



Stockbridge Downtown Development Authority

MEETING AGENDA

118 N. Center Street

Thursday, April 25, 2024, 6:15

CALL MEETING TO ORDER

- Give a warm welcome to our newest SDDA Director Heather Armstrong
- Roll Call
- Pledge of Allegiance
- Approval of Meeting Agenda April 25, 2024.
- Approval of meeting minutes of February 22, 2024

PUBLIC COMMENT

FINANCIALS:

- Check registers for March 28 to April 25, 2024.
- For reference, please find attached approved 2024/2025 SDDA budget.

UNFINISHED BUSINESS:

- Draft 2024 Plan Amendment
- Transferring property to the Village

NEW BUSINESS

- Future Ideas for bringing business to town.

PUBLIC COMMENT

Board members Concerns, Suggestions or Recommendations.

NEXT MEETING

Next meeting date is May 23, 2024.

ADJOURNMENT



Stockbridge Downtown Development Authority

Unapproved Meeting Minutes

March 28, 2024 6:15 pm

118 North Center Street

Stockbridge MI 49285

Meeting called to order at 6:33 pm by Chairman Anderson.

Roll call:

Present: Anderson, Dzurka, Fillmore, Lampart, Powers-Taylor,

Absent: Conant, Stevens

The pledge of allegiance was led by Chair Anderson.

Motion by Powers-Taylor with support by Dzurka to approve the agenda for the March 28, 2024 meeting. All in favor. Motion passed.

Motion by Powers-Taylor with support by Lampart to approve the meeting minutes from the February 22, 2024 meeting. All in favor. Motion passed.

Public Comment: None.

Financials: Motion by Powers-Taylor with support by Lampart to approve the financial statements as presented. All in favor. Motion passed.

Unfinished business:

- A. PTO representative spoke about conflicts experienced between the removal of Halloween lamp post decorations and the early date of decorating trees in the Village for Christmas. Discussion. Dates were set that decorations would be removed from poles and trees no conflict this year. No motion.
- B. Motion by Anderson with support by Powers-Taylor to approve up to \$1,500 to pre-pair a new legal description for the TIFD following McKenna's quote for the service.
Roll Call:
Aye: Dzurka, Fillmore, Lampart, Powers-Taylor, Anderson.
Nay: None.
Absent: Stevens, Conant.
Motion passed.
- C. New trash cans in the downtown were discussed. No motion.
- D. The addition of TIFD parcels was discussed. No motion.
- E. Repairing and replacement of fire hydrants in the Village was discussed. No motion.
- F. Pump track mowing at the cost of \$200.00 per mow for 23 mowings during the summer more if required by Village Contract with/Checker lawn mowing services was discussed. No motion.

New business:

- A. Teresa Miller from Total Local discussed linking SDDA to all internet other platforms and baseline reports for \$600. Motion by Powers-Taylor with support by Dzurka to pay for this service.
Roll call:
Aye: Fillmore, Lampart, Powers-Taylor, Anderson, Dzurka.
Nay: None.
Absent: Stevens, Conant.
Motion passed.
- B. Text My Gov proposal was discussed. Motion by Powers-Taylor with support by Lampart to transfer \$1250 to the Village to help offset the cost for these professional services for one year.
Roll call:
Aye: Lampart, Powers-Taylor, Anderson, Dzurka, Fillmore
Nay: None.
Absent: Conant, Stevens.
Motion passed.
- C. Motion by Anderson with support from Fillmore to sponsor \$500 to Positively Chiropractic for the annual 5K walk/run during A Day in the Village.
Roll call:
Aye: Powers-Taylor, Anderson, Dzurka, Fillmore, Lampart.
Nay: None.
Absent: Stevens, Conant.
Motion passed.
- D. Future ideas for bringing business.
- E. 2024 Plan Amendment was discussed. No motion.
- F. Yeo and Yeo accounting services was discussed. No motion.

Public Comment: None.

Board member comments: None.

Next meeting will be Thursday, April 25, 2024.

Motion by Fillmore with support by Powers-Taylor to adjourn at 8:29. All in favor. Motion passed.

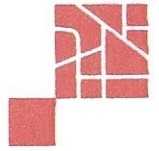
Respectfully submitted,

Molly Howlett, Recording Secretary

Below is the SDDA Village Council Approved on February 06, 2023,

ESTIMATED REVENUES Dept 000 - GENERAL		2023/2024 budget	2024/2025 budget
248-000-4002.000	TAX REV FROM TOWNSHIP	\$93,467	\$93,467
248-000-402.001	TAX REV FROM VILLAGE	\$137,149	\$104,000
248-000-402.000	CARRY FORWARD	?????	\$140,000
248-000-411.000	DELINQUENT TAX REVENUE	\$15,000	\$10,000
248-000-663.000	INTEREST ON BANK ACCOUNT	\$6,000	\$1,000
248-000-504.000	PROJECTED REVENUE FROM GRANTS		
			\$348,000
Dept 000 - GENERAL			
248-000-701.000	Salary – Grant Writer	\$5,000	\$5,000
248-000-801.000	Legal Fees	\$12,000	\$12,000
248-000-818.00	Contracted services	\$20,000	\$10,000
248-000-818.001	Professional Services web site etc.	\$11,000	\$15,000
248-000-818.003	Prof. Services – A. Knowles	\$2,000	\$0
248-000-818.014	Engineering	\$5,000	\$1,000
248-000-899.000	Community promotion	\$1,000	\$1,000
248-000-899.001	A day in the Village	\$7,500	\$7,500
248-000-899.003	All Clubs Day	\$1,900	\$1,900
248-000-899.004	All clubs ride	\$700	\$700
248-000-899.005	Harvest Festival	\$7,500	\$7,500
248-000-899.006	Downtown Beatification, flowers, planters etc.	\$5,000	\$5,000
248-000-899.007	Festival of Lights	\$2,500	\$2,500
248-000-899.008	Open air Market	\$1,000	\$1,000
248-000-899.009	Seasonal Decorations new decorations	\$6,000	\$2,000
248-000-899.010	5 K Run	\$800	\$800
248-000-899.011	Teen Center	0	0
248-000-899.016	Pump Track Mowing and sealing	\$286,000	Mowing \$7,800 for 6 months, Sealing \$10,000
248-000-900.000	Printing and publishing	\$1,000	\$1,000
248-000-900.000	Miscellaneous expenses	\$3,000	\$3,000
248-000-970.002	Capital Outlay- facade IMP.	\$10,000	\$0
248-000-970.003	Capital Outlay – Banner / brackets	\$5,000	\$6,000
248-000-970.004	Capital Outlay – Tower Camera	\$1,000	\$1,000
248-000-821.000	Revenue sharing	\$52,000	\$52,000
???????????????	Gaga ball pit	\$500	\$0
	Total	\$447,400	\$162,700

2023 - 2024 budget. With draft 2024/2025 budget



February 20, 2024

Daryl Anderson
Downtown Development Authority
Village of Stockbridge

Subject: Village of Stockbridge TIF Mapping, Addendum #1

Mr. Anderson,

At this time, McKenna is close to completing the agreed upon scope of work for the Village of Stockbridge DDA tax increment financing (TIF) mapping project. We have produced (or in the process of completing) the following deliverables for the DDA:

1. An updated TIF boundary map, created by using the current DDA tax roll, DDA map, and current legal description.
2. A web map that allows for deeper analysis of the DDA area.
3. TIF boundary shapefiles.
4. Excel sheet listing all properties within the TIF boundary.

SCOPE OF WORK

It has been requested by the DDA to include additional data in the web map. The additional data includes new parcel attributes noting:

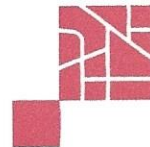
- The base taxable value of each parcel within the TIF Boundary.
- The corresponding year each parcel was adopted into the TIF.

This analysis is above and beyond the original agreed upon scope. As such, this Addendum notes the not-to-exceed cost to analyze applicable Village documents, design new attribute data to each parcel in the TIF boundary, and update the web map.

COST PROPOSAL

McKenna will complete this additional scope for an **hourly not-to-exceed amount of \$2,000**. The Village will be invoiced based on actual time spent, rather than a total lump sum. As in, the actual cost for the work may vary. But, in any case, the work will not cost the Village more than \$2,000.

Hourly rates for McKenna professionals are included on the next page below.



McKenna's hourly fee schedule is as follows:

Professional Classification	Rate Per Hour*
President	\$200
Executive or Senior Vice President	\$175
Vice President	\$160
Director	\$155
Senior Principal or Manager	\$150
Principal	\$130
Senior	\$120
Associate	\$100
Assistant	\$90
Intern	\$75
Administrative Assistant	\$75
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200

* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.

These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

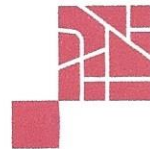
These hourly rates are valid through December 31, 2024, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.

We are ready to proceed upon the signature of this Addendum.

Respectfully submitted,

McKENNA

Danielle Bouchard, AICP
Principal Planner



AUTHORIZATION TO PROCEED

VILLAGE OF STOCKBRIDGE, INGHAM COUNTY, MICHIGAN

Name (printed) DARYL ANDERSON

Name (signed) *Daryl Anderson*

Title Mayor Stockbridge & SDDA

Date 4-4-2024