step was. And the Chair said he would contact them after the discussion with the P.C. Attorney.

NEW BUSINESS

No new business.

UNFINISHED BUSINESS

MCKENNA: Maya Baker Presented the McKenna Task 2: Analysis and Annotated Outline suggested she would provide a next document that would provide side by side the existing Zonning section with next to it the McKenna proposed new language that falls into zoning ordinance standards without changing the substance of the ordinance with the exception of a section that we know needs to be fully rewritten.

Daryl advised that next meeting we would be doing a site plan approval for Dogs help.

Daryl RV 6-265 mentioned to Maya that they had not found it.

Daryl Signs 6-234 need to determine dimensions of signs . Informed Maya that she missed it. Discussion ensued.

Kim asked if we were going to accept it in blocks or section by section. Daryl we will approve by section by section.

Daryl we will meet again on October 28, 2024, Joint meeting John says we have to post it.so if we have quorum. Maya asked what she should present to the Village Council. Kim made so suggestion keep or simple or provide detail. Whatever you have to say, limit it to 45 minutes.

- Time did not allow us to start working on the 6-year Capital Outlay Plan (specifically mentioned by the Auditor).

PUBLIC COMMENT

No Public Comment

ADJOURN

Daryl made a notice to P.C. that we would be doing a site plan review for Dogs help LLC . Also need to start working on a 6-year Capital outlay plan. We also may have a request to rezone a parcel.

Motion to adjourn made by Jennifer Second by Laura. Voice Vote all in favor of adjourning say aye those opposed say nay. Motion carried no nays.

NEXT MEETING IS SPECIAL

On October 28, 2024, at 7:00 p.m. Joint meeting with Village Council.

NEXT REGULAR SCHEDULED P.C. MEETING

November 07, 2024

**Stockbridge Downtown Development Authority
Unapproved Meeting Minutes
118 North Center Street
Stockbridge MI 49285
Tuesday, October 24, 2024**

CALL TO ORDER: Chair Anderson called the meeting to order at 7:01 pm.

ROLL CALL:

Present: Anderson, Armstrong, Conant, Dzurka, Fillmore, Lampart, Ogden

Absent: Stevens.

Pledge of Allegiance was led by Chair Anderson.

Approval of Meeting Agenda: Motion by Conant, support by Ogden to approve the agenda as written. All in favor. Motion passed.

Approval of minutes of September 26, 2024. Motion by Armstrong, support by Lampart to approve the minutes as written. All in favor. Motion passed.

PUBLIC COMMENT: None.

FINANCIALS: Questions and discussion about financial reports. Financial committee will meet with Village Clerk to clarify.

UNFINISHED BUSINESS:

Motion by Anderson with support by Armstrong to purchase 500 Stockbridge pamphlets from Total Local.

Roll Call:

Aye: Armstrong, Conant, Dzurka, Fillmore, Lampart, Ogden, Anderson.

Nay: None.

Absent: Stevens.

All in favor. Motion passed.

Motion by Lampart to adopt the Resolution to confirm the final tax capture settlement between the Village of Stockbridge and the Stockbridge Downtown Development Authority for years 2009 through 2023.

Roll Call:

Aye: Conant, Dzurka, Fillmore, Lampart, Ogden, Anderson, Armstrong.

Nay: None.

Absent: Stevens

All in favor. Motion passed.

The email from American Ramp Company regarding the pump track warranty was discussed. Questions regarding the specifics of the warranty, sealing and striping of the ramp were raised. Chair Anderson will contact ARC to get answers.

NEW BUSINESS:

Motion by Anderson with support by Ogden to add \$10,000 to the 2024/2025 approved budget for the purchase and installation of security cameras and associated equipment in Veterans' Memorial Park.

Roll Call:

Aye: Dzurka, Fillmore, Lampart, Ogden, Anderson, Armstrong, Conant.

Nay: None.

Absent: Stevens.

All in favor. Motion passed.

Anderson and Ogden will work on the 2025/2026 SDDA budget which will include concrete for bleachers and new garbage cans for the Village.

PUBLIC COMMENT:

None.

BOARD COMMENTS:

Crosswalk from SAESA to the Teen Center and also from Medinas' to Eaton Bank.
Develop the Industrial Park with trade development and training.

ADJOURNMENT:

Motion by Armstrong with support by Conant to adjourn at 8:00 pm. All in favor.
Motion passed.

Respectfully submitted,
Molly Howlett, Recording Secretary



SERVICE AGREEMENT

This Agreement (the “Agreement”) for services is effective as of this day November 4, 2024, by and between the Village of Stockbridge, Michigan (the “Village”) and The WoodHill Group (the “Company” or “WHG”).

RECITALS

The Village desires to retain WHG for the purposes of providing the services described herein to the Village, and the Company desires to be retained by the Village in such capacity, on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants, agreements and understandings contained herein, the parties hereto agree as follows:

1. **Engagement of Company.** The Village hereby retains the Company to perform the duties and services described in the Agreement upon the terms and conditions set forth herein and the Company hereby accepts such engagement.
2. **Duties; Services.** The Company agrees to provide Accounting and Financial services and support. See Exhibit A for scope of work and responsibilities of both parties identified by the Village in the October 15, 2024, meeting with WHG. The Company shall devote such business time, attention and skill as shall be necessary to perform duties, services and responsibilities under this Agreement in such capacity as is mutually agreed upon by WHG and the Village. The Village shall provide administrative access to financial systems such as BS&A and remote access to Village network. The Company may provide a Health check report on progress of services after 60 days if mutually agreed upon by WHG and the Village.
3. **Term.** This agreement will expire upon completion of the stated objectives or upon notice of termination by either party.
 - (a) **Compensation.** WHG shall be paid by the Village for services provided under this Agreement in the amount of two hundred and fifty (\$250.00) dollars per hour for principal and senior members, two hundred and twenty-five (\$225.00) dollars per hour for program managers, and two hundred to one hundred thirty-five (\$200.00 - \$135.00) dollars per hour for other staff assignments. WHG recommends an initial annual budget of \$50,000. In addition, the Village shall

reimburse WHG for any reasonable time costs incurred for travel, which will be itemized and passed through to the Village at half-time. Mileage to/from the client shall be reimbursed per the standard IRS rate. WHG may consider future rate increases under the Agreement and will provide the Village with a 60-day notice in that event.

(b) WHG will supply vehicles, insurance, business machines, Internet access, telephones and other necessary equipment and supplies while not at Village offices.

(c) WHG shall submit an itemized invoice via email or via regular mail to The Village of Stockbridge, 118 N Center Street, Stockbridge, MI 49285. Said itemized invoice shall include: (i) dates worked, (ii) hours worked (iii) nature of work and (iv) staff dedicated to the work. The Village agrees to pay for items on the itemized invoice due upon receipt of invoice.

4. Independent Status. WHG agrees to timely report, pay and discharge, at WHG sole expense, all tax or other liability relating to compensation paid to WHG for services rendered by WHG staff pursuant to the Agreement and otherwise comply with all applicable federal, state and local laws relating to the performance of obligations hereunder. WHG and its staff shall have no implied or actual authority to legally bind the Village or to make any representation or warranty on behalf of the Village.

5. Confidential and Proprietary Information.

(a) WHG agrees and understands that given the relationship with the Village, WHG staff may have access to and may receive information or materials that are considered confidential and/or proprietary by the Village ("Confidential Information"). Confidential Information includes, but is not limited to, procedures and processes, documentation, personnel and human resources information, strategic plans, financial information, and proposed agreements but shall not include public records subject to disclosure under the Freedom of Information Act, 1976 P.A. 442, MCL 15.231 to 15.246, as amended ("Act"). The Village shall, at its own cost and expense, advise WHG as to whether any information, documentation or record in the possession, custody or control of WHG is subject to disclosure under the Act and shall defend, indemnify and hold harmless WHG for any claims, damages or costs arising out of any claim or proceeding seeking remedies or disclosure under the Act. Confidential Information may be communicated in writing, orally, electronically, or by other means, and may or may not be identified in writing as "Confidential" or "Proprietary."

(b) WHG agrees that, during the term of this Agreement and thereafter, WHG staff will keep all Confidential Information strictly confidential and not use (except on behalf of the Village) or disclose any such Confidential Information, either

directly or indirectly, to any person or entity without the prior written consent of the Village provided Village consent shall not be required to disclose any information, documentation or Confidential Information in response to a court subpoena or order or while under oath in any judicial or quasi-judicial proceeding. This confidentiality covenant has no temporal, geographical or territorial restriction. Upon termination of the Agreement or at any time upon the request of the Village, WHG will promptly deliver to the Village all property either tangible or electronic which has been produced by, received by or otherwise submitted to WHG during or prior to the Term pertaining to WHG's work for the Village, including, but not limited to, information which constitutes or embodies Confidential Information which is in the possession of WHG or under WHG control.

6. Standards. WHG will act in good faith and in a professional, timely manner to complete all assignments.
7. Binding Effect; Assignment. This Agreement shall be binding upon and shall inure to the benefit of the Village and its successors and assigns. This Agreement shall be binding upon and shall inure to the benefit of WHG. Neither this Agreement nor any right, interest or duty hereunder shall be assignable or transferable or delegated by WHG.
8. Miscellaneous. No provision of the Agreement may be modified, waived or discharged unless such modification, waiver or discharge is agreed to in writing and signed by the WHG and the Village. No waiver by either party hereto at any time of any breach by the other party hereto of, or compliance with, any condition or provision of this Agreement to be performed by such other party shall be deemed a waiver of similar or dissimilar provisions or conditions at the same or at any subsequent time. The Agreement sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, written or oral, between them as to such subject matter.
9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan without reference to the conflict of laws principles thereof.
10. No Promise, Representation or Guarantee of Outcome or Estimates.
 - (a) WHG makes no promise, representation or guarantee regarding the outcome, future financial condition of the Village or of any other matter with respect to the subject matter of this engagement, and the Village agrees to pay our fees and other charges regardless of any outcome unless we have a specific written agreement with the Village to the contrary.
 - (b) While WHG cannot promise or guarantee any particular outcome or future financial condition of the Village, the members of WHG will use their best efforts

on the Village's behalf to achieve the goals and objectives of this engagement. It is understood that WHG will not settle or compromise any matter without consent of the Village. The Village and WHG understand, acknowledge and agree that WHG has no final decision-making authority, and the Village may or may not approve, accept or reject any recommendation, information or other work product prepared or offered by WHG. All recommendations, information, or other work products prepared or offered by WHG shall be subject to review and approval by the Village. The parties mutually understand and agree that the Village reserves exclusive authority and discretion to implement, adopt, accept, reject, or modify any work, service or recommendation performed or offered by WHG and the Village assumes full responsibility and any resulting liability, loss, financial condition, costs, or damages, if any, arising out of the Village's exercise of this authority and discretion.

11. Indemnification.

- (a) The WHG agrees to indemnify the Village and its officers, council, contractors, agents and representatives from and against any and all losses, damages, liabilities, claims, costs and expenses including reasonable attorneys' fees resulting from (a) any breach by the WHG of any of the provisions of the Agreement, (b) any negligent or willful acts or omissions of the WHG, and (c) any violation by the WHG of applicable federal, state, local laws, including the failure to withhold or pay taxes or other withholdings on the payment of compensation under Section 4 above.
- (b) The Village, at all relevant times and under all circumstances, shall be solely and exclusively responsible for the proper maintenance, repair, operation, security and integrity of any and all Village information and data systems, technology and equipment.
- (c) The WHG shall have no duty or obligation to defend, indemnify or hold Village harmless for any claims, costs, losses or damages caused by any act or omission by the Village, including without limitation, the Village's breach of any duty, promise or obligation arising under this Agreement.
- (d) The Village agrees to hold harmless and indemnify WHG and its officers, staff and representatives from and against any and all losses, damages, liabilities, claims, costs and expenses including reasonable attorneys' fees resulting from (a) any breach by the Village of any duty, promise or obligation arising under this Agreement, or (b) any claims, damage or loss resulting from any act or omission by the Village or any of its employees, officials or agents, or (c) liability arising out of the Village's failure to follow directions or recommendations of WHG, its staff or representatives.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the date first written above.

Authorization & Approval

On behalf of:	The Village of Stockbridge
Name:	Jill Ogden
Signature:	
Designation:	Village Manager
Date:	/ /
On behalf of:	The WoodHill Group LLC.
Name:	Colleen M. Coogan
Signature:	
Designation:	CPA, CPFO
Date:	/ /

Exhibit A

Scope of work

Financial and Accounting Consultant

Accounting Support:

- Accounting services as follows:
 - Support Village Manager and department heads with their financial needs.
 - Process bank reconciliations.
 - Prepare simple cash flow to maximum funds available for investment.
 - Review accounting process and recommend efficiencies where possible.
 - Work with staff to simplify and streamline data entry.
 - Implement controls to reduce data entry errors.
 - Review payable and payroll accounting for proper posting.
 - Review the General Ledger ensuring subsidiary ledgers (Utility Billing, Accounts Payable, Payroll, Cash Receipting) are balanced and identify problem areas as needed.
 - Provide financial reports to the Clerk and Board as needed and provide recommendations for budget amendments, if needed.

Compliance Reporting:

- Coordinate with Auditors and staff various compliance reporting as needed including:
 - F65
 - Annual Qualifying Statement
 - Continuing Disclosure for Outstanding Bonds
 - PA 152 Annual medical insurance resolution
 - Annual retirement system reporting 2017 PA 202

In addition, WoodHill will supply the Village with a detailed compliance reporting list.

WoodHill recommends an initial annual budget of \$50,000.

WoodHill will:

1. Report directly to the Village Manager.
2. Perform on-site work as needed to meet with staff and perform duties in the scope of work.
3. Perform remote work to meet the timelines needed by the Village of Stockbridge.

The Village will provide:

1. Administrator-level access to all BSA modules to review financial information/setup for best practices review.
2. Remote access to the Village network files to review and access financial support documents needed for review/training.
3. Office space when on-site.
4. Assigned staff person for any needed monetary transfers. WoodHill utilizes read only access to bank accounts if needed.

Village of Stockbridge Water and Sewer Operations Service Contract

Great Lakes Water Operations, (hereinafter “Contractor”), a company, whose address is 22371 Chelsea lane, Novi, MI 48375, and The Village of Stockbridge (hereinafter “Village”) whose address is 118 N. Center Street, Stockbridge, MI 49285, hereby agree to the following:

I. Services provided by Contractor:

DRINKING WATER SYSTEM

During the term of this agreement, Contractor and staff shall maintain a Class D-3/S-3 Municipal Water Treatment Plant Operator license. Proof of said certification shall be provided to the Village. The Contractor will provide 2 licensed operators with water and wastewater certifications. The operator information and licenses will be provided to EGLE and Village. Additionally, Contractor shall provide the services described below:

Sampling and Analysis

- a. Oversee all raw, effluent, and process sample collection and analysis as required to meet the EGLE monitoring limitations.
- b. Schedule and complete weekly/monthly/quarterly/annual monitoring samples to a certified lab for analysis.
- c. Review daily sample results for treatment changes and adjustments to facility.
- e. Compile and submit all EGLE Monthly Operating Reports. A copy of the reports will be filed at the treatment plant and the Village Offices.
- f. Complete and submit forms required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
- g. Assist with EGLE per and polyfluoroalkyl substances (PFAS) sample requirements and submittal of data to EGLE.

Treatment Plant Operation and Maintenance

- a. Perform required site visits to maintain the integrity of the treatment plant and distribution system.
- b. Collect and record all required information as it pertains to the water treatment monitoring schedule set forth by EGLE.
- c. Coordinate maintenance tasks within the treatment plant.
- d. Coordinate new and replacement water meter installations.
- e. Assist with annual budgets and review/track progress throughout fiscal year.
- f. Assist with Capital Improvement Budgets and RFP's to be advertised.
- g. Respond to emergencies and failures.
- h. Coordinate generator maintenance and repairs. Reports will be sent to Village for any repairs or recommendations from generator service technician.

Distribution System Operation and Maintenance

- a. Perform hydrant site visits to maintain the integrity of operations.
- b. Assist with completing MISS DIGS to protect the underground utilities. The Village will own the account for MISS DIG. Water, sewer, and storm sewer will be located and marked.
- c. Develop and maintain a preventative maintenance program for valves and hydrants.
- d. Perform valve exercising for isolation valves in distribution system.
- e. Perform water meter reads for proper billing of water usage.
- f. Perform water shut off and turn on for billing purposes or plumbing requirements.
- g. Respond to emergencies and failures 24 hours per day 7 days per week. Response time will be achieved in timely manner as safe as possible depending on conditions.
- h. Assist the Village with GIS programs to locate and document assets.

Lagoon System Operation

- a. Operate and maintain the lagoon system to comply with EGLE and NPDES permit requirements.
- b. Record weekly characteristics of the lagoon cells. Measure depths, oxygen levels, and vegetation growth.
- c. Coordinate sampling and discharging of lagoons.
- d. Complete and submit monthly operating reports to the proper regulatory departments.
- e. Coordinate maintenance repairs located at lagoons. Procure quotes for vegetation control or items to contain surface growth.
- f. Contractor will supply and maintain a L-2 Lagoon Certification.
- g. Assist the Village with renewing discharge permit (NPDES) for the lagoon system. The permit is required to be renewed every 5 years.

Pump Station Operation and Maintenance

- a. Perform weekly site visits to maintain the integrity of station operations. This includes monitoring all pump station equipment.
- b. Enter stations weekly to inspect operations, record readings (this includes electric, generator hours, pump hours, etc.), and determine maintenance needed or required.
- c. Develop and maintain a preventative maintenance program.
- d. Coordinate generator maintenance and repairs.
- e. Test alarms and time delays, along with switching lead pump operations weekly.
- f. Respond to emergencies and failures 24 hours per day 7 days per week.

Any other services which are mutually agreed to in writing by the parties herein.

Payment for Contractor Services

The Village shall compensate Contractor for services rendered at the rate of sixty-five (**\$65.00**) dollars per hour billed as time and material. Contractor shall send monthly invoices to the Village of Stockbridge at the address listed above. The hourly rate will be charged as time performing services and traveling time to and from work site. Payment shall be made by the Village to Contractor within thirty (30) days of the receipt of said invoice(s). The rate will be reviewed and may be adjusted according to Consumer Price Index (CPI).

Emergency Services

In the event the Village requires Contractor to perform any of the services described as emergency, the Village shall compensate Contractor at the rate of eighty (**\$80.00**) dollars per hour. Additionally, Contractor shall be entitled to a flat fee of seventy (**\$70.00**) dollars for an emergency site visit trip charge. Emergency services shall be billed to the Village in the same manner and intervals as non-emergency services set forth above.

Term of Agreement

Except as otherwise provided in this agreement, the term of this agreement shall be from November 1, 2024 to October 31, 2025. This agreement may be extended by mutual agreement of the parties in writing.

Insurance

Contractor shall maintain general liability insurance, for the duration of this Agreement, in an amount not less than one million (**\$1,000,000.00**) dollars per incident and shall provide proof of said insurance to the Village.

Termination

In addition to the automatic termination of this agreement at the end of the agreement term, either party may terminate this agreement, for any reason, with thirty (30) days written notice to the other party at the respective address listed above.

This agreement may not be modified except in writing and signed by both parties.

X

Village Representative

X

Date

X

David DeGrand/Contractor

X

Date