



Village of Stockbridge

Special Council Meeting

Village Hall, 118 N. Center St Stockbridge, MI 49285

Monday, June 2nd 2025, 7:00 P.M.

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. 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.)

E. APPROVAL OF AGENDA

F. BUSINESS BEFORE COUNCIL:

A DPW Supervisor Hire

B. Investment Planning Quote

C. Closed Session To Review Attorney Opinion

D. 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. ADJOURN



A. Agenda Item Summary: Hiring of DPW Supervisor – Stefan Saunders

Management recommends hiring internal candidate **Stefan Saunders** as **DPW Supervisor** at **\$30/hour**, full-time with on-call and occasional evening/weekend duties. He will report to the **Village Manager and Council**, overseeing infrastructure and public spaces.

Stefan brings **7+ years of leadership** from the **City of Jackson**, with expertise in water/wastewater systems. He holds a **Class A CDL** and **S-3 Waterworks license**. Known for leading by example, mentoring staff, and showing strong commitment to the Village, he has already made a positive impact. Management and staff agree he is the best fit for this role.

B. Agenda Item Summary: Cash Flow Analysis Quote – Matthew Horning

The Village received a quote from **Matthew Horning** for a **five-year cash flow analysis**, a tool that projects future revenues, expenses, and cash availability.

This will help with:

- Long-term budgeting and planning,
- Identifying financial risks and opportunities,
- Supporting decisions on infrastructure and staffing.

It also improves investment strategy with **Michigan CLASS** and strengthens the Village's **borrowing capacity** for major repairs and upgrades.

Dates
Updated



Village of Stockbridge

Office of the President

Jill Marie Ogden

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email: president@vosmi.org

May 20, 2025

Stefan Saunders

Subject: Employment Offer – DPW Supervisor

Dear Stefan,

On behalf of the Village of Stockbridge, I am pleased to formally offer you the position of **Department of Public Works (DPW) Supervisor**, contingent upon the Village Council approval. We are excited for your advancement within our team and continuing contributions to the growth and development of our community.

Position Details:

- **Title:** DPW Supervisor
- **Start Date:** May 27, 2025 → 6/2/2025
- **Compensation:** \$30.00 hourly paid on a biweekly basis.
- **Benefit:** Full benefits including but not limited to MERS retirement, health, optical, dental and life insurance,
- **Schedule:** Full-time, generally Monday through Friday 7am-3pm, with occasional evening and weekend hours and on call responsibilities.
- **Reporting to:** Village Manager and Village Council.

In this role, your responsibilities will include overseeing all public works operations within the Village, managing the department's staff and resources, reporting progress to the village manager and council as a department head, and ensuring our infrastructure and public spaces are maintained at the highest standard.

> We are confident in your skills and believe your expertise will make a meaningful impact on our community. Should you accept this offer, we ask that you confirm your acceptance by signing and returning this letter by **May 23, 2025.** 2v D8

If you have any questions or need further clarification, please do not hesitate to contact me at president@vosmi.org or call/text **734-223-6548**.

Once again, we are thrilled about your advancement in the Village of Stockbridge team and look forward to your contributions to our community's success.

Warm regards,

Jill Marie Ogden

Village President

Village of Stockbridge

Acknowledgment and Acceptance of Offer

I, **Stefan Saunders**, accept the offer for the position of DPW Supervisor with the Village of Stockbridge as outlined above.

Signature: _____

Date: _____

Stefan Saunders

[REDACTED]
[REDACTED]
[REDACTED] stefansaunders96@gmail.com

Experience

City of Jackson, Jackson, MI

Maintenance Worker

February 2013 - Present

Education and Professional Development

Grass Lake High School, Grass Lake, MI

High School Diploma - 2014

- State of Michigan Class A Commercial Driver's License
- State of Michigan Waterworks System Operator S-3 License

Skills

- Efficiently operate front-end loader, excavator, and backhoe
- Repair storm sewer and water mains
- Replace curb stops, water valves, and fire hydrants
- Change and repair water meters
- Replace main line valves in homes and buildings
- Tree work/storm damage clean-up, asphalt work, and repairs
- Snow plow and salt city streets
- Pour and finish concrete
- Strong critical thinking and leadership skills; adaptable to any working environment and able to operate as part of a team

T-Bonds
Cash Flow

MVH Consulting, LLC

734-646-2051

matthew.v.horning@gmail.com

www.linkedin.com/in/matthewhorning/

PROPOSAL FOR VILLAGE OF STOCKBRIDGE, MI – May 19, 2025

BACKGROUND

Matthew Horning, Consultant, was asked by Heather Armstrong, Village Manager, to meet to discuss the possibility of performing a Cash Flow Analysis for the Village of Stockbridge. The meeting occurred on the morning of May 19, 2025. Mr. Horning reviewed the process he employs to perform data analytics on General Ledger data and walked Ms. Armstrong through a sample analysis and report performed recently.

PROPOSAL

Consultant will review General Ledger data from the three prior fiscal years. He will scrub data to remove all journal entries that could skew the data, such as transfers, reversals, corrections, year-end accounting entries, non-recurring items, etc. He will then perform data analytics on the cleaned data and develop a report of findings.

DELIVERABLE

Consultant will deliver a report that shows, both tabularly and graphically, the mean monthly and annual cash balances, by fund and account. The report will also show the mean monthly and annual cash outflows, by fund and account. Using this data, the report will illustrate the mean idle cash available to the Village on a monthly basis. The report will further delineate how much idle cash can be designated as long-term idle cash, and how much can be designated as short-term idle cash.

REQUIRED DOCUMENTATION

The Village will provide Consultant access to the following:

- Village BS&A software (General Ledger module) with Administrator level access via remote connection

TIMELINE

Once the Required Documentation is received, Consultant will require approximately one to two weeks to perform research, analytics, and develop the deliverable report. Consultant recommends a review meeting shortly after issuance of the preliminary deliverable. Insights from this meeting may be utilized to refine and/or clarify the deliverable report. Following this meeting, a final report can be issued within one week.

COST

The cost of the project is based upon the number of lines of data that need to be analyzed. Pricing is as follows:

Up to 25,000 lines	\$ 5,000
25,001-50,000 lines	\$ 7,500
More than 50,000 lines	\$10,000

Consultant estimates that the Village will fall into the first tier of pricing, at \$5,000.