



Stockbridge Downtown Development Authority  
MEETING AGENDA  
305 W Elizabeth Street, Room #112  
Thursday, September 22, 2022, 6:15pm

**CALL TO ORDER**

- Roll Call
- Pledge of Allegiance
- Approval of Meeting Agenda September 22, 2022
- Approval of Meeting Minutes for August 25, 2022

**PUBLIC COMMENT**

- **FINANCIALS:**
  - a. Check register for the August 25, 2022, to September 22, 2022

**COMMITTEE REPORTS:**

- Event/Design Committee – Taylor, Conant, Ericka
- a. Sidewalk Sales status of implementing update.

**UNFINISHED BUSINESS:**

1. We need to amend and approve a new SDDA budget and have Village Council approve the amended budget especially for the addition of the \$150,000 that was not included in approved budget if we have intentions of placing the order for pump track .
2. Review Analysis of can we afford a full time SDDA Director position.
3. What do you think we should do with the pamphlets we had made Approval of Director Position Full time or Part Time description
4. Establishing Salary range for Part time SDDA Director or for Full time Director
5. Letter from John Gormley to American ramp company on contract requirements.
6. Draft Purchasing Policy Re-written by Moly.
7. Update on status of new Plan Amendment. Public hearing held in front of Village Council on September 12, 2022 Plan Amendment was approved as was replacement of Sign

***New Business***

- Camera repair or replacement Veterans Park \$5,000. \$1,500 more than previous approval granted August 25, 2022
- When do we want flowers removed ?

**PUBLIC COMMENT**

**NEXT MEETING** Next meeting be held October 27, 2022

**ADJOURNMENT**



**Stockbridge Downtown Development Authority**  
SPECIAL MEETING UNAPPROVED MINUTES  
305 West Elizabeth Street Room 112  
Monday, August 15, 2022, 6:15 pm

**CALL TO ORDER:** Chair Daryl Anderson called the meeting to order at 6:17 pm.

**ROLL CALL:**

**Present:** Jon Fillmore, Mellisa Powers-Taylor, Jason Stephens, Jennifer Conant, Molly Howlett, Daryl Anderson.

**Absent:** Ericka Cole.

Also in attendance: Dan Cabage, P.E., Fleis and Vandenbrink

**APPROVAL OF AGENDA:** Motion by Howlett, second Fillmore to approve the agenda for the August 15, 2022 Special Meeting as amended. All in favor. Motion passed.

**PUBLIC COMMENT:** None.

**COMMITTEE REPORTS:** The Event/Design Committee reported on the status of the October 1, 2022 sidewalk sales which will correspond with the Harvest Festival. Ideas presented were: \$5.00 coupons given as prizes and redeemable at local businesses participating in the Sidewalk Sales event. Also suggested was a scavenger hunt.

**UNFINISHED BUSINESS:**

1. **Skate Ramps:** Motion by Powers-Taylor, support by Conant to accept the highest bid for the old skate ramp purchase and removal contingent upon being assured that the buyer will dismantle and remove the entire skate ramp following the DDA timeline.

Dan Cabage, P.E., Fleis and Vandenbrink, discussed how the skate ramp prints were signed and sealed and now meet AGS building department requirements.

Motion by Anderson, support by Powers-Taylor to approve \$1200 payment for the four copies of sealed documents.

**Roll call:**

**Ayes:** Conant, Stephens, Fillmore, Powers-Taylor, Howlett, Anderson.

**Nay:** None.

**Absent:** Cole.

Motion passed.

2. Motion by Powers-Taylor to table agenda items #3,5,6 until a later date, support Fillmore. All in favor. Motion passed.
3. **Checking account:** Motion by Anderson, support by Powers-Taylor to open a checking account with Conant (SDDA treasurer) as check writer. Discussion followed. Motion by Powers-Taylor, support by Anderson to table agenda items #4,7,8,9 and 11 until the



**Stockbridge Downtown Development Authority**  
SPECIAL MEETING UNAPPROVED MINUTES  
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regular meeting August 25, 2022 in order to meet with Village Manager regarding this matter. All in favor. Motion passed.

4. Motion by Howlett support by Anderson to have Conant, Powers-Taylor, Fillmore as check signers at both Eaton Community and The State Bank. All in favor. Motion passed.
5. Motion by Fillmore, support by Anderson to have Howlett be recording secretary until further notice. All in favor. Motion passed.

**NEW BUSINESS:**

1. Motion by Powers-Taylor support by Howlett to have SDDA Chair be the primary controller of access to online banking account. All in favor. Motion passed.
2. Motion by Anderson support by Powers-Taylor to give Conant access to online banking account. All in favor. Motion passed.

**PUBLIC COMMENT:** Laura Loomis made public comment.

**ADJOURNMENT:** Motion by Conant, support by Stephens to adjourn at 7:43 pm. All in favor. Motion passed.

Respectfully submitted,

Molly Howlett  
Recording secretary



Stockbridge Downtown Development Authority

MEETING MINUTES

305 W Elizabeth Street, Room #112

Thursday, August 25, 2022, 6:15pm

**CALL TO ORDER:** Chair Daryl Anderson called the meeting to order at 6:27 pm.

**ROLL CALL:**

Present: Jon Fillmore, Mellisa Powers-Taylor, Jason Stephens, Molly Howlett, Daryl Anderson

Absent: Ericka Cole, Jennifer Conant

Also present: SDDA Attorney John Gormley and members of the public.

**APPROVAL OF AGENDA:**

Motion by Howlett support by Anderson to approve the agenda for the August 25, 2022, regular meeting as amended. All in favor. Motion passed.

**APPROVAL OF MEETING MINUTES:**

Motion by Howlett support by Anderson to approve the minutes of the re-scheduled June 30, 2022, meeting and the August 15, 2022 special meeting as amended. All in favor. Motion passed.

**PUBLIC COMMENT:**

Brian Johnson, FOCL (Faith and Other Community Leaders) representative, and Brian Friddle, superintendent of Stockbridge Community Schools, discussed FOCL and its place in the Village. Needs of the community are: seniors, fresh food, transportation and medical. They shared information on how the group is working to meet these needs; the current focus is on a medical facility on the Junior/Senior High School grounds which would address physical and mental health care needs of the entire community.

**COMMITTEE REPORTS:**

There were no committee reports.

**UNFINISHED BUSINESS:**

1. Motion by Anderson support by Powers-Taylor to authorize Attorney Gormley to send American Ramp Company a letter outlining our concerns with the contract for the proposed pump tracks. All in favor. Motion passed.
2. Motion by Anderson support by Stephens that Attorney Gormley, Mellisa Powers-Taylor, Jon Fillmore and Village Manager Darwin McClary should meet in order to establish what services the Village can provide. All in favor. Motion passed.



Stockbridge Downtown Development Authority

MEETING MINUTES

305 W Elizabeth Street, Room #112

Thursday, August 25, 2022, 6:15pm

3. Motion by Powers-Taylor support by Howlett to table agenda items #2, 4 and 5 of Unfinished Business. All in favor. Motion passed.

**NEW BUSINESS:**

1. Motion by Anderson support by Powers-Taylor to approve \$2500 to purchase additional banners for the Village.

Ayes: Powers-Taylor, Stephens, Fillmore, Howlett, Anderson.

Nays: None

Absent: Cole, Conant

Motion passed.

2. Motion by Anderson support by Howlett to approve \$3500 to repair cameras and equipment in Veterans' Memorial Park that were destroyed by lightning.

Ayes: Powers-Taylor, Stephens, Fillmore, Anderson, Howlett

Nays: None

Absent: Cole, Conant

Motion passed.

**PUBLIC COMMENT:** None.

**NEXT MEETING:** September 22, 2022

Motion by Powers-Taylor support by Fillmore to adjourn the meeting at 8:05 pm. All in favor. Motion passed.

Respectfully submitted,

Molly Howlett

Recording secretary

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF STOCKBRIDGE

GL NUMBER DESCRIPTION

| GL NUMBER                                 | DESCRIPTION              | ORIGINAL BUDGET | AMENDED BUDGET | NORMAL (ABNORM) | YTD BALANCE 06/30/2020 | AVAILABLE BALANCE | AVAILABLE BALANCE | % BDT USED |
|---|--------------------------|-----------------|----------------|-----------------|------------------------|-------------------|-------------------|------------|
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY |                          |                 |                |                 |                        |                   |                   |            |
| Revenues                                  |                          |                 |                |                 |                        |                   |                   |            |
| Dept 000 - GENERAL                        |                          |                 |                |                 |                        |                   |                   |            |
| 248-000-402.000                           | TAX REV FROM TOWNSHIP    | 90,000.00       | 90,000.00      |                 | 16,344.71              | 73,655.29         | 18.16             |            |
| 248-000-402.001                           | TAX REV FROM VILLAGE     | 68,000.00       | 68,000.00      |                 | 0.00                   | 68,000.00         | 0.00              |            |
| 248-000-402.002                           | CARRY FORWARD            | 179,000.00      | 179,000.00     |                 | 0.00                   | 179,000.00        | 0.00              |            |
| 248-000-411.000                           | DELINQUENT TAX REVENUE   | 12,000.00       | 12,000.00      |                 | 0.00                   | 12,000.00         | 0.00              |            |
| 248-000-663.000                           | INTEREST ON BANK ACCOUNT | 200.00          | 200.00         |                 | 58.55                  | 141.45            | 29.28             |            |
|   |                          |                 |                |                 |                        |                   |                   |            |
| Total Dept 000 - GENERAL                  |                          | 349,200.00      | 349,200.00     |                 | 16,403.26              | 332,796.74        | 4.70              |            |
| TOTAL REVENUES                            |                          | 349,200.00      | 349,200.00     |                 | 16,403.26              | 332,796.74        | 4.70              |            |

| Dept 000 - GENERAL       | DESCRIPTION                    | ORIGINAL BUDGET | AMENDED BUDGET | NORMAL (ABNORM) | YTD BALANCE 06/30/2020 | AVAILABLE BALANCE | AVAILABLE BALANCE | % BDT USED |
|--------------------------|--------------------------------|-----------------|----------------|-----------------|------------------------|-------------------|-------------------|------------|
| 248-000-801.000          | LEGAL FEES                     | 10,000.00       | 10,000.00      |                 | 1,703.44               | 8,296.56          | 17.03             |            |
| 248-000-818.000          | CONTRACTED SERVICES            | 8,000.00        | 8,000.00       |                 | 3,300.00               | 4,700.00          | 41.25             |            |
| 248-000-821.000          | REVENUE SHARING                | 40,000.00       | 40,000.00      |                 | 0.00                   | 40,000.00         | 0.00              |            |
| 248-000-899.000          | COMMUNITY PROMOTION            | 14,000.00       | 14,000.00      |                 | 0.00                   | 14,000.00         | 0.00              |            |
| 248-000-899.001          | A DAY IN THE VILLAGE           | 7,000.00        | 7,000.00       |                 | 7,000.00               | 0.00              | 100.00            |            |
| 248-000-899.003          | ALL CLUBS DAY                  | 1,600.00        | 1,600.00       |                 | 1,600.00               | 0.00              | 100.00            |            |
| 248-000-899.004          | ALL CLUBS RIDE                 | 500.00          | 500.00         |                 | 500.00                 | 0.00              | 100.00            |            |
| 248-000-899.005          | HARVEST FESTIVAL               | 7,000.00        | 7,000.00       |                 | 7,000.00               | 0.00              | 100.00            |            |
| 248-000-899.007          | FESTIVAL OF LIGHTS             | 5,500.00        | 5,500.00       |                 | 0.00                   | 5,500.00          | 0.00              |            |
| 248-000-899.008          | FESTIVAL OF LIGHTS             | 2,000.00        | 2,000.00       |                 | 2,000.00               | 0.00              | 100.00            |            |
| 248-000-899.009          | SEASONAL DECORATIONS           | 7,500.00        | 7,500.00       |                 | 0.00                   | 7,500.00          | 0.00              |            |
| 248-000-956.000          | MISCELLANEOUS EXPENSES         | 5,000.00        | 5,000.00       |                 | 26,890.00              | (21,890.00)       | 537.80            |            |
| 248-000-970.002          | CAPITAL OUTLAY-FACADE IMP.     | 20,000.00       | 20,000.00      |                 | 0.00                   | 20,000.00         | 0.00              |            |
| 248-000-970.003          | CAPITAL OUTLAY-BANNER/BRACKETS | 4,000.00        | 4,000.00       |                 | 0.00                   | 4,000.00          | 0.00              |            |
| 248-000-970.004          | CAPITAL OUTLAY-TOWER CAMERA    | 2,000.00        | 2,000.00       |                 | 0.00                   | 2,000.00          | 0.00              |            |
| 248-000-970.008          | FIRE HYDRANT                   | 10,000.00       | 10,000.00      |                 | 0.00                   | 10,000.00         | 0.00              |            |
| 248-000-970.009          | PLANTERS/PARK BENCHES          | 5,000.00        | 5,000.00       |                 | 0.00                   | 5,000.00          | 0.00              |            |
| 248-000-970.011          | VOLLEYBALL SAND                | 1,200.00        | 1,200.00       |                 | 0.00                   | 1,200.00          | 0.00              |            |
| Total Dept 000 - GENERAL |                                | 150,300.00      | 150,300.00     |                 | 49,993.44              | 100,306.56        | 33.26             |            |
| TOTAL EXPENDITURES       |                                | 150,300.00      | 150,300.00     |                 | 49,993.44              | 100,306.56        | 33.26             |            |

| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY: | TOTAL REVENUES | TOTAL EXPENDITURES | NET OF REVENUES & EXPENDITURES | BEG. FUND BALANCE | NET OF REVENUES/EXPENDITURES - 2019-20 | END FUND BALANCE |
|--|----------------|--------------------|--------------------------------|-------------------|--|------------------|
|  | 349,200.00     | 150,300.00         | 198,900.00                     | 914,851.22        | 1,113,751.22                           | 1,113,751.22     |
|  | 16,403.26      | 49,993.44          | (33,590.18)                    | (195,366.41)      | (195,366.41)                           | (195,366.41)     |
|  | 332,796.74     | 100,306.56         | 232,490.18                     | 719,484.81        | 914,851.22                             | 914,851.22       |

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# INVOICE

## Main Street Computers

4205 Cattle Dr  
Stockbridge, MI 49285  
Phone: 517-851-8473

**DATE:** September 11, 2022  
**INVOICE #** 1124  
**FOR:** Stockbridge DDA Park  
**BILL TO:** Stockbridge, MI 49285

| DESCRIPTION/SERVICE                      | PARTS  | LABOR                 | AMOUNT            |
|--|--------|-----------------------|-------------------|
| 3 P2P 5Ghz Radio's                       |        |                       | \$750.00          |
| 3 8 port Gigabyte POE Switchs            |        |                       | \$330.00          |
| Replace Cables and Terminate             |        |                       | \$225.00          |
|  |        |                       |                   |
| 6 Hours Labor 2 People                   |        |                       | \$600.00          |
| Camera Replace if needed \$250 per       |        |                       |                   |
| Replacement Camera Upgrade \$350 Per     |        |                       |                   |
|  |        |                       |                   |
| Add AP for Remote Service in Parking lot |        |                       | \$300.00          |
| Upgrade NVR for Remote Service           |        |                       | \$950.00          |
| 8 TB HDD Upgrade                         |        |                       | \$350.00          |
|  |        |                       |                   |
| Upgrade to Remote Access Old Cameras     |        |                       | \$4,255.00        |
| Complete upgrade                         |        |                       | \$5,000.00        |
|  |        |                       |                   |
| Subtotal                                 | \$0.00 | \$0.00                |                   |
|  |        |                       |                   |
|  |        | <b>SALES TAX</b>      | 6.00%             |
|  |        | <b>TAX TOTAL</b>      |                   |
|  |        |                       |                   |
|  |        | <b>TOTAL</b>          | <b>\$2,655.00</b> |
|  |        | <b>PAYMENT METHOD</b> | Cash              |

Make all checks payable to **Main Street Computer**. If you have any questions concerning this invoice, contact Shane Samulak, 517-851-8473, mscomputer@yahoo.com

**THANK YOU FOR YOUR BUSINESS!**

Cash  
Check  
Credit Card



There are three bids in this the bottom total is to replace fried equipment and get system back up. The other two bids are upgrading NVR and HDD with adding an access point so police or I can access remotely in the park without going in building and lock box to pull footage or check cameras and do repairs. And the \$5000 is total upgrade of all equipment to a newer system which would have better resolution and night vision with capability of remote-in from parking lot. I know 2 cameras are fried haven't got to next pavilion. I will get up there tomorrow and test rest of cameras. My number is 517-937-8168 if anyone has any questions feel free to give me a call.

Thanks,  
Shane

Please see below email will make a decision at next SDDA meeting. Thanks Daryl

----- Forwarded message -----

From: **Daryl Anderson** <[danderson@stockbridgedda.org](mailto:danderson@stockbridgedda.org)>

Date: Fri, Sep 9, 2022, 7:45 AM

Subject: Re: Flowers Downtown

To: <[jfletcher@vosmi.org](mailto:jfletcher@vosmi.org)>

Cc: Mellisa Taylor <[mtaylor@stockbridgedda.org](mailto:mtaylor@stockbridgedda.org)>

Good Question will ask the committee when. Thanks Daryl

On Fri, Sep 9, 2022, 7:16 AM Joshua Fletcher <[jfletcher@vosmi.org](mailto:jfletcher@vosmi.org)> wrote:

Hello,

Brian and myself were wondering when is it that we should take the flowers down in the downtown considering that it is almost fall. Any information will be greatly appreciated!

thanks,

Joshua Fletcher

Village Of Stockbridge

[jfletcher@vosmi.org](mailto:jfletcher@vosmi.org)

517-936-6323