



Stockbridge Downtown Development Authority

MEETING AGENDA

118 N. Center Street
Stockbridge, Mi, 48285

Thursday, August 22, 2024, 6:15pm

CALL TO ORDER

- Roll Call
- Pledge of Allegiance
- Approval of Meeting Agenda August 22, 2024.
- Approval of meeting minutes of July 25, 2024.
- Approval of meeting minutes of May 23, 2024.

PUBLIC COMMENT

FINANCIALS:

- Financials will be available next meeting Clerk on vacation.
- For reference, please find attached Amended approved 2024/2025 SDDA budget.

UNFINISHED BUSINESS

1. Settlement Resolution to settle once and for all, all discrepancy of the Villages none – payment of \$97,353.36, the Village over – payment of \$87,480.05 and that the Stockbridge Downtown Development Authority hereafter referred to as the SDDA underpayment of \$7,392.81 for captured tax revenue, from March 01, 2009, up to February 29, 2024, to the SDDA spanning 15 years.
2. Repair of Crack in pump track will start August 26, 2024 for about 3 days.
3. Results of SDDA audit
4. Community Report on Aldies

NEW BUSINESS

1. Total Local Teresa Miller question on of due we want to renew our Social Media Post Social Media Management contract with total local for one year at \$100.00 a month, total for year \$1,200.
2. Request for \$500. Sponsorship Joey Lentine for a Stockbridge Farmers Market .
3. Village Council approved the 5-year revenue sharing agreement for 2024 thru 2029. On August 05, 2024
4. Village Council approved the 2024 Plan amendment on August 5, 2024, notice of approval sent to Lansing state journal on August 07, 2024

PUBLIC COMMENT

Board members Concerns, Suggestions or Recommendations.

NEXT MEETING

- Next SDDA suggested meeting date is September 26, 2024.

ADJOURNMENT Attachments

Agenda

Minutes of July 25, 2024.

Amended Approved 2024/2025 SDDA budget.

SDDA Audit Report

American Ramp Company is coming to repair pump track on the August 26, 2024.

Copy of Accounts Payable report for August 05, 2024

Copy of thank you letter from Positively Chiropractic

Copy of thank you letter Joey Lentine

\$500. Sponsorship Joey Lentine for a Stockbridge Farmers Market

Need to update our internet site home page see internet address to review

Copy of proposal from Total Local Social Media 1 year contract.

Also Copy of request for Including us in the Stockbridge phone book.



STOCKBRIDGE DOWNTOWN DEVELOPMENT AUTHORITY
118 North Center Street
Thursday, July 25, 2024 6:15 pm
Unapproved Meeting Minutes

CALL TO ORDER at 6:15 pm by Chair Anderson.

ROLL CALL:

Present: Anderson, Armstrong, Conant, Dzurka, Lampart, Stevens, Ogden.

Absent: Fillmore.

PLEDGE OF ALLEGIANCE was led by Chair Anderson.

APPROVAL OF MEETING AGENDA:

Chair Anderson made a motion to re-arrange the order of the agenda to accommodate several people who needed to leave the meeting early. Support by Conant. All in favor. Motion carried.
Motion by Conant with support by Lampart to approve the minutes of the May 23, 2024, meeting. All in favor. Motion carried.

PUBLIC COMMENT:

Teresa Miller from TOTAL LOCAL gave a presentation about updates to the "phone book" business directory they publish which is supported by advertisers. She also gave an update on Facebook followers. Armstrong mentioned the need for updating Village Council information.

Richard from LEAP introduced himself and discussed how LEAP supports small businesses.

FINANCIALS:

Motion by Anderson with support by Armstrong to approve the financials as presented.

Roll call:

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

Nay: None.

Absent: Fillmore.

UNFINISHED BUSINESS:

Discussion postponed until August meeting.

NEW BUSINESS:

A. Motion by Armstrong with support by Ogden to reimburse Chair Anderson \$200 for copies, scanning and wear and tear on his personal computer.

Roll call:

Aye: Dzurka, Armstrong, Lampart, Stevens, Ogden, Conant

Nay: None.

Absent: Fillmore.

Abstain: Anderson

B. Motion by Anderson with support by Conant for the SDDA to support a Plan Amendment to include a north/south sidewalk between Eaton Community Bank parking lot and the east/west sidewalk on West Main which would lead to the Adiska building (\$2,250); recordkeeping/filing (\$2,000); and an additional amount to cover annual increases in the revenue sharing agreement between the Village and the SDDA (\$4,500). All in favor. Motion carried.

C. Motion by Anderson with support by Armstrong to approve a 5-year revenue sharing agreement (2024-2028).

Roll call:

Aye: Armstrong, Anderson, Lampart, Stevens, Ogden, Conant, Dzurka

Nay: None.

Absent: Fillmore

D. An ad hoc committee consisting of Nelva Lampart and Jordan Dzurka was formed to study the potential of bringing Aldi to Stockbridge.

PUBLIC COMMENT: None.

ADJOURMENT: Motion by Conant with support by Ogden to adjourn the meeting at 6:59. All in favor. Motion carried.

NEXT MEETING is August 22, 2024 at 6:15.

Respectfully submitted,
Molly Howlett, Recording Secretary

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

VILLAGE OF STOCKBRIDGE
Ingham County, Michigan

BALANCE SHEET
DOWNTOWN DEVELOPMENT AUTHORITY - COMPONENT UNIT
GOVERNMENTAL FUND
February 29, 2024

	<u>Downtown Development Authority</u>
<u>Assets</u>	
Cash and Cash Equivalents	\$ 227,947
Due from Other Governmental Units	<u>76,242</u>
Total Assets	<u>\$ 304,189</u>
<u>Liabilities</u>	
Due to Primary Government	\$ <u>34,734</u>
<u>Deferred Inflows of Resources</u>	
Unavailable Revenue - Property Taxes	<u>52,185</u>
<u>Fund Equity</u>	
Fund Balance:	
Restricted For:	
Economic Development	<u>217,270</u>
Total Liabilities, Deferred Inflows of Resources and Fund Equity	<u>\$ 304,189</u>

VILLAGE OF STOCKBRIDGE
Ingham County, Michigan

DOWNTOWN DEVELOPMENT AUTHORITY - COMPONENT UNIT -
RECONCILIATION OF TOTAL GOVERNMENTAL FUND
BALANCES TO NET POSITION OF GOVERNMENTAL ACTIVITIES
February 29, 2024

Total Governmental Fund Balances \$ 217,270

Amounts reported for governmental activities in the statement of net position
are different because:

Capital assets used in governmental activities are not financial resources and,
therefore, are not reported as assets in governmental funds. Capital assets at
year end consist of:

Capital Asset Cost	\$ 981,070	
Accumulated Depreciation	<u>(277,968)</u>	
		703,102

Other assets are not available to pay for current period expenditures and,
therefore, are deferred in the governmental funds:

Real and Personal Property Taxes	<u>52,185</u>
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Total Net Position - Governmental Activities	\$ <u><u>972,557</u></u>
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VILLAGE OF STOCKBRIDGE
Ingham County, Michigan

STATEMENT OF REVENUE,
EXPENDITURES AND CHANGES IN FUND BALANCES -
DOWNTOWN DEVELOPMENT AUTHORITY - COMPONENT UNIT - GOVERNMENTAL FUND
For the Year Ended February 29, 2024

	<u>Downtown Development Authority</u>
<u>Revenue</u>	
Property Taxes	\$ 209,637
Interest and Rentals	<u>7,698</u>
Total Revenue	<u>217,335</u>
<u>Expenditures</u>	
Current:	
Community and Economic Development	385,811
Capital Outlay	<u>11,609</u>
Total Expenditures	<u>397,420</u>
Excess of Revenue Over (Under) Expenditures	(180,085)
Fund Balances - Beginning of Year	<u>397,355</u>
Fund Balances - End of Year	<u>\$ 217,270</u>

VILLAGE OF STOCKBRIDGE
Ingham County, Michigan

DOWNTOWN DEVELOPMENT AUTHORITY - COMPONENT UNIT - RECONCILIATION OF THE STATEMENT OF
REVENUE, EXPENDITURES AND CHANGES INFUND BALANCES OF THE GOVERNMENTAL
FUND TO THE STATEMENT OF ACTIVITIES
For the Year Ended February 29, 2024

Excess of Revenue Over (Under) Expenditures - Governmental Fund \$ (180,085)

Amounts reported for governmental activities in the statement of
activities are different because:

Receivables not currently available are reported as revenue when
collected or when currently available in the fund financial statements
but are recognized as revenue when earned in the government-wide
financial statements:

Real and Personal Property Taxes (4,064)

Governmental funds report capital outlays as expenditures. However,
in the statement of activities, the cost of those assets is allocated over
their estimated useful lives as depreciation expense.

Capital Outlay

\$ 296,843
(38,340)

Depreciation Expense

258,503

Change in Net Position of Governmental Activities

\$ 74,354

Stockbridge, MI Pumptrack Issues

External

Inbox

Search for all messages with label Inbox
Remove label Inbox from this conversation



Joshua Quade <JQuade@americanrampcompany.com>

Mon, Jul 1,
4:01 PM

to me, jesse.braden@velosolutions.com, Braxton

Daryl,

We have seen the pics from the cracking on the pumptrack, thank you for letting us know. We are currently looking at mid-September to come back and address those issues. I will confirm our specific date as we get closer.

Please let me know if you have any follow up questions.

Thank you,
Josh Quade

INVOICE JOURNAL PROOF REPORT FOR VILLAGE OF STOCKBRIDGE

08/05/2024 02:27 PM

User: DDA

DB: Stockbridge

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
08/05/2024	AP	GORMLEY LAW OFFICES, PLC 101 E. GRAND RIVER AVENUE FOWLERVILLE MI 48836 LEGAL FEES Vnd: 248-GOR00 Invoice: 463	Invoice: 463 Ref#: 12131 (JUNE INVOICE- 6.25 & 6.27.2024) 248-000-801.000 248-000-202.000	214.00	214.00
		Expected Check Run: <Not Set>		214.00	214.00
08/05/2024	AP	TOTAL LOCAL P.O. BOX 305 FATON RAPIDS MI 48827 PROFESSIONAL SERVICES-WEBSITE Vnd: TOTAL Invoice: 32482	Invoice: 32482 Ref#: 12132 (JULY PROJECT MANAGEMENT STATEMENT) 248-000-818.001 248-000-202.000	210.00	210.00
		Expected Check Run: <Not Set>		210.00	210.00
				424.00	424.00
Cash/Payable Account Totals:				424.00	424.00
ACCOUNTS PAYABLE				TOTAL INCREASE IN PAYABLE:	424.00

He SDDA

We didn't update this page for this summer. Probably we should make it more

general so that we don't have to update it yearly:

<https://www.stockbridgedda.org/veteranspark>

Thank You!

Stockbridge DDA,

Because of incredible sponsors like yourself, we were blessed to host our 8th annual Be Fit 5K Fun Run this year! With your partnership, we've been able to impact the lives of people in our community. We have many first-time runners and numerous returning runners. Our office strives to empower individuals towards their health goals, and we are honored that you joined us in this endeavor!

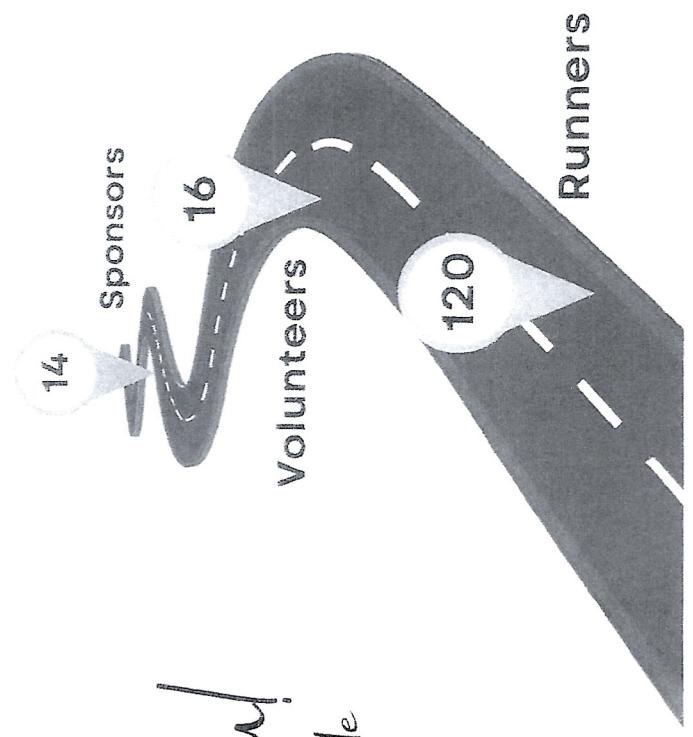
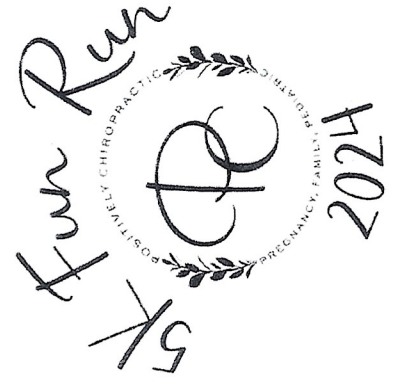
From the bottom of our hearts,

Thank you!

Christina
Erin
Tunde
Mike Felt
Karl Kim

CHIROPRACTIC

PREGNANCY • FAMILY • WELL-BEING



Thank You!
 Your donation made
 an impact!

June 23, 2024

Stockbridge DDA
Board members

I would like to thank the Stockbridge DDA for your support of the Stockbridge Farmers Market.

We now have a new location this year at the S.A.E.S.A. building. We are doing better at this location.

As I mentioned last year, I will update you on the funds we received from you in 2023. You were generous in your donation of \$500.00. I used \$200.00 for our marketing.

We respectfully request a donation for 2024 as we are moving forward with advertisement needed to bring attention to our market. We have several loyal vendors who show up weekly. The cost to advertise is high. We are looking at advertising in the Stockbridge Community News. We are also looking into becoming a non-profit.

We would appreciate your consideration in a donation for the 2024 year.

Sincerely,

A handwritten signature in cursive script that reads "Joey Lentine".

Joey Lentine
Stockbridge Farmers Market
5142 S M 106
Stockbridge, MI. 49285
248-561-7857



Stockbridge Downtown Development Authority
Request of SDDA Sponsorship
118 N. Center Street
P.O. Box 155
Stockbridge, Mi. 49285

To: Event coordinators

Every applicant requesting SDDA sponsorship shall provide the below listed information to the SDDA Chair Daryl Anderson at
danderson@stockbridgedda.org

I Joey Lentine, MARKET MANAGER am requesting.

Applicant name Title
\$ 500.00 for Sponsorship of STOCKBRIDGE FARMERS MARKET
Name of event

1. Date or Dates of event EVERY TUESDAY, JUNE - SEPTEMBER
5:00 PM - 7:00 PM
2. Location of event: S.A.E.S.A.
3. SDDA sponsorship funds will be used for Advertising of the event ?
4. Approximately how many people do you anticipate will attend the event? 50
5. Will you need the resources of the Villages Department of Public Works? If yes what help do you require?
No, thank you.



Stockbridge Downtown Development Authority
Request of SDDA Sponsorship
118 N. Center Street
P.O. Box 155
Stockbridge, Mi. 49285

6. Are you aware of any business in the Village that will benefit from your event?

a. Plane Food Market

b. _____

c. _____

7. In return for receiving SDDA sponsorship funds. It is understood that the SDDA will receive recognition on all advertising and if the SDDA is the primary sponsor, it will be so mentioned.

6. Be advised that the SDDA is not responsible for promoting your event, You are encouraged to contact Total Local for that activity.

Teresa Miller
tmiller@totallocal.com



**Publishing, Printing, &
Marketing Services**

STOCKBRIDGE DDA

Sold To

STOCKBRIDGE DDA
118 N Center St
Stockbridge, MI 49285

Bill To

STOCKBRIDGE DDA
118 N Center St
Stockbridge, MI 49285

Proposal #: 33153**Date:** Jul 30, 2024**Account Rep:** Teresa Miller**Billing Email**

danderson@stockbridgedda.org

Product

Social Media Post Social Media Management

-

\$1,200.00

Deliver Date: Jul 30, 2024

Sub Total: \$1,200.00

Sub Total	\$1,200.00
Discount	\$0.00
Tax	\$0.00
Total	\$1,200.00

NOTES/AMENDMENTS

Limited Social Media Management includes 3-4 posts per week.

PHONE NUMBER(S) TO BE PUBLISHED**ENHANCED WEB LISTING KEYWORDS****Schedule of Payments**

Due On	Notes	Status	Amount	Balance
Sep 01 2024		Pending	\$100.00	\$100.00
Oct 01 2024		Pending	\$100.00	\$100.00
Nov 01 2024		Pending	\$100.00	\$100.00
Dec 01 2024		Pending	\$100.00	\$100.00
Jan 01 2025		Pending	\$100.00	\$100.00

Feb 01, 2025	Pending	\$100.00	\$100.00
Mar 01, 2025	Pending	\$100.00	\$100.00
Apr 01, 2025	Pending	\$100.00	\$100.00
May 01, 2025	Pending	\$100.00	\$100.00
Jun 01, 2025	Pending	\$100.00	\$100.00
Jul 01, 2025	Pending	\$100.00	\$100.00
Aug 01, 2025	Pending	\$100.00	\$100.00

Terms and Conditions

BY SIGNING THIS CONTRACT, I agree that the amount shown in the "Total Balance" field will be paid as outlined above.

ALL INVOICES ARE NET 15. Past due accounts will lose any discounts previously offered and will be subject to a monthly finance charge of 1.5% of the outstanding balance.

I UNDERSTAND that if my invoice is not paid within 30 Days from signing the contract, Total Local will send an UPDATED INVOICE with a notification that 1.5% of my balance, after removing any and all discounts, is being charged as a monthly late fee.

I UNDERSTAND that at 60 Days from signing the contract, if I have not paid my invoice, Total Local will send a second UPDATED INVOICE with a notification that 1.5% of my balance is being charged as a monthly late fee.

I UNDERSTAND that at 90 Days from signing the contract, if my invoice is still unpaid, Total Local will send a third and FINAL INVOICE with a notification that 1.5% of my balance is being charged as a monthly late fee, with an in house collection letter stating that at 100 days past the signing of my contract, Total Local will be sending my account to a collection agency and that I will be liable for all costs associated with this process.

I UNDERSTAND that, if I have requested Proof Approval for my advertising, I will be provided with three (3) opportunities to approve my ad(s). If I have not approved the advertising or am not currently working with the production department to resolve any issues, by the deadline, I understand that my ad(s) will run "as is" with no credits or adjustments made on future contracts.

BY EXECUTION OF THIS AGREEMENT, the parties consent to venue in Eaton County, Michigan of any action brought to enforce the terms of this agreement or to collect any monies due under it. This advertising agreement may be canceled by either party within 10 days of the date signed. After 10 days, all ad space becomes non-cancelable and no refunds will be offered.

STOCKBRIDGE DDA Representative



Publishing, Printing, & Marketing Services

New Community Magazine Format

Total Local Stockbridge

We are launching Total Local Stockbridge with an all-new magazine look and additional content to appeal to a wider audience. Our Stockbridge edition will still be annual and have the business directory that we've published in Stockbridge since 2002 as Total Local, and formerly as CRG Directories.

Why? To increase readership and raise the perception of the content in our Total Local publications, we've decided to take off all but one of the front cover ads. We are also adding games, giveaways, and several feature articles, with a local flair, for our readers. Below is the cover of Total Local Stockbridge 2022 (left) and a sample edition of Total Local Grand Ledge (right), without the front cover ads. Total Local Stockbridge 2024 will look similar to the sample, but say Stockbridge instead.



Stockbridge 2024

5,000 guaranteed minimum distribution through EDDM & rack distribution

- Close Date September 5, 2024
- Production Deadline September 15, 2024
- Payment Deadline September 20, 2024
- Distribution October 15 to November 1, 2024

Contact: Teresa Miller, President, 734-845-2421, tmiller@totallocal.com



Publishing, Printing, & Marketing Services

Print + Online Components

Print

- Total Local Stockbridge delivered through Every Door Direct Mail (EDDM) and rack distribution
- Eye-catching publication with valuable articles, classifieds, menus, coupons, games, and giveaways to increase readership
- Display advertisers also get their logo (Free Logo Inline Ad) with their listing in the Business Directory and are listed in the index to advertisers

Online (included)

- TotalLocal.com - Display ads featured and a unique profile page with links to your website for increased SEO
- Facebook - Ads posted on our pages in each of the communities in which you advertise. Your website or facebook page link and phone number is posted
- ISSUU - Flippable digital edition with links from your ad to your website for increased SEO

Pricing

Price is per issue, if you commit to more than one edition, per ad price decreases

Ad Size	1x	2x	3x	4x
Back Cover(1/2 Page included)	\$3,900	\$3,738	\$3,575	\$3,250
Spread	\$3,000	\$2,875	\$2,750	\$2,500
Full Page	\$1,845	\$1,769	\$1,692	\$1,538
Front Cover (1/4 Page included)	\$1,380	\$1,323	\$1,265	\$1,150
Half Page	\$975	\$935	\$894	\$813
1/4 Page	\$635	\$608	\$582	\$529
Menu (full page size)	\$635	\$608	\$582	\$529
Coupon (1/4 Page size)	\$375	\$360	\$344	\$313
Classified	\$50	\$48	\$46	\$42

Ad Price Per Issue _____ **x Number of Issues** _____ = **Total** _____

Business Directory also includes: Standard Regular Listings (\$65 each), Extra Lines (\$35 each), Bold Line Listings (\$120 each), Logo Inline Ads (\$300 each)

New! Ask about our content placement for community organizations and content sponsorship options for advertisers

Plus Digital! We also offer programmatic digital packages for extending your audience reach online during the print publication life cycle, including demographic targeting, site retargeting, keyword retargeting, geofencing, geotargeting, and more!

Contact: Teresa Miller, President, 734-845-2421, tmiller@totallocal.com