



Village of Stockbridge
Regular Council Meeting
Village Hall
118 N. Center St Stockbridge, MI 49285
Thursday, May 15, 2025, 7:00 p.m.

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE:
- D. APPROVAL OF AGENDA:
- E. APPROVAL OF MINUTES:
 - A. April 17, 2025
- 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:
 - A. Audit Presentation with Cynthia R. Scott, CPA, CFE, Stephenson & Company, P.C.
- H. FINANCIAL REPORTS:
 - A. Vendor Report register from April 1, 2025, through April 30, 2025.
 - B. Cash summary by account report for all funds from April 1, 2025, through April 30, 2025.
 - C. Revenue & Expense Report as of April 30, 2025.
- 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.
 - K. Manager Report
- J. COMMUNICATIONS:



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K. UNFINISHED BUSINESS:

- A. Utility Billing Update

L. NEW BUSINESS:

- A. Hydrocorp Contract Renewal
- A. 1% Admin Fee on Tax Bills
- B. ChoiceOne Account for Tax
- C. Special Assessments
- D. IRS Payment
- E. DDA Appointment
- F. MDOT Grant Resolution
- G. Clerk
- H. Treasurer
- I. Gracon Priority Upgrades

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. SDDA Meeting, June 2, 2025, at 6:15 p.m.
- B. Planning Commission Meeting, June 5, 2025, at 6:30 p.m.
- C. Utilities Committee Meeting, June 12, 2025, at 6:00 p.m.
- D. Village Regular Meeting, June 2025, at 7:00 p.m.
- E. Workshop on Budgetary Goals & Priorities FY 26/27- TBD

Q. ADJOURN:



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UNAPPROVED MINUTES

- A. Call to Order: President Ogden called the meeting to order at 7:02 p.m.
- B. Roll Call:
 - A. Present: Powers-Taylor, Howlett, Morehouse, Cattell, Ogden
 - B. Absent: Good, Fairbotham
- C. President Ogden led the Pledge of Allegiance.
- D. Approval of Agenda: Motion was made by Howlett, supported by Powers-Taylor, to approve the agenda as amended, with *Clerk Job Posting* added under New Business as under letter H. All in favor, Motion passed.
- E. Approval of Minutes: Motion was made by Howlett, supported by Cattell, to approve the March 20, 2025, Regular Meeting minutes, March 27, 2025, Special Meeting minutes, April 9, 2025, Special Meeting minutes, and April 11, 2025, Special Meeting minutes as amended with correction under New Business letter B *support by Cattell* added.
- F. Public Comment: None
- G. Guests: None
- H. Financial Reports:
 - Motion by Howlett, supported by Cattell, to pay the bills in the amount of \$308,761.23.
 - Roll Call:
 - Aye-Morehouse, Howlett, Powers-Taylor, Cattell, Ogden
 - Nay-None
 - Absent-Good, Fairbotham
 - All in favor, Motion passed.
- I. Department & Committee Reports:
 - A. Police department report, provided
 - B. DPW Report, none.
 - C. Zoning Administrator Report, provided.
 - D. Building Committee, provided.
 - E. President's Report, provided.
 - F. Executive Committee, none.
 - G. Ordinance Committee, none.



Village of Stockbridge

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- H. Finance Committee, none.
- I. Utilities Committee, provided.
- J. Planning Commission minutes for review
- K. SDDA minutes for review.

J. Communications: None.

K. Unfinished Business:

A. Utility Billing Update, provided.

B. Correction to Water Resolution

Motion was made by Powers-Taylor, supported by Cattell, to adopt the Water Resolution 2025-04-17.000 as written.

Roll Call:

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

Nay-None

Absent-Good, Fairbotham

All in favor, Motion passed.

C. Updated Police Contract

Motion was made by Powers-Taylor, supported by Cattell, to approve the police services contract between Stockbridge Township and the Village of Stockbridge.

Roll Call:

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

Nay-None

Absent-Good, Fairbotham

All in favor, Motion passed.

L. New Business:

A. Updates to Zoning & Building Rates, Sections 4 & 5.

Motion was made by Howlett, supported by Cattell, to approve the updated Zoning & Building Rates, in Sections 4 & 5.

Roll Call:

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

Nay-None

Absent-Good, Fairbotham

All in favor, Motion passed.



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B. Hall Roof Quotes

Motion made by Powers-Taylor, supported by Cattell, to accept the Billy White proposal contingent on a final recommendation by Wolverine Engineering by the end of the day on April 21st, 2025.

Roll Call:

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

Nay-None

Absent-Good, Fairbotham

All in favor, Motion passed.

C. Renovation Quotes

Motion by Powers-Taylor, supported by Cattell, to accept the \$1809.51 quote for data drops by JTS, Jason Stevens Services.

Roll Call:

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

Nay-None

Absent-Good, Fairbotham

All in favor, Motion passed.

Motion by Powers-Taylor, supported by Howlett, to accept the quotes from Clements Contracting as written, with the addition of installation, not to exceed a total cost of \$27,000.

Roll Call:

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

Nay-None

Absent-Good, Fairbotham

All in favor, Motion passed.

D. Parks & Recreation Program Continuation

Motion by Powers-Taylor, supported by Howlett, to continue the Parks & Recreation Program with Deborah Prigge.

Roll Call:

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

Nay-None

Absent-Good, Fairbotham

All in favor, Motion passed.

E. A Day in the Village



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Thursday, April 17, 2025, at 7:00 p.m.

Motion by Powers-Taylor, supported by Cattell, to approve road closures for the Day in the Village on June 13th to 14th, 2025.

Roll Call:

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

Nay-None

Absent-Good, Fairbotham

All in favor, Motion passed.

F. Stockbridge Chamber of Commerce Fundraiser

Motion by Powers-Taylor, supported by Howlett, to approve the Stockbridge Chamber of Commerce fundraiser to stand on the corners on May 2nd, 2025, from 4:00 p.m. to 6:00 p.m., and on May 3rd, 2025, from 11:00 a.m. to 1:00 p.m. All in favor, Motion passed.

G. Manager Contract

Motion by Powers-Taylor, supported by Cattell, to approve the contract with Heather Armstrong for employment as Village Manager as written.

Roll Call:

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

Nay-None

Absent-Good, Fairbotham

All in favor, Motion passed.

H. Clerk Posting

Motion by Howlett, supported by Powers-Taylor, to approve the posting for the Municipal Clerk position. All in favor, Motion passed.

M. Public Comment:

Anderson congratulated Armstrong on her new role.

Ford inquired about the Cook Building and if it was condemned.

N. Council Member Comments:

Cattell, Powers-Taylor, and Ogden congratulated Armstrong.



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Howlett updated on B2B Trail and Save Route to schools and sidewalks.

Morehouse congratulated Armstrong, provided feedback on the need for financial discussions during meetings, requested cost analysis on lab equipment bought by DPW, mentioned Alley's legality requests for an itemized bill, and discussed a metric sheet for DPW to provide at meetings.

O. ATTORNEY COMMENTS:

Gormley congratulated Armstrong.

P. Schedule of meetings:

- A. Planning Commission Meeting, May 1, 2025, at 6:30 p.m.
- B. SDDA Meeting, May 5, 2025, at 7:00 p.m.
- C. Utilities Committee Meeting, May 8, 2025, at 6 p.m.
- D. Regular Meeting, May 15, 2025, at 7 p.m.

Q. ADJOURN: Motion by Cattell, supported by Howlett, to adjourn the meeting at 9:23 p.m. All in favor, motion passed.

Signed by:

Heather Armstrong
Village Clerk



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

May 15, 2025

RE: Monthly Agenda

- 1. Calls For Service (61 CFS, 11 Traffic Stops, 3 Citations)**
- 2. Academy Update**
- 3. Accreditation May 20-21**
- 4. Stockbridge Township Update (Monthly Numbers Start Next Month)**
- 5. Joshua Howe and Officer McShane Citizen Recognitions**

VILLAGE OF STOCKBRIDGE, MICHIGAN

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

Matthew D Bartus
Chief of Police

VILLAGE OF STOCKGRIDGE MONTHLY REPORT

Zoning & Administration

MONTH OF: April 2025

Code Enforcement Services:

7 Blighting Issues:

2 seeking abatement

1 cleared by court being monitored

1 being worked on - has dumpster

1 being worked on - trimming vegetation

1 no return notice received

1 working with building inspector

Answer Various Enforcement Questions

Zoning Administrator Services:

MTA Conference

Questions regarding C-3 Uses

Questions regarding boat sales and storage

Questions regarding privacy fencing

Questions regarding golf carts and ATV's

Questions regarding a medical facility

Answer Various Zoning Questions

Zoning Plan Reviews:

Fence at 314 S Clinton

Zoning Permit Inspections:

Fence at 314 S Clinton

Submitted by:

Katrina Griffith

Signature

President's Report May 2025

Village Hall Renovations

Progress continues on the Village Hall renovations with several exciting updates to share. The new roof installation is scheduled to begin on **Thursday, May 15**. At that time, the old rooftop HVAC unit will be removed and the new system will be hooked up. Interior renovations are also moving along well. Electrical work has been completed and has passed inspection. Framing and insulation are finished, and drywall installation is now underway. One new window has been installed, with the second expected soon. Once the ceiling grid is in place, the ductwork will be completed and inspected.

Quotes are currently being gathered for the finishing touches—including trim, doors, and the new reception counter. These will help finalize the space and move us closer to reopening the hall to the public.

Most exciting of all, **we have been awarded a \$50,000 grant** to help fund the renovation project! This funding will significantly ease the burden on the Village's budget and help ensure the improvements meet our community's needs.

Manager & Staffing Updates

Our new Village Manager, **Heather**, has truly hit the ground running. In a short time, she has already made a strong and positive impact. I am confident that her leadership will continue to guide the Village in a productive direction. I will continue to work alongside her throughout the month to assist in the transition and as she establishes a new clerk.

New hires,

We have also completed interviews for the Village Clerk position. After careful consideration, we are recommending **Santana Luetgen**, an internal candidate, for the role. Her familiarity with operations and dedication to the Village make her a strong fit for this important position.

With Santana moving into the Clerk role, this opens the Treasurer position. We believe we have identified an **excellent candidate** to fill this role, and both hires are on tonight's agenda for Council consideration.

Server Update

During the last week of April, our Village server failed. The existing server was well beyond its expected lifespan and due for replacement. Although there was hope to replace it using upcoming cybersecurity grant funds, the failure required immediate action. A new server was ordered but has been on backorder.

In the interim, Gracon quickly implemented a temporary patch to restore operations as much as possible. As of the latest update, no data appears to have been lost, though we are still awaiting confirmation on the status of the **General Ledger data**.

The new server build is scheduled for **May 15**, and if all goes as planned, we expect to be fully operational by **May 19**. The cost of the replacement server will be paid from the **Capital Improvement line item budgeted for the Village Hall**.

As always, thank you all for your continued commitment to the Village of Stockbridge.

Respectfully submitted,
Jill Ogden
Village President



Village of Stockbridge
PLANNING COMMISSION
May 01, 2025, UNAPPROVED MEETING MINUTES
118 N. Center Street ~ 517 - 851 - 7435

Call P.C. Meeting Call to order. Att:6:33 p.m.

Roll Call commissioners present : Laura Loomis, Jennifer Conant, James Johnson,
Daryl Anderson

Commissioner Absent: Amy Good

Also in attendance: Mario A. Ortega, AICP- from McKenna, Village President, Jill Ogden, Village Trustee, Molly Howlett, Stockbridge Township/Village : Zoning Administrator Katrina Griffith, MPC.

Motion to approve May 01, 2025, agenda by Laura seconded by Jennifer motion received unanimous approval by voice vote.

1. **Motion** to approve the agenda as amended to include only item 1: Redline version of Article 6 and item 2: Redline version of Article 7, thereby focusing tonight's work solely on these revisions. This was proposed during the meeting and seconded by James Johnson, with unanimous voice vote support.

1. **Discussion**

- Discussion centered on revising only Articles 6 and 7 as a redline effort, noting that the redline version of Article 3 was missing and the zoning map should be deferred.
- Mario acknowledged the omission of Article 3's red line version and committed to providing it for the next meeting.
- Mario agreed to provide both a red line and a clean version of documents.
- Concerns were raised regarding the timely submission of proposed changes, particularly by McKenna, emphasizing the need for at least a one-week notice before meetings.

Motion to approve April 08, 2025, meeting minutes. was made by Jennifer Conant and seconded by James Johnson. Discussion . Zoning Administrator Katrina Griffith last name spelled incorrectly . New motion to approved amended minutes correcting then spelling of Katrina Griffith last name received unanimous approval by voice vote.

Enforcement process for zoning violations and complaints.

- **Description:** Discussion about the current complaint-based enforcement system, its limitations, and the need for a formal process to avoid discrimination.
- **Conclusion:** The village will continue to use a complaint-based system as recommended by the state, requiring a complaint form to initiate investigations.
- **Reasons:** A formal complaint process is necessary to avoid claims of discrimination and to comply with state guidelines.

PUBLIC COMMENT

Two people in the audience: Jill Ogden, Village Trustee, Molly Howlett no public comment

Reports: Mario A. Ortega from McKenna stated that the Mandatory Quarterly Report was submitted via the MSHDA portal.

UNFINISHED BUSINESS

Renaming and restructuring Article 6 from 'Subdivision Control' to 'Use Standards'.

- **Description:** The zoning diagnostic recommended reorganizing the ordinance for clarity, moving related items together and renaming Article 6.
- **Conclusion:** Article 6 will be renamed and restructured as 'Use Standards' to group similar items and improve clarity.
- **Reasons:** The reorganization aims to make the ordinance more logical and user-friendly.

Motion made to exclude accessory dwelling units ADU's from the current zoning ordinance update. Proposed by Jim during the meeting on 2025-05-01 because of concerns regarding the village's current enforcement capabilities and the potential for these units to turn into unregulated rental spaces which could degrade the community's quality of life. Second was by Jennifer?.

Conclusion Discussion highlighted that while accessory dwelling units could provide additional living space for certain family members, enforcement ability possible at this time. Multiple speakers (including Zoning Administrator Katrina Griffith, MPC., and village President Jill Ogden) expressed concerns that allowing ADUs might lead to unintended rental conversions and further complications in zoning enforcement. The group reached a consensus to exclude ADUs from the current update.

Voice vote to not include ADU in this current zoning update. 4 in favor/0 opposed/1 abstention motion carried.

Motion to amend paragraph C by changing the term 'right of way licensing' to 'right of way permit'. The motion directs that the permit be issued by the zoning administrator based on a submitted plot plan and accompanying documentation. This change is intended to correct terminology, clarify administrative responsibility, and streamline the approval process for uses such as outdoor dining areas.

Discussion: Participants discussed that the village council does not approve licensing matters and agreed that the zoning administrator is better qualified to issue a zoning permit. There was also dialogue regarding the need for a new permit form to replace the previous licensing reference.

- Additional conversation involved clarification of the process, comparing the proposed change with current practices, and briefly touching on related topics such as home occupations and auto repair regulations.
- **Voting Results:** No formal vote details were provided in the transcript.

Motion The motion calls for revised language regarding non-conforming and unsafe structures. It permits repairs or alterations to a non-conforming structure provided that such work does not increase its non-conformity. If a structure is damaged (from fire, tornado, etc.), repairs may be undertaken with a cap (25% of the structure's fair market value) and completed within one year, ensuring that the structure is restored to safe conditions. Additionally, if a structure is declared unsafe, the building official will provide a six-month period to address repairs toward full code compliance or trigger demolition if the repairs would not remedy the unsafe status.

Conclusion The discussion concluded that while the proposed text allows some flexibility for repairs on non-conforming structures, it emphasizes the critical need for public safety. It was agreed that unsafe structures must either be brought fully into compliance or be

demolished, and that a six-month window for repair provides a fair opportunity for property owners, with building officials retaining discretion based on the structure's age and historic code standards.

Motion was passed stating that unsafe nonconforming structures, when damaged or destroyed, shall be allowed up to six (6) months for obtaining a permit to reconstruct the structure within its existing footprint. Any major alteration leading to an expansion must comply fully with current zoning regulations. This provision is intended to balance the need for timely repairs while ensuring that any significant changes are in line with community standards.

Redline Version of Article 3 Pending (Mario)

- Mario apologized for not sending the redline version of Article 3 during the meeting and committed to providing it for the next meeting to ensure complete documentation.

Question was asked does the village have full autonomy to update and change ordinances, or are there state requirements tied to the grant?

- **Description:** Clarification was sought regarding the extent of local control over ordinance updates versus state-imposed requirements, especially in relation to the grant.
- **Conclusion:** The village has the autonomy to update ordinances as it sees fit; the state grant does not impose specific requirements beyond encouraging discussion of housing options.
- **Reasons:** The grant's intent is to encourage communities to review and update ordinances, particularly regarding housing options, but does not mandate specific changes.

Question was asked Is there a requirement to implement data-driven strategies for greater housing density as referenced in the enhancement grant?

- **Description:** A participant referenced Exhibit A in the enhancement grant, questioning whether there is an obligation to pursue greater housing density.
- **Conclusion:** There is no requirement to implement greater housing density; the community can discuss and decide what fits best.
- **Reasons:** The grant encourages discussion of housing types and density, but decisions are left to the community.

Should the quarterly grant-required report be a regular agenda item for planning commission meetings?

- **Description:** Discussion about whether to include the quarterly report as a standing agenda item for transparency and tracking progress.
- **Conclusion:** The quarterly report will be included as an agenda item for future planning commission meetings.
- **Reasons:** Including the report as an agenda item provides a benchmark for progress and ensures transparency.

Clarification of permissive zoning ordinance language.

- **Description:** Participants discussed the need to make it clear in the ordinance that only explicitly permitted uses are allowed, to avoid assumptions by residents.
- **Conclusion:** The ordinance will include standard language stating that if a use is not explicitly permitted, it is prohibited.

The question was asked should the section on accessories and outdoor uses be moved in the ordinance?

- **Description:** A brief discussion about reordering sections of the ordinance for clarity.
- **Conclusion:** It was agreed to move the accessory, outdoor section, to put it in alphabetical order.
- **Reasons:** The change is for organizational clarity, and no one objected.

The question was asked how should ordinances be reorganized and re-lettered for clarity and compliance?

- **Description:** Discussion about the need to periodically reorganize ordinances, especially to maintain alphabetical order and clarity. Reference to Michigan state practices and the living nature of such documents.
- **Conclusion:** Ordinances will be reorganized in alphabetical order during mass updates, but new additions will be appended to the end to avoid frequent re-lettering.
- **Reasons:** Maintaining alphabetical order improves clarity, but frequent re-lettering is cumbersome. The document is a living one, so appending new items is more practical.

The question was asked how should the approval process for outdoor dining area renewals be structured?

- **Description:** There was confusion over the correct wording and responsible parties for approving outdoor dining renewals. The discussion included whether the zoning administrator or planning commission should have authority, and whether the village council or Department of Public Works (DPW) should be involved.
- **Conclusion:**
 - The zoning administrator will have the authority to issue permits for outdoor dining areas and renewals, with appeals possible to the village council.
 - The village council, not the DPW, will approve outdoor dining areas, but DPW's opinion may be considered as maintenance-related issues.

The question was asked should the terminology for right-of-way access be 'license' or 'permit', and what documentation is required?

- **Description:** Discussion about the correct terminology for right-of-way access (license vs. permit) and the need to create appropriate forms.
- **Conclusion:** The term 'right-of-way permit' will be used instead of 'license', and a new permit form will be created for this purpose.
- **Reasons:** 'License' is not the correct legal term for this context; 'permit' is more accurate and aligns with standard practice.

The question was asked what are the requirements for foster care facilities, especially regarding lot size and state law compliance?

- **Description:** Clarification of state law requirements for foster care facilities, particularly the distinction between facilities with six or fewer residents (which must be permitted by the village) and those with more than six (which require local approval before state licensing). Discussion of minimum lot area requirements.
- **Conclusion:**
 - Facilities with six or fewer residents must be permitted in certain areas per state law.
 - Facilities with more than six residents require local approval before state licensing.
 - A minimum area of 1,500 square feet per resident is required, resulting in a 9,000-square-foot lot for six residents.
- **Reasons:** State law (Foster Care Act and Zoning Enabling Act) mandates these requirements, and local ordinances must comply.

The question was asked should the number of guests in bed and breakfast establishments be limited, and if so, to what number?

- **Description:** Discussion about whether to reduce the number of guest rooms from five to three and whether to limit the number of guests. Consideration of fire code and practical scenarios (e.g., families with children).
- **Conclusion:**
 - The number of guest rooms will be limited to three, but the guest limit will remain at 10.
 - There is a consensus not to further limit the number of guests, as fire code and room limits provide sufficient control.
- **Reasons:** Limiting guest rooms is sufficient, and additional guest limits may be unnecessary given fire code requirements and practical family arrangements.

The question was asked should home-based auto repair and cottage industries be allowed, and under what conditions?

- **Description:** Debate over whether to allow auto repair as a home occupation or cottage industry, with concerns about noise, frequency, and community impact. Examples cited include individuals repairing vehicles at home for income or due to family needs (e.g., caring for a special need child). Discussion of possible regulations such as limiting the number of vehicles, hours of operation, and requiring repairs to be done indoors.
- **Conclusion:**
 - There is no final consensus; the group discussed allowing auto repair as a special use or under cottage industry with restrictions (e.g., one vehicle at a time, compliance with noise ordinances, possible time limits, and indoor work requirements).
 - Further discussion and clarification are needed to finalize the regulations. Topic tabled until next meeting .
- **Reasons:** Some participants believe allowing limited auto repair supports local entrepreneurship and accommodates special family situations, while others are concerned about noise and neighborhood quality of life.

The question was asked how kennel regulations should be enforced, particularly regarding hours of operation, location, and noise?

- **Description:** The group reviewed kennel regulations, including compliance with village/county/state rules, hours of operation (changed from 9pm to 8pm due to barking), permitted zoning districts, and required distances from residential properties.
- **Conclusion:**
 - Kennels are permitted only in L1, C2, and C2 zones, not in R1 (residential).
 - Hours of operation for kennels were changed to end at 8pm to address noise concerns.
 - The required distance from residential property to kennel exercise areas was increased from 50 feet to 100 feet.
- **Reasons:** Noise from barking dogs and enforceability of regulations were primary concerns. Increasing the setback and reducing hours were seen as ways to mitigate neighborhood impact.

The question was asked what fencing and landscaping requirements should apply to self-storage facilities?

- **Description:** Discussion on self-storage centered on fencing requirements (six-foot fence with zero opacity) and the option to allow a greenbelt if approved by the planning commission.
- **Conclusion:** Self-storage facilities require a six-foot fence with zero opacity, and a greenbelt may be allowed if approved by the planning commission.
- **Reasons:** The intent is to provide adequate screening and maintain neighborhood aesthetics, with flexibility for greenbelt solutions.

NEW BUSINESS

No discussion on new business agenda items

PUBLIC COMMENT

Public comment was made about some council members not reading their meeting packets.

P.C. COMMENTS CONCERNS OR SUGGESTIONS

None

Adjournment

- Motion to adjourn was made and seconded, meeting adjourned at 8:15.
- Voting Results
 - Unanimous vote: all in favor, no opposition, no abstentions.
 - Total transcript available upon request

NEXT MEETING

- a. Next regular meeting will be June 05, 2025.



Stockbridge Downtown Development Authority

Unapproved Meeting Minutes
118 North Center Street
Stockbridge MI 49285
Monday, May 5, 2025, 7:00 pm

CALL TO ORDER: Chair Anderson called the meeting to order at 7:00 pm.

- Roll Call:
Present: Anderson, J. Conant, M. Conant, Dzurka, Fillmore, Powers-Taylor, Stevens
Absent: None.
- Pledge of Allegiance was led by Chair Anderson.
- Motion was made by J. Conant with support from Powers-Taylor to approve the agenda as amended. All in favor. Motion carried.
- Motion by Powers-Taylor with support from J. Conant to approve the minutes of the April 7, 2025 meeting. All in favor. Motion carried.

PUBLIC COMMENT: None.

UNFINISHED BUSINESS:

- Motion by Powers-Taylor with support from Dzurka to approve the bid from Crafting Lovely for banner services according to the contract at a cost of \$9840/year for three years unless there are additional contracted services and with the inclusion of a surety bond.
Aye: Dzurka, Fillmore, Stevens, Anderson
Nay: Powers-Taylor
Abstain: J. Conant, M. Conant
Motion passed.
Stevens left the meeting at 7:20.

FINANCIALS:

- Motion by Powers-Taylor with support from J. Conant to approve the financials as presented.
Aye: Dzurka, Fillmore, Powers-Taylor, Anderson, J. Conant, M. Conant.
Nay: None.
Absent: Stevens

UNFINISHED BUSINESS (continued):

- James Clark Swalla did not show to discuss his proposal.

- Motion by Anderson with support from Powers-Taylor to adopt the resolution on FIP with corrected page numbers.
Aye: Fillmore, Powers-Taylor, Anderson, J. Conant, M. Conant, Dzurka.
Nay: None.
Absent: Stevens.
Motion passed.

NEW BUSINESS:

- Motion by Powers-Taylor with support from J. Conant to approve the increased funding for the Festival of Lights from \$2500 to \$5000 using money previously designated for Harvest Fest.
Aye: Fillmore, Powers-Taylor, J. Conant, M. Conant, Dzurka, Anderson.
Nay: None.
Absent: Stevens.
Motion passed.
- Motion by Anderson with support from J. Conant to increase funding for the Day in the Village 5K walk/run from \$1000 to \$1200.
Aye: Powers-Taylor, Anderson, J. Conant, M. Conant, Dzurka, Fillmore.
Nay: None.
Absent: Stevens.
Motion passed.
- Motion by Powers-Taylor with support from Fillmore to make modifications to the skate park as proposed by Carson Services LLC in the amount of \$1130.
Aye: Anderson, J. Conant, M. Conant, Fillmore, Powers-Taylor.
Nay: None.
Absent: Stevens.
Abstain: Dzurka.
Motion passed.
- Motion to adjourn by Anderson with support from J. Conant at 8:30. All in favor.
Motion passed.

Respectfully submitted,
Molly Howlett, Recording secretary

PROPOSAL

DEVELOPED FOR

Matt Thomas

Village of Stockbridge

305 West Elizabeth

Stockbridge, MI 49285

June 4th 2024

KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.

HYDR  **CORP.**
THE SAFE WATER AUTHORITY.

CROSS-CONNECTION
CONTROL / BACKFLOW
PREVENTION

WATER SYSTEM
SURVEYS / AUDITS

PIPE SYSTEM MAPPING
AND LABELING

WATER SAMPLING
AND ANALYSIS / RISK
ASSESSMENTS

PROGRAM
AND PROJECT
MANAGEMENT

COMPLIANCE
ASSISTANCE /
DOCUMENTATION



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800.690.6651 TOLL FREE
248.250.5000 PHONE
248.786.1788 FAX GENERAL
info@hydrocorpinc.com EMAIL

SCOPE OF WORK..... 3

PROFESSIONAL SERVICE AGREEMENT..... 4-10

QUALIFICATIONS..... 11

SCOPE OF WORK

Based on our conversations, HydroCorp™ will provide the following services to the Village of Stockbridge. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the Village with the necessary data and information to maintain compliance with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the Village and HydroCorp, you may expect completion of the following elements within a two (2) year period. The components of the project include:

1. Annually, perform a minimum of **25** initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the Village of Stockbridge served by the public water supply for cross-connections. Inspections will be conducted in accordance with the EGLE Water Bureau Cross Connection Control regulations.
2. Generate all backflow prevention assembly test notices, non-compliance notices and coordinate/monitor backflow prevention assembly testing compliance for all backflow prevention assemblies.
3. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of backflow prevention assembly tester credentials & proper testing results, and general customer service and program education inquiries.
4. Generate and document the required program data for the facilities using the HydroCorp Software Data Management Program.
5. Submit comprehensive management reports on a quarterly basis.
6. Conduct an annual review meeting to discuss the overall program status and recommendations.
7. Provide up to six- (6) ASSE-approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers (i.e., combination) per facility as required in order to place a facility into immediate compliance at the time of inspection.
8. Prepare the annual State of Michigan EGLE Water Bureau Cross Connection Report.
9. Assist the Village with a community-wide public relations program, including general awareness brochures and customized website cross-connection control program overview content and resources.
10. Provide ongoing support via phone, fax, internet, text or email.

The above services will be provided for:

Monthly Amount: \$249.50

Annual Amount: \$ 2,994.00

Contract Total: \$ 5,988.00

Contract Amount is based upon a 24-month period. HydroCorp will invoice in 24 equal amounts of \$249.50.

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this August 1st 2024 by and between the Village of Stockbridge, organized and existing under the laws of the State of Michigan, referred to as "Utility", and HydroCorp™ a Michigan Corporation, referred to as "HydroCorp".

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross-connection control program inspection, reporting, and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross-connection control program management to the Utility, and the Utility desires to engage HydroCorp to act as its independent contractor in its cross-connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Michigan and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users' facilities, complete and accurate data is not always available.

ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquires, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the "Scope of Services"). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

2.1 PROGRAM REVIEW/PROGRAM START UP MEETING. HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
 - Inspection Notice
 - Compliance Notice
 - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility.
- Prioritize Inspections (Utility owned buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities.



- Establish facility inspection schedule.
- Review/establish procedures and protocols for addressing specific hazards.
- Review/establish high-hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools.
- Review/establish educational and public awareness brochures.

2.2 INSPECTIONS. HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the Department of Environment, Great Lakes and Energy Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross-connections. The degree of hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (one or five year re-inspection cycle, as agreed to by the parties).

2.3 INSPECTION SCHEDULE. HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility's designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

2.4 PROGRAM DATA. HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections.
- Notify users of inspections, backflow device installation and testing requirements if applicable.
- Monitor inspection compliance using the HydroCorp online software management program.
- Maintain the program to comply with all EGLE regulations.

2.5 MANAGEMENT REPORTS. HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location, and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE. HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures, and reference standards.
- Penalties for noncompliance.



- 2.7 VACUUM BREAKERS.** HydroCorp will provide up to six (6) ASSE-approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program, including general awareness brochures and website cross-connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website, or email for the contract period.

2.10 FACILITY TYPES. The facility types included in the program are as follows:

- Industrial
- Institutional
- Commercial
- Miscellaneous Water users
- Multifamily

Complex Facilities. Large industrial and high-hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross-connection control survey (at the business owner's expense) may be required at these larger/complex facilities, and the results submitted to the Utility to help verify program compliance.

- 2.11 INSPECTION TERMS.** HydroCorp will perform a minimum of **50** inspections over a two-year contract period. The total inspections include all initial inspections, compliance, and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show, or refusal of inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF ENVIRONMENT, GREAT LAKES AND ENERGY (EGLE).** HydroCorp will assist in compliance with EGLE and Michigan Plumbing Code cross-connection control program requirements for all commercial, industrial, institutional, residential, multifamily, and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross-connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model, and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR-END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss the overall program status and specific program recommendations.
- 2.17 CROSS-CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **50** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers' compensation, and errors and omissions insurance naming the Utility as an additional insured if required.



ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings.
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format, such as Microsoft Excel, etc., is required. An additional one-time fee to manually enter the facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact, and corrected addresses will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high-quality image format for printing.)

ARTICLE IV. Term, Compensation, and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on August 1st 2024, and end two- (2) years from such date unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this two-year agreement, unless either party provides written notice of termination not less than 60 days prior to the expiration of the initial term (or any such renewal term) this agreement will automatically renew in (1) year term increments. Inflationary adjustments to each renewal term will be equal to the annual Consumer Price Index as measured in the Utilities local/regional area at the time of renewal or 4%, whichever is greater.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** The Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, **\$249.50 per month, \$2,994.00 annually, for a two-year contract total of \$5,988.00.** Completed inspections shall consist of all initial inspections, re-inspections, and compliance inspections as defined in section 2.2.



- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.
- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.
- 4.7 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Michigan Freedom of Information Act. HydroCorp agrees to make available for inspection and copying all records in its possession created, produced, collected, or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Freedom of Information Act and compliance regarding records related to this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Freedom of Information Act.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

ARTICLE V. Risk Management and General Provisions

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.



5.3 HYDROCORP INSURANCE. HydroCorp currently maintains the following insurance coverage's and limits:

	<u>Occurrence</u>	<u>Aggregate</u>
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker's Compensation/ Employer's Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

5.4 UTILITY INSURANCE. The Utility will maintain liability insurance on an all-risk basis and including extended coverage for matters set forth in this Agreement.

5.5 RELATIONSHIP. The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.

5.6 ENTIRE AGREEMENT AMENDMENTS. This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.

5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS. The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.

5.8 WAIVER. The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.

5.9 ASSIGNMENT. This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.

5.10 FORCE MAJEURE. A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.

5.11 AUTHORITY TO CONTRACT. Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.

5.12 GOVERNING LAW AND VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any dispute between the parties, with both parties' consent, may be settled by arbitration in accordance with the applicable rules of the American Arbitration Association, Any



arbitration award or determination shall be final and binding and any court of competent jurisdiction may enter a judgment on such award which shall be enforceable in the same manner as any other judgment of the such court. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Michigan, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Michigan.

5.13 COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

5.14 NOTICES. All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HydroCorp:

HydroCorp
c/o Paul Patterson
5700 Crooks Road, Ste. 100
Troy, MI 48337
(248) 250-5000

If to Utility:

Village of Stockbridge
c/o Matt Thomas
305 W Elizabeth
Stockbridge, MI 49285

5.15 SEVERABILITY. Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

SIGNATURES

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

Village of Stockbridge



By: Matt Thomas

Title: Village of Stockbridge Council President/Manager

HydroCorp



By: Paul M. Patterson
Its: Senior Vice President



Appendix

Specific Qualifications & Experience

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost-effective and professionally managed cross-connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 70,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely, and courteous manner. Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp currently serves over 370 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars, and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.





This Product Contains Sensitive Taxpayer Data

Account Transcript

Request Date: 05-13-2025
Response Date: 05-13-2025
Tracking Number: 108027941081

FORM NUMBER: 941
TAX PERIOD: Mar. 31, 2021

TAXPAYER IDENTIFICATION NUMBER: XX-XXX4737

VILL O STOC
305 W

<<<<POWER OF ATTORNEY/TAX INFORMATION AUTHORIZATION (POA/TIA) ON FILE>>>>

--- ANY MINUS SIGN SHOWN BELOW SIGNIFIES A CREDIT AMOUNT ---

ACCOUNT BALANCE: \$0.00
ACCRUED INTEREST: \$2.20 AS OF: May 26, 2025
ACCRUED PENALTY: \$0.00 AS OF: Apr. 30, 2021

ACCOUNT BALANCE PLUS ACCRUALS
(THIS IS NOT A PAYOFF AMOUNT): \$2.20

** INFORMATION FROM THE RETURN OR AS ADJUSTED **

TAX PER TAXPAYER: \$23,318.52

RETURN DUE DATE OR RETURN RECEIVED DATE (WHICHEVER IS LATER) Aug. 24, 2021

PROCESSED DATE Feb. 14, 2022

TRANSACTIONS

CODE	EXPLANATION OF TRANSACTION	CYCLE	DATE	AMOUNT
150	Tax return filed	202204	02-14-2022	\$23,318.52
n/a	29141-331-81351-1			

650	Federal tax deposit		01-22-2021	-\$6,456.00
650	Federal tax deposit		02-22-2021	-\$6,932.28
650	Federal tax deposit		05-25-2021	-\$9,490.66
599	Tax return secured		08-26-2021	\$0.00
166	Penalty for filing tax return after the due date 02-14-2032	202204	02-14-2022	\$1,787.44
186	Federal tax deposit penalty 02-14-2032	202204	02-14-2022	\$1,202.74
276	Penalty for late payment of tax		02-14-2022	\$69.43
196	Interest charged for late payment	202204	02-14-2022	\$73.66
186	Federal tax deposit penalty 03-21-2032	202209	03-21-2022	\$21.98
276	Penalty for late payment of tax		03-21-2022	\$2.20
196	Interest charged for late payment	202209	03-21-2022	\$10.29
971	Tax period blocked from automated levy program		05-09-2022	\$0.00
706	Credit transferred in from 941 202209		10-31-2022	-\$3,711.57
706	Credit transferred in from 941 202209		03-20-2023	-\$15.38
276	Penalty for late payment of tax		03-20-2023	\$17.58
196	Interest charged for late payment	202309	03-20-2023	\$102.05
960	Appointed representative		01-25-2024	\$0.00

This Product Contains Sensitive Taxpayer Data



This Product Contains Sensitive Taxpayer Data

Account Transcript

Request Date: 05-13-2025
Response Date: 05-13-2025
Tracking Number: 108027941081

FORM NUMBER: 941
TAX PERIOD: Jun. 30, 2021

TAXPAYER IDENTIFICATION NUMBER: XX-XXX4737

VILL O STOC
305 W

<<<<POWER OF ATTORNEY/TAX INFORMATION AUTHORIZATION (POA/TIA) ON FILE>>>>

--- ANY MINUS SIGN SHOWN BELOW SIGNIFIES A CREDIT AMOUNT ---

ACCOUNT BALANCE: \$0.00
ACCRUED INTEREST: \$0.01 AS OF: May 26, 2025
ACCRUED PENALTY: \$0.00 AS OF: Jul. 31, 2021

ACCOUNT BALANCE PLUS ACCRUALS
(THIS IS NOT A PAYOFF AMOUNT): \$0.01

** INFORMATION FROM THE RETURN OR AS ADJUSTED **

TAX PER TAXPAYER: \$18,729.07

RETURN DUE DATE OR RETURN RECEIVED DATE (WHICHEVER IS LATER) Aug. 24, 2021

PROCESSED DATE Feb. 14, 2022

TRANSACTIONS

CODE	EXPLANATION OF TRANSACTION	CYCLE	DATE	AMOUNT
150	Tax return filed	202204	02-14-2022	\$18,729.07
n/a	29141-331-81350-1			

650	Federal tax deposit		05-25-2021	-\$6,383.80
650	Federal tax deposit		08-25-2021	-\$6,415.04
650	Federal tax deposit		08-25-2021	-\$5,930.23
599	Tax return secured		08-26-2021	\$0.00
166	Penalty for filing tax return after the due date 02-14-2032	202204	02-14-2022	\$555.54
186	Federal tax deposit penalty 02-14-2032	202204	02-14-2022	\$1,576.40
276	Penalty for late payment of tax		02-14-2022	\$61.73
196	Interest charged for late payment	202204	02-14-2022	\$34.87
971	Tax period blocked from automated levy program		03-28-2022	\$0.00
706	Credit transferred in from 941 202209		10-31-2022	-\$2,299.17
736	Interest credit transferred in from 941 202209		03-20-2023	-\$0.39
196	Interest charged for late payment	202309	03-20-2023	\$71.02
960	Appointed representative		01-25-2024	\$0.00

This Product Contains Sensitive Taxpayer Data



This Product Contains Sensitive Taxpayer Data

Account Transcript

Request Date: 05-13-2025
 Response Date: 05-13-2025
 Tracking Number: 108027941081

FORM NUMBER: 941
 TAX PERIOD: Sep. 30, 2021

TAXPAYER IDENTIFICATION NUMBER: XX-XXX4737

VILL O STOC
 305 W

<<<<POWER OF ATTORNEY/TAX INFORMATION AUTHORIZATION (POA/TIA) ON FILE>>>>

--- ANY MINUS SIGN SHOWN BELOW SIGNIFIES A CREDIT AMOUNT ---

ACCOUNT BALANCE: \$10,279.69
 ACCRUED INTEREST: \$276.54 AS OF: May 26, 2025
 ACCRUED PENALTY: \$60.18 AS OF: Oct. 31, 2021

ACCOUNT BALANCE PLUS ACCRUALS
 (THIS IS NOT A PAYOFF AMOUNT): \$10,616.41

** INFORMATION FROM THE RETURN OR AS ADJUSTED **

TAX PER TAXPAYER: \$18,069.03

RETURN DUE DATE OR RETURN RECEIVED DATE (WHICHEVER IS LATER) Sep. 26, 2024
 PROCESSED DATE Dec. 23, 2024

TRANSACTIONS

CODE	EXPLANATION OF TRANSACTION	CYCLE	DATE	AMOUNT
150	Tax return filed	202449	12-23-2024	\$18,069.03
n/a	09141-337-12702-4			

650	Federal tax deposit		08-25-2021	-\$5,350.34
960	Appointed representative		01-25-2024	\$0.00
610	Payment with return		09-26-2024	-\$2,024.19
166	Penalty for filing tax return after the due date 12-23-2034	202449	12-23-2024	\$2,861.71
706	Credit transferred in from 941 202112		01-31-2022	-\$6,211.03
736	Interest credit transferred in from 941 202112		12-02-2024	-\$16.65
706	Credit transferred in from 941 202212		11-29-2024	-\$2,059.71
276	Penalty for late payment of tax		12-23-2024	\$1,288.96
196	Interest charged for late payment	202449	12-23-2024	\$2,091.26
971	Tax period blocked from automated levy program		02-10-2025	\$0.00
186	Federal tax deposit penalty 04-07-2035	202512	04-07-2025	\$1,630.65

This Product Contains Sensitive Taxpayer Data



This Product Contains Sensitive Taxpayer Data

Account Transcript

Request Date: 05-13-2025
 Response Date: 05-13-2025
 Tracking Number: 108027941081

FORM NUMBER: 941
 TAX PERIOD: Dec. 31, 2021

TAXPAYER IDENTIFICATION NUMBER: XX-XXX4737

VILL O STOC
 305 W

<<<<POWER OF ATTORNEY/TAX INFORMATION AUTHORIZATION (POA/TIA) ON FILE>>>>

--- ANY MINUS SIGN SHOWN BELOW SIGNIFIES A CREDIT AMOUNT ---

ACCOUNT BALANCE: \$0.00
 ACCRUED INTEREST: \$0.00 AS OF: Jan. 13, 2025
 ACCRUED PENALTY: \$0.00 AS OF: Jan. 31, 2022

ACCOUNT BALANCE PLUS ACCRUALS
 (THIS IS NOT A PAYOFF AMOUNT): \$0.00

** INFORMATION FROM THE RETURN OR AS ADJUSTED **

TAX PER TAXPAYER: \$23,087.64

RETURN DUE DATE OR RETURN RECEIVED DATE (WHICHEVER IS LATER) Sep. 26, 2024
 PROCESSED DATE Dec. 23, 2024

TRANSACTIONS

CODE	EXPLANATION OF TRANSACTION	CYCLE	DATE	AMOUNT
150	Tax return filed	202449	12-23-2024	\$23,087.64
n/a	09141-337-12700-4			

650	Federal tax deposit	10-01-2021	-\$10,694.50
650	Federal tax deposit	10-29-2021	-\$6,746.70
650	Federal tax deposit	11-30-2021	-\$6,199.31
650	Federal tax deposit	12-28-2021	-\$6,787.08
960	Appointed representative	01-25-2024	\$0.00
610	Payment with return	09-26-2024	-\$3,354.55
826	Credit transferred out to 941 202409	09-26-2024	\$2,407.39
776	Interest credited to your account	10-31-2024	-\$18.49
826	Credit transferred out to 941 202409	09-26-2024	\$947.16
776	Interest credited to your account	12-02-2024	-\$30.62
856	Interest credit transferred out to 941 202409	10-31-2024	\$18.49
856	Interest credit transferred out to 941 202409	12-02-2024	\$13.97
826	Credit transferred out to 941 202409	01-31-2022	\$1,128.92
826	Credit transferred out to 941 202109	01-31-2022	\$6,211.03
856	Interest credit transferred out to 941 202109	12-02-2024	\$16.65

This Product Contains Sensitive Taxpayer Data

Clerk

From: Megan LaPointe <Megan.LaPointe@yeoandyeo.com>
Sent: Tuesday, May 13, 2025 12:39 PM
To: Clerk
Subject: RE: IRS Penalty Notice - Tax Year 2021
Attachments: 941 2021 1st QTR.pdf; 941 2021 2nd QTR.pdf; 941 2021 4th QTR.pdf; 941 2021 3rd QTR.pdf

Hello Heather,

Please see the attached updated transcripts for 2021. There are two quarters that show a balance due:

1st QTR: \$2.20 interest for late payment
3rd QTR: \$10,616.41

Payments were pulled from 3rd quarter to cover late payment interest and late return filing penalties for 4th quarter. The IRS will do this because penalties and interest are calculated daily and they will clear those amounts first.

If you do have any additional questions, please let me know. This was the last year we corrected so there shouldn't be any issues with 2020 and prior years.

Thank you,



Megan LaPointe | CPP
Payroll Manager
megan.lapointe@yeoandyeo.com

Send files securely

5300 Bay Road, Suite 100 | Saginaw, MI 48604
989.793.9830 | 800.968.0010

YEOANDYEO.COM

OUR MISSION

**We are business success partners
helping our clients, teams, and
communities thrive.**

From: Clerk <clerk@vosmi.org>
Sent: Monday, May 12, 2025 12:16 PM
To: Megan LaPointe <Megan.LaPointe@yeoandyeo.com>; Christine R. Porras <Christine.Porras@yeoandyeo.com>
Subject: RE: IRS Penalty Notice - Tax Year 2021

EXTERNAL - Caution:

Hi there,

Is it possible to get an updated amount for the IRS Penalty for the meeting this Thursday?

Clerk

From: Christine R. Porras <Christine.Porras@yeoandyeo.com>
Sent: Monday, April 28, 2025 8:13 AM
To: Megan LaPointe; Clerk
Subject: RE: IRS Penalty Notice - Tax Year 2021

Good morning, Heather.

Megan's explanation is correct. When we first started helping the Village, we reported back to 2022 and hoped the IRS would not go back to 2021. Unfortunately, they did and now we are seeing penalties of non-filing.

Hopefully, this is it.



Christine R. Porras | CPP
Payroll Supervisor
christine.porras@yeoandyeo.com

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989.793.9830 | 800.968.0010

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From: Megan LaPointe <Megan.LaPointe@yeoandyeo.com>
Sent: Friday, April 25, 2025 9:08 AM
To: Clerk <clerk@vosmi.org>
Cc: Christine R. Porras <Christine.Porras@yeoandyeo.com>
Subject: RE: IRS Penalty Notice - Tax Year 2021

Good Morning Heather,

I just wanted to let you know Christine is out of the office until Monday. Last year we did file the missing returns and paid in the correct amount of taxes for 2021 to balance to the returns. After the IRS receives all missing returns and tax payments, they will calculate penalties and interest owed from the late filings and payments.

After reviewing the updated transcripts for tax year 2021 all other quarters are showing a zero-balance due, except for 3rd quarter.

Thank you,



Megan LaPointe | CPP
Payroll Manager
megan.lapointe@yeoandyeo.com

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989.793.9830 | 800.968.0010

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OUR MISSION

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communities thrive.**

From: Clerk <clerk@vosmi.org>
Sent: Thursday, April 24, 2025 4:31 PM
To: Megan LaPointe <Megan.LaPointe@yeoandyeo.com>
Cc: Christine R. Porras <Christine.Porras@yeoandyeo.com>
Subject: RE: IRS Penalty Notice - Tax Year 2021

EXTERNAL - Caution:

Hi Megan,

Thank you for bringing this to my attention. I wanted to loop Christine in bc she had been working on our late or non-existent filings from the previous years. I thought we had settled.

Christine, can you provide any additional information on this?

Thank you both for your help in this.



Heather R. Armstrong
Village Clerk
Village of Stockbridge
118 N Center St, Stockbridge, MI 49285
O: 517-851-7435, ext. 4
W: www.vosmi.org

From: Megan LaPointe <Megan.LaPointe@yeoandyeo.com>
Sent: Thursday, April 24, 2025 3:59 PM
To: Clerk <clerk@vosmi.org>
Subject: IRS Penalty Notice - Tax Year 2021

Hello Heather,

We received a notice from the IRS for the Village for 3rd Quarter 2021 in the amount of \$10,573.98. This amount includes a penalty for filing the return late, and penalties and interest for the late payments that were submitted in 2024. We did request IRS transcripts, and I do agree with the amount due. I can submit this payment on your behalf but wanted your approval before I submit.

Please let me know if you have any additional questions and please send your approval for us submit payment.

VILLAGE OF STOCKBRIDGE
(Enacted May 11, 2023)
Resolution 23-_____

**A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING,
DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS
AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR
VARIOUS STREETS FUNDED BY THE TRANSPORTATION ECONOMIC
DEVELOPMENT FUND CATEGORY B PROGRAM.**

WHEREAS, the Village of Stockbridge is applying for funding through MDOT from the Transportation Economic Development Category B: Community Service Infrastructure Fund Program to help finance a road improvement project with a total costs of \$205,100.00 to be used to pulverize, balance, shape and compact grade, re-pave with a total of four (4") inches HMA placed in two (2) lifts, clean up and restoration on the following road:

- A. Section A - Elizabeth Street (Clinton Street - Center Street) [Exhibit A]
- B. Section B - Center Street (Elizabeth Street to Main Street) [Exhibit B]

WHEREAS, the total cost of both the project is based upon a April 2023 Engineer's Opinions of Probable Costs supplied to the Village by the Village Engineer.

WHEREAS, this is a fifty (50%) matching grant project, wherein the Village must pay fifty (50%) percent of the costs in order to receive the Category B Grant for the remaining fifty (50%) percent as outlined above.

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the Village of Stockbridge authorizes Jill Ogden, the Village President, to act (individually) as agent on behalf of the Village to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the Village attests to the existence of, and commits to, providing at least \$102,550.00 (50%) in matching funds toward the construction costs of the project(s), and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the Village commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

Adopted at a regular session of the Stockbridge Village Council on the 11th of May, 2023 by roll call vote:

Moved By: _____

Seconded By: _____

YEAS: _____

NAYS: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED BY VILLAGE PRESIDENT

Jill Ogden
Village President

CLERK’S CERTIFICATION

The forgoing resolution was certified at a regular meeting of the Stockbridge Village Council held on the 11th of May 2023.

Lucinda Reames
Interim Village Clerk

Drafted by: John L. Gormley (P-53539)
Gormley Law Offices, PLC
Attorneys for Village of Stockbridge
101 E. Grand River
Fowlerville, MI 48836
517.223.3758

EXHIBIT A

Village of Stockbridge
2024 Category B Street Construction
April 20, 2023

SECTION A - Elizabeth Street (Clinton Street to Center Street)					
ITEM	EST. QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1	LSum	Mobilization	\$5,000.00	\$5,000.00
2	1850	Syd	Pulverize Ex. Roadway	\$2.00	\$3,700.00
3	260	Cyd	Remove to Balance Pulverized Material (5" Average)	\$20.00	\$5,200.00
4	1850	Syd	Shape & Fine Grade, Paving Preparation	\$2.00	\$3,700.00
5	150	Lft	Sawcut Ex. Bit Pavement	\$4.00	\$600.00
6	5	Ea	Adjust Ex. MH Casting	\$500.00	\$2,500.00
7	1	Ea	Furnish new and adjust CB Casting, Flat Grate	\$1,200.00	\$1,200.00
8	4	Ea	Erosion Control Fabric Drops	\$150.00	\$600.00
9	325	Tons	HMA Bit. Leveling Course, 13A @ 330 #/Syd	\$110.00	\$35,750.00
10	220	Tons	HMA Bit. Wearing Course, 13A @ 220 #/syd	\$115.00	\$25,300.00
11	200	Sft	Remove and Replace 4" Sidewalk	\$8.00	\$1,600.00
12	250	Sft	Remove and Replace 6" Sidewalk	\$9.00	\$2,250.00
13	300	Sft	6" ADA Ramps	\$10.50	\$3,150.00
14	16	Ea	Truncated Dome Ramp Panels	\$200.00	\$3,200.00
15	1	Lsum	Pavement Markings and Parking Stripes	\$2,500.00	\$2,500.00
16	1	Lsum	Signing and Traffic Control	\$4,500.00	\$4,500.00
17	1	Lsum	Restoration & Clean Up	\$2,500.00	\$2,500.00
Total Estimated Cost - Section A					\$103,250.00

EXHIBIT B

Village of Stockbridge
2024 Category B Street Construction
April 20, 2023

SECTION B - Center Street (Elizabeth Street to Main Street)					
ITEM	EST. QTY.	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1	LSum	Mobilization	\$5,000.00	\$5,000.00
2	1900	Syd	Pulverize Ex. Roadway	\$2.00	\$3,800.00
3	275	Cyd	Remove to Balance Pulverized Material (5" Average)	\$20.00	\$5,500.00
4	1900	Syd	Shape & Fine Grade, Paving Preparation	\$2.00	\$3,800.00
5	225	Lft	Sawcut Ex. Bit Pavement	\$4.00	\$900.00
6	2	Ea	Adjust Ex. MH Casting	\$500.00	\$1,000.00
7	2	Ea	Furnish new and adjust CB Casting, Flat Grate	\$1,200.00	\$2,400.00
8	2	Ea	Adjust Ex. Water Valve Box	\$300.00	\$600.00
9	2	Ea	Erosion Control Fabric Drops	\$150.00	\$300.00
10	340	Tons	HMA Bit. Leveling Course, 13A @ 330 #/Syd	\$110.00	\$37,400.00
11	230	Tons	HMA Bit. Wearing Course, 13A @ 220 #/syd	\$115.00	\$26,450.00
12	500	Sft	Remove and Replace 4" Sidewalk	\$8.00	\$4,000.00
13	300	Sft	Remove and Replace 6" Sidewalk	\$9.00	\$2,700.00
14	1	Lsum	Pavement Markings and Parking Stripes	\$2,000.00	\$2,000.00
15	1	Lsum	Signing and Traffic Control	\$3,500.00	\$3,500.00
16	1	Lsum	Restoration & Clean Up	\$2,500.00	\$2,500.00
Total Estimated Cost - Section A					\$101,850.00



Village of Stockbridge

Office of the President

Jill Marie Ogden

P.O. Box 155, Stockbridge, MI 49285-0155

Cell: 734-223-6548

Office 517-851-7435

email: president@vosmi.org

May 12, 2025

Santana Luetzgen

Dear Ms. Luetzgen

We are pleased to offer you a full-time position as the Clerk for the Village of Stockbridge beginning May 16, 2025 contingent upon Council approval. You will be reporting directly to Village Manager, Heather Armstrong,

We are excited to have you as a member of our team and believe that you will be an excellent fit. In the roll of Clerk, you will be expected to learn and complete the following duties:

- Keep charge of all books, vouchers and documents relating to the accounts, contracts, debts, and revenues of the village.
- Council clerk attending all meetings to be recorder of all proceedings, resolutions, and ordinances.
- Counter sign and register all licenses granted, bonds issued and keep a list of all property belonging to the village and of all its debts and liability.
- Reproduce any records as needed including freedom of information act requests.
- Keep a complete set of books exhibiting the financial condition of the village in all its departments, funds, resources, and liabilities with a proper classification and showing the purpose for which, the fund was raised.
- Administer oaths and affirmations.
- General accountant in charge of the general ledger reporting all transactions to the council for approval and to the treasurer for collection or disbursement.
- Fulfilling any other duties, the council may require.
- The clerk shall oversee the daily operation of the village office under the supervision of the village manager and village council.

Compensation will be \$28.00 hourly averaging 40 hours weekly, to be paid out biweekly. Raises will be considered with regular evaluations.

Your employment with the Village of Stockbridge will be on an at-will basis, which means you and the Village are free to terminate the employment relationship at any time for any reason. This offer letter is not a contract of employment and does not guarantee employment for a definitive period of time .

Please confirm your acceptance of this offer by signing and returning this letter to the Village offices by May 16, 2025.

We are excited for you to join the team. If you have any questions, please feel free to reach out.

Jill Marie Ogden
Village of Stockbridge
Village President

Candidate signature:

Date:



Village of Stockbridge

Office of the President

Jill Marie Ogden

P.O. Box 155, Stockbridge, MI 49285-0155

Cell: 734-223-6548

Office 517-851-7435

email: president@vosmi.org

May 12, 2025

RE: Employment offer

Robyn Hanson

Dear Ms. Hanson

We are pleased to offer you a part time position as the Treasurer for the Village of Stockbridge beginning May 16, 2025, contingent upon Council approval, background check and completion of employment paperwork. You will be reporting directly to the Village Clerk Santana Luetgen, and Village Manager, Heather Armstrong, who will both assist in your training.

We are excited to have you as a member of our team and believe that you will be an excellent fit.

In the roll of Treasurer, you will be expected to learn and complete the following duties:

- Keep custody of all money, bonds (other than official bonds filed with the clerk) mortgages, notes, leases and evidences of value belonging to the village!
- Receive all money belonging to and receivable by the village
- Keep account of all receipts and expenditures.
- Collect and keep account of all taxes and money appropriated raised or received for each fund of the village and keep record of each fund.
- Disbursement of payroll out of the appropriate fund as authorized as well as Prepare and submit all state and federal filings related to payroll.
- Report to Township Assessor any updates regarding property assessments.
- Report to County Treasurer any updates to the levying of taxes.
- Report to the Clerk monthly any activity in any and all accounts and the balances of the accounts.
- Report to department heads the monthly budget status for their department.
- Report to the council monthly the activity and balances on all accounts.
- Report to the Council quarterly an update on the status of the budget.
- Receive and record all vouchers for all money paid from the treasury, and upon settling the vouchers with proper officers the treasurer will file the vouchers with the clerk.
- Fulfill any other duties required by the council.

Compensation will be \$23.00 hourly with a minimum of 20 hours per week not to exceed 32 hours per week to be paid out biweekly. Direct deposit is available. There are no benefits offered with this position.

Raises will be considered with regular evaluations.

Your employment with the Village of Stockbridge will be on an at-will basis, which means you and the Village are free to terminate the employment relationship at any time for any reason. This

offer letter is not a contract of employment and does not guarantee employment for a definitive period of time.

Please confirm your acceptance of this offer by signing and returning this letter to the Village offices by May 16, 2025.

We are excited for you to join the team. If you have any questions, please feel free to reach out.

Jill Marie Ogden
Village of Stockbridge
Village President

The items below are separated by department and also given a priority purchase status.

Please note that these are budgetary figures. Prices and product availability change rapidly. If any of these items are approved for purchase, a new quote will be provided at the time of request.

Installation for these items is not included in the monthly Managed Services Agreement and will be invoiced separately. Shipping charges have been included in these estimates.

VILLAGE MAIN OFFICE	QTY	COST	TOTAL	PRIORITY
HPE: ProLiant ML30 Server 32GB RAM, (2) 1TB HDD, Microsoft WIN SRV 2022 16 Cores, 3YR On-site 24x7 / 4hr Response Time	1	\$4,872.35	\$4,872.35	4
APC: Smart-UPS 1000VA LCA 120VA (freight \$30.00 included)	1	\$898.26	\$898.26	5
HPE: ARUBA Instant ON AP22 Wireless Access Points (freight \$20.00 included)	3	\$238.90	\$716.70	6
HPE: ARUBA Instant ON 48-port Switch (freight \$20.00 included)	1	\$595.78	\$595.78	7
Total			\$ 7,083.09	

Priority #1 - The Village Office has a very old file server and needs to be replaced with newer equipment. This is a budgetary item for future replacement.

Priority #1a - The Village Office currently used a Unified switch which cannot be properly isolated on the network to provide optimum

Priority #2 - The Village Office is currently using a UPS that was installed in 2018. This is a budgetary item for future replacement.

Priority #3 - The Village Offices are currently using Unified Access Points which cannot be properly isolated on the network to provide optimum security.
security.



3681 Okemos Road - Suite 200
 Okemos, MI 48864-3285
 Phone: (517) 349-4900
 Fax: (517) 349-0983

Quote
 No: **12614**
 Date: 05/13/2025

**Thank you for supporting a
 Michigan small business, it matters!**

Prepared for:

Stockbridge, Village of

Heather Armstrong
 118 North Center St.
 PO BOX 155
 Stockbridge, MI 49285 USA

Account No.: 2998
 Phone:

Item ID	Description	Qty.	UOM	Unit Cost	Total
02000-3751	IRONSCALES: Complete Protect - 12 MOS	10	EA	\$63.00	\$630.00
				Your Price:	\$630.00
				Total:	\$630.00

Prices are firm until: 6/12/2025

Quoted by: Merry Achors, machors@gracon.com

Date: 5/13/2025

Accepted by: _____

Date: _____

Disclaimer:

Installation and/or training services are not included unless specifically stated as a line item on this quotation. The customer is responsible for all telephone expenses for technical support. A restocking fee of 25% of above sales price will be charged for any returned product.