



Stockbridge Downtown Development Authority

MEETING AGENDA

118 N. Center Street
Stockbridge, Mi, 48285

Thursday, September 26, 2024, 7:00 p.m.

CALL TO ORDER

- Roll Call
- Pledge of Allegiance
- Approval of Meeting Agenda September 26, 2024.
- Approval of meeting minutes of August 22, 2024.

PUBLIC COMMENT

FINANCIALS:

- Financials from August 22, 2024, to September 26, 2024.
- For reference, please find attached amended approved 2024/2025 SDDA budget.

UNFINISHED BUSINESS

1. Abbreviated copy Settlement agreement with Village (that will be turned into a resolution) settling once and for all, all discrepancy of the Villages nonpayment and overpayment of TIFD Captured taxes for Calendar years spanning 2009 to 2024.
2. The committee formed to resolve proposals with Total Local met twice and have provided direction to Total Local for Phone book insert, Flyer, and Web page updates.

NEW BUSINESS

1. Copy of email from Josh with American ramp company offer of a Extended warranty of pump track
2. Copy of Email from Steve Mussio Owner, Delights Christmas Light Installation

PUBLIC COMMENT

Board members Concerns, Suggestions or Recommendations.

NEXT MEETING

- Next SDDA meeting is scheduled for October 17,2024 at 7:00 p.m. .

ADJOURNMENTAttachments

Agenda

SDDA September 26, 2024, meeting agenda

Unapproved Minutes of August 22, 2024.

Amended Approved 2024/2025 SDDA budget.

Copy of American Ramp Company offer for purchasing an extended warranty.

Copy of email about Christmas lights

Copy of Accounts Payable report for September.



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UNAPPROVED AUGUST 22, 2024, MEETING MINUTES

The meeting was called to order at 6:48 p.m.

Roll Call : Present were Anderson, Armstrong, Dzurka, Lampart, Mellisa.
Absent: Fillmore, Conant, Stevens

- Also present were SDDA Attorney John Gormley, Village President Jill Ogen, Total Local Owner Teresa Miller and LEAP Representative Richard Enty
- Motion made to approve August 22, 2024, meeting agenda by Mellisa support by Heather. Discussion Daryl wants to add the need to notify Chair if the board member plans to attend or decides not to attend a Scheduled SDDA meeting by at the latest the Monday proceeding the meeting. Also add to the agenda discussion about updating our pamphlet / brochure. Also add to the agenda updating web page . Then add under new business the question of do we want to place a ¼ page ad in the local Business directory. Also, a request made by Mellisa to add to the agenda under new Business shifting the time of SDDA meetings. Motion to approve amended agenda by Mellisa second by Heather. Voice vote: All in favor of approving the amended agenda signify by saying Yea. Those opposed signify by saying nay. The Voice vote was all yeas. No Nays. Motion carried.

NEW BUSINESS

- The Chair moved Total Local topics to front of Unfinished and New Business
 1. First up was a discussion of SDDA Brochure/Pamphlet(cost is \$285.00 for 500 pamphlets).
 - a. Daryl to ask Laura Loomis about the possibility of placing SDDA pamphlets in State Highway rest areas.
 - b. Teresa, as an example of update need to change address and need events updated and other things. Daryl made a motion to duplicate the current pamphlet but update it. Second by Mellisa. More Discussion Mellisa suggested that before actually printing that we make sure that we can actually place pamphlets in highway rest areas. More Discussion a suggestion was made among many to replace town hall pitcher with pump track. Daryl Suggested a committee be assigned. Committee was appointed by Chair comprising of J.D. , Mellisa, Heather and I to meet on coming Sunday August 25, 2024, at 10:30 am.
 2. Next topic: Teresa brought to our attention the need to update our web page. An example given of types of updates needed is to remove Hunter from it and correct other information on it. This topic was added to Sunday's committee meeting agenda.
 3. Next topic: Teresa asked if we wanted to renew the SDDA Social Media contract is \$100.00 month. Daryl made a motion to renew social media contract Mellisa Seconded. No further discussion Roll call vote: If in favor of renewing Social Media contract respond with yes if not in favor of renewing social media contract respond with no. Anderson yes, Armstrong yes, Dzurka yes, Lampart yes , Mellisa yes. Motion carried social media contract is approved for renewal.
 4. Next Topic: Do we want to place a ¼ page ad in the local Business directory. Teresa talked about what the benefits are of putting an ad in the Business directory. More discussion ensued. Decision made to add question to Sunday's committee meeting discussion. Motion made to approve the \$635.00 by Daryl second by Heather discussion Roll call vote: If in favor of placing a ¼ page SDDA add in Business directory for the cost of \$635.00 respond with yes if not in favor of placing a ¼ page SDDA add in

Business directory respond with no. Anderson yes, Armstrong yes, Dzurka yes, Lampart yes , Mellisa yes. Motion carried placing a ¼ page SDDA add in Business directory for \$635.00.

- Mellisa reminded Chair that we had failed to do the Pledge of Allegiance was led by Chair Daryl Anderson
- Mellisa made a motion to approve meeting minutes of July 25, 2024, second by Heather. Discussion? No discussion. Voice vote: All in favor signify by saying Yea. Those opposed signify by saying nay. The Voice vote was all yeas. No Nays. Motion carried.
- Mellisa made a motion to approve meeting minutes of May 23, 2024, second by Lampart, Discussion? No discussion. Voice vote: All in favor signify by saying Yea. Those opposed signify by saying nay. The Voice vote was all yeas. No Nays. Motion carried.

FINANCIALS:

- Motion by Mellisa to approve the Financials second by Heather Discussion. Discussion. Of \$1,406.00. Roll call vote. Respond by saying yes if in favor of paying financials total of \$1,406.00 if not in favor say no. Anderson yes, Armstrong yes, Dzurka yes, Lampart yes , Mellisa yes . Motion carried for approval of paying financials.

PUBLIC COMMENT

The chair forgot to open public comment . there was no one preset other than those listed above .

UNFINISHED BUSINESS

1. Daryl informed the board that maybe he has determined due to the **fantastic job by the new Village Treasure** in providing a report he has been requesting for at least the last 2 years or so of the possibility that the village owes the SDDA and additional \$100,000.
2. Repair of Crack in pump track will start August 26,2024 for about 3 days. Daryl displayed sign he had purchased with Closed for Repairs displayed on sign .

NEW BUSINESS

1. Daryl discussed the need for board members to let him know if they are or aren't going to attend a scheduled SDDA monthly meeting. He informed the board that it is very frustrating to not know if we are going to have a quorum until the last minute. Daryl also informed the Board that not knowing in a timely matter can have very expensive financial repercussions. If not informed in a timely manner our attorney could in my opinion bill for having reviewed the meeting packet. Attorney could I believe bill for not being informed in a timely manner that the meeting is cancelled. (John has never done so!) but I believe he would be entirely within his legal rights to do so. Especially if he is not called off until he is almost at the meeting. In addition, the Village Clerk has significant time invested in getting meeting packet together, setting up meeting room etc. So, I'm asking for an agreement and understanding that from now on going forward I will send out my usual 2 emails with meeting agenda and meeting packet asking for a response of who is going to attend the upcoming scheduled meeting. Daryl will also assure that a Group Text is sent out at the latest on the Monday proceeding the upcoming schedule meeting. Failure to obtain responses from sufficient board members to make a quorum (5) by Tuesday morning will result in cancelling the SDDA meeting.
2. Mellisa made a motion to change the time of day the SDDA meeting are held from 6:15 pm. to 7:00 p.m. and at same time also change the dates of scheduled SDDA board meeting for the months of November from Nov. 28,2024 to Nov. 21, 2024, and December from Dec. 26, 2024, to Dec. 19, 2024. Second by Daryl. Discussion: Some discussion ensued . The attorney looked up the legal requirements associated with changing the time of day and days on which we hold our SDDA meetings. John research determined that within 3 business days of the Board voting to make the changes the new schedule they must be posted on both the SDDA internet site and also display notice of change in Villages encased exterior bulletin board. Roll Call vote taken for those in favor of making the above reference changes answer by saying yes those opposed answer by saying no. Anderson yes,

Armstrong yes, Dzurka yes, Lampart yes , Mellisa yes . Motion carried for making the meeting time and meetings schedule date changes as described above.

3. Request for \$500. Sponsorship Joey Lentine for a Stockbridge Farmers Market. Motion to approve the \$500.00 sponsorship was made by Daryl second was by Mellisa. Discussion. None. Roll Call vote taken for those in favor of sponsoring the Stockbridge Farmers Market answer by saying yea those opposed answer by saying no. Anderson yes, Armstrong yes, Dzurka yes, Lampart No., Mellisa nay . Motion carried there were four votes yea one vote nay for sponsoring the Stockbridge Farmers Market.

PUBLIC COMMENT

- LEAP Representative Richard Enty spoke.
- Board members Concerns, Suggestions or Recommendations.
 - No comments

ADJOURN

- Motion to adjourn by Mellisa second by Heather. No discussion. Voice vote: All in favor signify by saying Yea. Those opposed signify by saying Nay. The Voice vote was all Yeas. No Nays. Motion carried. The meeting was adjourned at around 7:50 p.m.

NEXT MEETING

- Next SDDA suggested meeting date is September 26, 2024, at new meeting time of 7:00 p.m. .

July 19, 2024

AMENDED SDDA BUDGET

On July 12, 2024, the SDDA 2024/2025 Budget that was approved by the Village Council on

February 05, 2024 was amended to reflect action taken by SDDA board at their may 23, 2024 meeting.

The budget was amended as directed at the May 2024 meeting, moving \$2500 from Misc-248-000-956.000 to A Day in the Village-248-000-899.001.

- Misc 248-000-956.000 budget is now \$500
- A Day in the Village budges is now \$10,000

ESTIMATED REVENUES Dept 000 - GENERAL		2024/2025 budget
248-000-4002.000	TAX REV FROM TOWNSHIP	\$93,000
0	TAX REV FROM VILLAGE	\$104,000
248-000-402.001	CARRY FORWARD	\$0.00
248-000-402.000	DELINQUENT TAX REVENUE	\$ 10,000
248-000-411.000	INTEREST ON BANK ACCOUNT	\$1,000
248-000-663.000		
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
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Sep 12, 2024, 9:36 AM (6
days ago)

Joshua Quade

to Braxton, Marc, me

Daryl,

See our prices below:

2yrs - 8,960

5yrs - 20,160

10yrs - 33,600

Let me know which you are interested in.

Thank you,

Steve Mussio

From:mussio2002@gmail.com

Bcc:andersonmechelec@frontier.com

Mon, Sep 16 at 5:09 PM

Dear Customer,

I hope this past year went well for you and your family. I've known most of you for many years, and we are in contact at a special time each year. To me and my team, customers are much more than just clients. So I hope you and your loved ones are safe and healthy!

We will begin installing lights starting the first week of October. Because of the heavy volume of clients, we need to start this early to ensure installation. Please understand we will not be installing any greenery (wreaths or garland) before November 1st. For example, if your display has lights and wreaths, we would install the lights only, and come back and install the wreaths when you request to be officially started (timers on). You will let me know when you want your display to start/light up (example: Nov 15th) and we will then turn on the timer and install the greenery at the same time.

If you don't contact me, I will understand that you don't have a date preference, and we will install your decorations when we are in your area. Please contact us if you have a PREFERRED SPECIFIC DATE (we will do our best, but can't guarantee a preferred date). If you have decided to not have your lights installed this year, please let us know immediately so we can separate your items before the season gets "rolling".

Any client that we install before October 31 will receive a 5% discount, excluding commercial accounts. All clients installed after October 31 will be regular price. We are very much looking forward to servicing the Delights customers this holiday season.

If you are planning any changes to your display, please contact me as soon as possible (734) 417-2212.

I appreciate your understanding as I can guarantee our same quality customer service.

Thank you,

Steve Mussio Owner, Delights Christmas Light Installation

John: We think we need a Resolution for the Village Council and SDDA agreeing on a settlement of SDDA TIFD, Tax revenue over Payments and underpayments from the beginning of Calendar year 2009 to the end of Calendar year 2023. And for the SDDA making the final payment due the Village for the Revenue sharing agreement that spanned Fiscal years March 01, 2023, and ending February 29, 2024

DISCUSSIONS

Topic #1 : Discussion: What would be a fair settlement of 15 years of accounting errors spanning Calendar years 2009 to 2023 pertaining to distribution of tax revenues generated from parcels located within the Tax Increment Finance District (TIFD) as required by the Recodified Tax Increment Financing District Act 57 of 2018 which replaced Act 197 PA 1975 on January 01, 2019. and by Village ordinances: (1986 Plan Amendment ordinance number 1300), (1991 Plan amendment ordinance number 1301), (1993 Plan amendment ordinance number 1302), (1995 Plan Amendment number 1101).

Topic #1: Decision: The Village (President) and the SDDA Chair have reached an agreement that a onetime payment of **\$6,632.58 is due the SDDA** to settle for the last time, all discrepancy of the Villages None –Payments and Over Payments beginning the calendar year of 2009 up to end of Calendar year 2023. **See Exhibit F-** For Table Showing all financial documentation that resulted in this agreement.

The \$6,632.58 will be drawn from the 2023 undistributed TIFD, Captured revenue remaining balance of \$77,555.81. (\$94,821.93 - \$17,266.12 = \$77,555.81).

Exhibit - F. Table and Calculations developed by the SDDA Chair that details all gathered financial information from 2009 to 2023 that resulted in this Agreement

Synopsis of Table - F

\$483,104.04 - \$464,720.75 = \$18,383.23 owed to the SDDA, add to this the \$1,117.17 That the SDDA will not reimburse the Village overpayment that occurred during the first 9 years out of the 15 years also add in the \$4,398.30 Village overpayment that occurred during the remaining 6 years of the 15-year audit that the Village

President agrees that the SDDA does not need to reimburse the village. Therefore, the Total Settlement amount due the SDDA for Final settlement of the 15-years covered in audit is \$23,898.70. As the Village has already paid the SDDA the \$17, 266.12 the remaining balance still owed the SDDA to settle once and for all from beginning of Calendar year 2009 to end of Calendar year 2023 is \$ 6,632.58.

Topic #2: Discussion of Auditors findings:

Please review: **Exhibit A-** Auditor table of settlement.
Exhibit B- Auditor Email . **Exhibit C-** List of all checks issued to the SDDA for distribution of captured TIFD taxes beginning October 28, 2008, and ending August 23, 2023.
Exhibit D- BS&A documents used by auditor for determining amount of TIFD, Captured taxes for each Calendar year starting at the beginning of calendar year 2009 to the end of calendar year 2023. **Exhibit E:** - Copy of BS&A documents used by Daryl provided by Samantha for determining amount of TIFD, Captured taxes for each Calendar year starting at the beginning of calendar year 2009 to the end of calendar year 2023.

Topic #2: Decision: The Auditors findings will not be used for the resolution of these negotiations that resulted in a final settlement agreement.

Topic #3: Discussion: Will the SDDA allow the Village to recapture the overpayment of \$1,117.17 that occurred during the calendar years 2009 to Calendar year 2018

Topic #3: Decision: The SDDA will not allow the Village to be reimbursed the \$1,117.17 for overpayment during the Calendar years 2009 to 2018.

Justification: State law does not require repayment of owed money after 6 years as the Villages claim is 15 years old, the SDDA invokes the State exemption of not required restitution after 6 years without a court order to make the repayment.

Topic #4: Discussion on: Did the Village distribute the Alleged Calendar Year 2024 Tax Increment Finance District (TIFD), Captured tax revenue of \$104,489.44 in 2024 as shown on Auditors Table **Exhibit #A** or was it actually distributed in the Calendar Year of 2023 to pay for the Captured TIFD Taxes of calendar year 2022. **Exhibit #C**- List of all checks and date checks were issued. Please See Exhibit -E for Documentation of this decision.

Topic #4 Decision: The Check for \$104,489.44 was issued to pay the SDDA for TIFD, Captured tax revenue for Calendar year 2022 not calendar year 2024.

Topic #5 Discussion : Is the Village requiring the SDDA to reimburse them for all over payments that occurred during the Calendar years beginning 2019 to end of Calendar year 2023. I.e., the last 6 years of the 15 years evaluated by the auditors.

Topic #5 Decision: The Village President has agreed to settle for the repayment only of the overpayments that occurred during calendar years 2019: \$13,023.36 , 2020 : \$26,491.74 and 2021: \$32,525.20. The overpayment in Calendar year 2013 of \$7,136.04 which is offset by the underpayment to the SDDA in Calendar year 2019 of \$2,737.74 results in the Village forgiving \$4,398.30.

Topic #6: The Revenue /Sharing Agreement Final Payment:

Topic #6 Decision: The SDDA in honoring the March 01, 2021, through February 29,2024, Revenue sharing agreement agrees to compensate the Village for service rendered during the Fiscal year beginning March 01, 2023 and ending February 29, 2024 in accordance: Article - Share of Tax Increment Revenues, Section 101- Agreement to Share Tax Increment Revenues, Subsetion101.1- Years of Revenue Sharing Agreements over three Years: Paragraph III- For March 1, 2023 - February 28, 2024 the amount of \$52,000.00 under the assumption that the duties outlined in Article II will begin March 1, 2023 and end February 28, 2024, (hereinafter, the “Shared Revenues”). Please see copy of said revenue sharing agreement **Exhibit #G**.

Topic #7: Discussion: What procedure / method is to be used for making final the payment for settling the 15 years of accounting errors for applicable to distribution of TIFD captured Taxes by Village to the SDDA.

Topic #7: Decision: Procedure / Method that is to be used for making final payment **\$6,632.58** for settling all 15 years and making the final \$52,000 payment of the 2021 to 2024 Revenue Sharing agreement payment from SDDA to Village.

Step 1. The Villages shall write the \$6,632.58 check to the SDDA from ***Village Checking account*** drawing from the remaining non- disbursed 2023 TIFD captured tax balance of \$77,555.81. ($\$94,821.93 - \$17,266.12 = \$77,555.81$) and deposit into the SDDA Checking account at State bank.

The check legend shall clearly state this \$6,632.58 is the agreed upon total settlement of all TIFD, Captured revenue generated from taxes levied in compliance with act 57 of 2018 with a base year of 1986, from Fiscal year starting March 01, 2008, to February 29, 2024.

Step 2. The Village shall then write a Check from the ***SDDA checking account*** to the Village for the amount of \$52,000.

The check legend shall clearly state this \$52,000 is the final payment of the three-year **Revenue Sharing Agreement** that started March 01, 2021, and ended February 29, 2024. Please see Exhibit – G.

Topic #8: Copy of SDDA Chair working documents that allowed chair to reconcile all the various conflicting information into a cohesive resolution. That intern allowed the Chair to create this agreement.



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118 N. Center Street
Stockbridge, Mi, 48285

PUBLIC NOTICE

The Village of Stockbridge Downtown Development Authority (SDDA) at their Regularly Scheduled August 22, 2024, meeting voted to amend the previously published SDDA Monthly meeting dates and time from 6:15 p.m. On the Fourth Thursday of every month to 7:00 p.m. on the Fourth, Thursday of every month for the remainder of the 2024 Calendar year except for the months of November and December. The November meeting date is changed from November 28, 2024, at 6:15 p.m., to November 21, 2024, to the new meeting time of 7:00 p.m. and the month of Decembers meeting date is changed from December 26, 2024, at 6:15 p.m. to December 19,2024 at 7:00 p.m.

Please review the amended SDDA, 2024 meeting time and date schedule below. If you have any questions, please contact the Village of Stockbridge Office at 517 -851-7435.

<u>Month</u>	<u>Day</u>	<u>Meeting Time</u>
September	26	7:00 p.m.
October	24	7:00 p.m.
November	21	7:00 p.m.
December	19	7:00 p.m.

Public Notice Posted: Outside Village office in the enclosed Transparent Public Notice Cabinet.

Public notice also displayed on the SDDA Internet site: www.stockbridgedda.org

Thank you for your understanding.

Daryl Anderson
SDDA Chair for the Village of Stockbridge