



Stockbridge Downtown Development Authority

MEETING AGENDA

305 W Elizabeth Street, Room #112

Thursday, February 23, 2023, 6:15pm

ZOOM Meeting ID. 8142807065.

Passcode # 647243

ZOOM Dial in Call Toll free - 1-877-853-5247 or 1-888-788-0099

CALL TO ORDER

- Roll Call
- Pledge of Allegiance.
- Approval of Meeting Agenda February 23, 2023.
- Approval of Meeting Minutes for January 26, 2023.

PUBLIC COMMENT

FINANCIALS:

- Check register for January 26, 2023, to February 23, 2023

COMMITTEE REPORTS:

- Event/Design Committee – Taylor, Conant,

UNFINISHED BUSINESS:

- Need a motion to approve (if we can afford to continue)? approve latest revision of submitted Pump Track Construction drawings as amended i.e.. Removal of Brown site reference and change of storm drainage system from French Drain to gravity drain running to an existing Storm drain catch basin located 306 ft away.
- Need motion to Hold the First one of two required Public Informational meeting.
- Close informational meeting.
- I think all that is left to do for moving all but \$50,000 to State bank is move it. Should check with them to confirm suggest waiting until checks are available before moving.
- Suggest making a motion to have John and Daryl work with McKenna to obtain Johns envisioned description of identifying parcels that are within in TIFD and correcting discrepancy's with divided lots and correct those that are incorrectly Identified as being within the TIFD and add in parcels that are supposed to be in TIFD .
- Transportation Alternatives Program.
- Mellisa MOT, Pamphlet.

New Business

- Presentation by: Joey Lentine about a starting a new Market in Stockbridge
- Need to make a motion to approve bid from McKenna not to exceed \$5,000 to update TIFD which is significantly lower than the other companies bid of \$24,000.
- Note: Council approved our 2023 /2024 submitted SDDA budget. \$447,400.



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- Need motion to authorized expenditure of up to say \$10,000 for engineering services for pump track. Money to come from Contracting service line item. Expenditure is plan approved under pump tracks total expenditure of \$325,000 which includes engineering services 4.2. in 2022 plan amendment.
- Need motion for approval to bid out: 1. The purchase and installation of approximately 306 ft lineal feet of 12 in PVC pipe for around \$18,360 (\$60.00 ft), 2. one each 12-inch tap into existing manhole around \$1,000, 3. One each. soil erosion containment measures for around \$2,500. Total estimated funds needed are about \$21,860. These expenditures are included / alluded to in 2022 plan amendment 4.2. Pump trac engineering total expenditure of \$325,000 which includes engineering services Money to come from line item for pump trac of \$286,000 which will have an estimated \$26,800 left over after paying pump trac balance off of \$259,200. (\$288,000 - \$28,800 already paid)
- **Note: I'm getting nervous about having sufficient funds to finish this project in 2023. (I suggest talking to Jill about delaying Revenue sharing agreement payment of \$52,000 for 2023/ 2024 until end of fiscal year like they have so far for FY 2021/2022 , 2022/2023) . If we do not receive authorization to delay then I estimate after above expenditure we maybe will have between \$10,000 and \$15, 000 left in various line items I.e. contracting, engineering, pump trac account, professional services and miscellaneous expenses to pay for the below listed items:**
 1. Need a motion for approval to bid out purchase / rental and installation and removal of an orange security fence around pump trac perimeter.
 2. Need a motion approval to bid out landscaping of interior and exterior of pump trac.
 3. And anything else that manifest itself like hitting underground systems while digging a trench from pump trac to storm catch basin. I think there is a live storm drainpipe between pump trac and Catch basin. I think it runs west to east just off of the southeast corner of Volleyball court Note: to my knowledge no one has ever dug it up to confirm one is actually there (Witching is how it is located) Suggest confirming if possible, with DPW and Molly, signage, removal of security fence permits Ingham County, additional legal fees, additional Engineering fees.



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- Open First of two required Public Informational meeting.
- Close First of two required Public Informational meeting.
- Need motion to approve Updating Rules and Procedures.
- Results of topographical survey pump trac location

PUBLIC COMMENT

Board members Concerns, Suggestions or Recommendations.

NEXT MEETING

Next meeting be held March 23, 2023.

ADJOURNMENT

Stockbridge Downtown Development Authority
Rescheduled Meeting Minutes
Thursday, January 26, 2023
305 West Elizabeth Street Room #112

CALL TO ORDER: Chair Anderson called the meeting to order at 6:21 pm.

• **ROLL CALL:**

Present: Fillmore, Lega, Stevens, Ogden, Conant, Anderson

Absent: Powers-Taylor

Also in attendance: SDDA Attorney Gormley

• **Pledge of Allegiance** was led by Chair Anderson.

- Motion by Ogden support by Fillmore to approve the agenda of January 26, 2023. All in favor. Motion passed.

- Motion by Stevens support by Lega to approve the minutes of the November 17, 2022, meeting; motion by Fillmore support by Conant to approve the minutes of the December 29, 2022 meeting; motion by Anderson support by Conant to approve the minutes of the January 19, 2023 meeting as amended. All in favor. Motions carried.

PUBLIC COMMENT: None.

FINANCIALS:

- Motion by Fillmore support by Conant to approve the check register as presented.

• **ROLL CALL:**

Ayes: Lega, Stevens, Ogden, Conant, Anderson, Fillmore.

Nay: None.

Absent: Powers-Taylor.

COMMITTEE REPORTS:

- Design/Events committee: None.
- Decorations: Conant gave a report on purchased Christmas decorations.

UNFINISHED BUSINESS:

- Attorney Gormley discussed some tax ID numbers which are incorrect in the TIF district and who might be able to correct these problems. No action taken.
- Transportation Alternatives Program. No action taken.
- MDOT and pamphlet distribution. No report.

b

NEW BUSINESS:

- 2023/2024 draft SDDA budget was reviewed. Motion by Ogden support by Conant to approve the 2023/2024 budget.

Stockbridge Downtown Development Authority
Rescheduled Meeting Minutes
Thursday, January 26, 2023
305 West Elizabeth Street Room #112

ROLL CALL:

Ayes: Stevens, Ogden, Conant, Anderson, Fillmore, Lega

Nays: None.

Absent: Powers-Taylor.

Motion carried.

- SDDA is required to hold Public Informational meetings twice each year.
 - Rules and Procedures should be updated with the newest rules on ZOOM attendance at meetings.
- Sidewalk grants were discussed.
- Information was shared about using the OWL for future ZOOM meetings.
- Mellisa will be the Chair for the February 23, 2023 meeting. **PUBLIC**

COMMENT: None.

NEXT MEETING WILL BE HELD FEBRUARY 23, 2023.

ADJOURNMENT: Motion to adjourn at 7:38 pm was made by Fillmore, supported by Ogden. All in favor. Motion passed.

Respectfully submitted,
Molly Howlett, Recording Secretary



Stockbridge Downtown Development Authority
305 W Elizabeth Street, Room #112
Thursday, February 23, 2023, 6:15pm
CHAIR REPORT OF ACTIVITY

1. Submitted 2023/2024 budget to village council for approval
2. Created agenda for February 23, 2023
3. Arranged to have meeting announcement Posted on site
4. Made sure SDDA budget was included in Village Council February 06, 2023 meeting packet
5. Reworked Rules and Procedures to include Remote attendance and purchasing procedures
6. Had minutes from January 26, 2023, put up on site.
7. Hired Wolverine Engineering to do a topographic survey of the park where the proposed pump track is to be sited. Also asked for a estimate of cost for recommendations.
8. Questioned Cole about land scaping. He answered was not covered by contract.
9. I recommend that the decision be made to use local landscape people for finishing up pump track landscape after Pump track is installed
10. Reviewed submitted construction drawings for pump track
11. Village council approved our 2023/2024 budget
12. Questioned Cole about implementing Wolverines suggest method of storm water management He replied that everything on the inside of track is part of contract with a pipe extending about 6 ft out from track for connection .
13. Contacted Jill about printing of meeting packet
14. Asked for Financials from Eaton Community bank
15. Sent email asking for status of opening account to State Bank

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

**Below is the SDDA Village Council Approved on February 06, 2023,
2023 - 2024 budget.**



Stockbridge Downtown Development Authority
Approved Purchasing Policy
305 W Elizabeth Street, Room #112
Thursday, September 22, 2022

I. Purpose/Objective

The purchasing and fiscal policy guidelines are to assure that the Village of Stockbridge Downtown Development Authority maintains lawful, prudent, consistent and ethical methods to procure supplies, materials, equipment, contract services, and construction projects for the Village Tax Increment Financing District.

II. Purchasing

- a) All purchases prior to Stockbridge Downtown Development Authority Board approval require that the appropriate funds are budgeted, and sufficient funds are available at the time of purchase.
- ~~b)~~—Downtown Development Board Authority Board members or Village of Stockbridge employees must fill out a "purpose form" and with attached receipts for any purchase authorized under this policy. All purchases (purpose form and receipt) must be given to the Village Clerk/Accountant of the Village and approved.
- c) The Downtown Development Board Authority Chair, or if Chair is unavailable then the Vice Chair, may authorize individual purchase(s) of goods and services up to \$2,999 without specific prior Stockbridge Downtown Development Authority authorization at a meeting. This exception to prior authorization must be tied directly to the SDDA budget approved items with respective dollar limits. If said purchases are made in accordance with this policy, then they shall be noted on the SDDA monthly bills list and approved by the Board at the next regular meeting.
- ~~d)~~—**Expenditures greater than \$2,999** may require three quotes if deemed warranted by the Chairperson unless the goods or services are from a sole source or single source provider as defined in Article II (f) L; local businesses will be given priority; and specific Board approval is required prior to the purchase. (Electronically submitted quotes are acceptable). **For expenditures over \$34,999.99** an attempt shall be made to obtain three sealed bids following the process outlined in Article III below. If three bids can't be obtained after initial bid distribution, then award of bid may be made based on the sealed bids available.
- e) The Chair, or the Vice Chair in the absence of the Chair, is authorized to make emergency purchase(s) of goods and services that directly affects the public health, welfare and safety of the Village accompanied with a signed purchase order. An emergency purchase is defined as "the purchase of supplies, materials, equipment or contract services that without said authorization would result inability to capture Tax Increment Financing revenues or shut down the Village service and/or SDDA projects being financed by the SDDA", prior to the next scheduled SDDA meeting. If said emergency purchases are made in



Stockbridge Downtown Development Authority
Approved Purchasing Policy
305 W Elizabeth Street, Room #112
Thursday, September 22, 2022

- f) The respective bid criteria dollar amounts of \$2,299 and \$35,000 shall be adjusted for inflation annually, beginning January 1, 2023.

IV. Award of Contract and Rejection of Bid

- a) The SDDA shall have the authority to reject any and all bids.
- b) The SDDA shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other monies due the Village.
- c) In determining the best responsible bidder, in addition to price, the SDDA shall consider the ability, capacity, and skill of the bidder to perform as contracted; whether the bidder can perform in a timely manner consistent with Village requirements; the character, integrity, reputation, judgment, experience, and efficiency demonstrated by the bidder; the performance experienced with previous contracts; and the predictable ability of the bidder to provide future maintenance and service.
- d) After a bid or contract is obtained following a bid letting in conformance with Article III, a contract will be executed between the SDDA and the successful bidder. A performance bond, certificate of liability insurance and/or worker compensation certificate will be required if applicable and appropriate for the contracted service.

V. Services Exempt from Purchasing Policy:

The following services are exempt from this purchasing policy:

- 1) Any service the Village agrees to perform as part of a Revenue Sharing Agreement with the SDDA.
- 2) Any professional services provided to the SDDA, like engineers, lawyers, accountants, computer technicians, etc. Those services shall be independently selected and approved by the Board from time to time, as necessary.

****Local professional services are preferred.**

VI. Conflict of Interest

- a) No employee will participate directly or indirectly in a procurement when the employee knows that the employee or any member of the employee's immediate



Stockbridge Downtown Development Authority
Approved Purchasing Policy
305 W Elizabeth Street, Room #112
Thursday, September 22, 2022

family has a financial interest to the procurement; when a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or when any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

- b) Upon discovery of an actual or potential conflict of interest, an employee shall promptly file a written statement of disqualification and shall withdraw from any further participation in the transaction involved. Failure to do so could result in immediate dismissal.

Daryl Anderson

Date: September 22, 2022

Chair SDDA

Jon Filmore

SDDA Secretary

Date: _____

STOCKBRIDGE DOWNTOWN DEVELOPMENT AUTHORITY

RULES OF PROCEDURE

1. MEETINGS

1.1. Regular Meetings

- 1.1.1. Regular meetings of the Stockbridge Downtown Development Authority (SDDA) Board will be established annually by Motion when the officers are elected in April. In the absence of a Motion to establish a different date for the regular monthly meeting, the regular monthly meetings shall continue to be held on the Fourth Thursday of each month beginning at 5:45 p.m. at *Village Office*, 305 W. Elizabeth St. Conference Room 112 *Stockbridge*, Michigan or other location that the Village Council may in the future designate as its office, unless otherwise rescheduled by resolution or motion of the Board. A majority of the board (Five (5) members) may vote at any time to change the regular monthly meeting date.

2. Special Meetings

- 2.1. Special Meeting shall be called by the Board Secretary upon request of the SDDA Chair, or any Five (5) members of the Board, at least 18 hours prior using SDDA e-mail accounts notice to each member of the Board and posting in compliance with the Meetings Act and the Re-Codified Tax Increment Finance Act, both by Village Clerk notices shall state the purpose of the meeting. No official action shall be transacted at any Special Meeting of the Board unless the item has been stated in the notice of such meeting.

3. SDDA Workshops

- 3.1. The SDDA Board may schedule Board workshops to discuss the annual Budget and other topics of concern. The Board will use the Workshop as a platform for in-depth discussions and planning. No motions shall be made, or votes taken at a Workshop. Any recommendations that come from a Workshop shall be debated and voted upon in a Regular or Special Board Meeting. All Workshops shall be posted in accordance with the Open Meetings Act.

4. Standing Committees

- 4.1. Standing Committees are appointed by the SDDA Chair and may be changed at any time by the SDDA Chair.

- 4.1.1. The Standing Committees are:

- 4.1.1.1. Facade

- 4.1.1.2. Finance
- 4.1.1.3. Events
- 4.1.1.4. Business Recruitment
- 4.1.1.5. State compliance

4.2. Standing Committees discuss, investigate, and make recommendations to the full Board on areas of concern, operations, and any other topic within the purview of the committee. Issues and topics may be referred to the appropriate Committee by the full Board or the Chair. Each Committee may also decide on its own to examine any topic or topics within its charge. No motions shall be made or vote taken at a Standing Committee meeting except to approve meeting minutes, make recommendations to the full Board, or adjourn. Any recommendations that come from a Standing Committee meeting shall be voted on by the full Board at a Regular or Special Board Meeting. All Standing Committee meetings shall be posted in accordance with the Open Meeting Act.

4.3. The Chairman of a Standing Committee shall be appointed by the SDDA Chair at the same meeting the Committees are appointed. In the absence of the Committee Chairman the most senior member of the Board present will preside at the meeting.

4.4. Agendas of Standing Committee meetings shall include the following order of business:

- 4.4.1. Meeting Called to Order
- 4.4.2. Roll Call
- 4.4.3. Pledge of Allegiance
- 4.4.4. Public Comment
- 4.4.5. Business Before the Committee
- 4.4.6. Public Comment
- 4.4.7. Adjourn

4.5. Public Comment during Standing Committee meetings shall be conducted in the same manner as Regular and Special Board Meetings.

4.6. The SDDA Recording Secretary, or a person designated from the committee, shall take minutes and make available for Board review at the next regularly scheduled Board Meeting.

5. Posting requirements for Regular and Special Meetings

5.1. For a regular, rescheduled Regular, Special Meeting of the Board, and Committee meeting, a public notice stating the date, time and place and agenda of the meeting shall be posted at least 18 hours before the meeting at the Village Office and on the website

6. Minutes of Regular and Special Meetings

- 6.1. The Recording Secretary / Village Clerk shall attend the Board Meetings and record all the proceedings and resolutions of the Board in accordance with the Open Meetings Act. In the absence of the Recording Secretary, the Secretary of the SDDA, or in his/her absence, the Board may appoint one of its own members or another person to temporarily perform the Recording Secretary's duties.
- 6.2. Within 8 business days of a Board Meeting, proposed minutes showing the substance of each separate decision of the Board, shall be prepared by the Recording Secretary or other designated individual and shall indicate the vote of the Board members. The SDDA Board shall approve the proposed minutes at the next regular meeting. The approved minutes shall be available to the public for inspection within 5 business days of the date of approval. In addition, the approved minutes shall be posted on the SDDA's website within 5 days of approval.
- 6.3. A copy of the proposed and approved minutes of each Regular or Special Board Meeting shall be available for public inspection at the Village Office during regular business hours, in accordance with the above schedule

7. ELECTION OF OFFICERS

- 7.1. The Officers of the Board shall be elected annually in April of each year. However, at any time during the course of their elective office, a majority of the possible membership of the Board (9 members possible, thus 5 members) may vote to replace an Officer of the Board for the remainder of that Officer's term, with or without cause.
- 7.2. The Officers of the SDDA shall consist of the Chair, Vice-Chair, Treasurer, and Secretary, all of whom shall be SDDA Board members
- 7.3. The SDDA Chair and Treasure shall have the right to request the Village Treasurer run any reports and/or be provide any invoices, audit, bank statements, or cancelled checks for review of SDDA financial activity on reasonable notice. Additionally, the SDDA Treasurer shall be able to view the SDDA Account on the Village BSA Software using the SDDA Computer, but not have access to change or modify same. Finally, the SDDA Treasurer shall not have direct access to SDDA bank funds, outside of the SDDA Purchasing Policy and/or Credit Card Policy. As such, the SDDA Treasurer need not be bonded to serve in this role. No other SDDA Officers shall have the above access.

8. CONDUCT OF MEETINGS

8.1. Meetings to be public

8.1.1. All Regular and Special Meetings of the Board shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Board may determine, except that the meeting may be closed to the public and the media in accordance with the Open Meetings Act.

8.2. Agenda Preparation

8.2.1. An agenda for each Board Meeting shall be prepared by the Chair with the assistance of the SDDA Secretary and /or Village Clerk (Board members and Committees can add agenda items by notifying the Chair at least fifteen (15) days ahead of the meeting) with the following order of business:

- 8.2.1.1. Meeting Called to Order
- 8.2.1.2. Roll Call
- 8.2.1.3. Pledge of Allegiance
- 8.2.1.4. Approval of Agenda
- 8.2.1.5. Approval of Minutes
- 8.2.1.6. Financial/Treasurer's Report
- 8.2.1.7. Committee Reports
- 8.2.1.8. Public Comment
- 8.2.1.9. Correspondence
- 8.2.1.10. Council Meeting Report
- 8.2.1.11. Executive Director Report (if the office is filled)
- 8.2.1.12. Unfinished Business
- 8.2.1.13. New Business
- 8.2.1.14. Public Comment
- 8.2.1.15. SDDA Board Member Comment
- 8.2.1.16. SDDA attorney
- 8.2.1.17. Adjourn

8.3. Agendas of Special Meetings shall include the following order of business:

8.3.1. Meeting Called to Order

- 8.3.2. Roll Call
- 8.3.3. Pledge of Allegiance
- 8.3.4. Public Comment
- 8.3.5. Business before the Board (must be on the posting)
- 8.3.6. Adjourn

9. RULES FOR TIME FRAME AND LOCATION TO POST AGENDAS

- 9.1. All notices for regular face to face, special or electronic meeting's agenda for respective meeting must be posted a minimum of 18 hours prior to meeting start at entrance to village office and on SDDA internet site.
- 9.2. For regular face to face meeting notice shall be put on SDDA internet site with link to meeting package and agenda also affixed to window at entrance to village office.
- 9.3. For electronic (internet) regular scheduled meeting or electronic special meeting instructions will be included in a public notice on SDDA internet home page providing directions on how to attend SDDA meeting electronically with live links in public notice to meeting agenda and meeting packet.
- 9.4. Posted notices for Regular and Special Meetings shall comply with the Open Meetings Act.

10. RULES FOR APPROVING PAYMENT OF BILLS

- 10.1. In instances where SDDA board has voted and approved expenditure of funds for services, projects or commodities said expenditure prior to said project, commodity or service being specifically set aside the village clerk is authorized to process payment for said services, project, or commodity once said services, project or commodity items are completed .
 - 10.1.1.** The mere approval of the SDDA annual budget shall not be considered an vote and approval of expenditures for this paragraph, except for the regular monthly bills from SDDA professionals and the Village Revenue Sharing Agreement.
- 10.2. At the next SDDA regular scheduled meeting the village clerk shall provide a listing of all bills paid. A second board vote approving said payment of bills that were previously approved shall not be taken.

- 10.3. For bills that were acquired and submitted for payment though prior approval of SDDA chair as authorized by purchasing procedure normal process shall be followed for confirmation of authorization for said service commodity projects being in compliance with purchasing procedure.

11. QUORUM

- 11.1. A simple majority of the members of the Board of Directors of the Downtown Development Authority, who are appointed and currently serving, shall constitute a quorum. In no case shall quorum drop below Five (5) members.

- 11.2. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

12. ATTENDANCE AT BOARD MEETINGS

- 12.1. Appointment to the SDDA is a privilege freely sought. It carries with it the responsibility to participate in Board activities and represent the residents of the Village. Attendance at Board Meetings is critical to fulfilling this responsibility. The Board may excuse absences for cause. If a Board member has more than three unexcused absences for Regular or Special Board Meetings, the Board may enact a Resolution of Reprimand. In the event that a member's absence continues, the Board may enact a Resolution of Censure, or refer the matter to the Village Council, or both.

13. PRESIDING OFFICER

- 13.1. The presiding Officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Chair is ordinarily the presiding Officer. The Board shall elect one of its members Vice-Chair, who shall preside in the absence of the Chair. In the absence of both the Chair and Vice-Chair, the member who has the longest consecutive service on the Board shall preside.

14. DISORDERLY CONDUCT

- 14.1. The Chair may call to order any Board Member or Public person who is being disorderly, by speaking out of order, in a manner that is not respectful, disrupting the proceedings, failing to be germane, speaking longer than the allotted time, talking in the audience, or speaking vulgarities. Such Person(s) shall be seated and remain quiet until the Chair determines whether the person is in order.

- 14.2. If the person engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting, except by special leave of the Board. If the person shall continue to be disorderly and disrupt the meeting, the Chair may order the Sergeant at Arms to remove the person from the meeting for breaching the peace. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

15. APPROVAL OF AGENDA

- 15.1. Any member of the board may make a motion to amend, add to, or delete from, the agenda of a regularly scheduled meeting, and prior to approving the agenda. The agenda of a Special Meeting may not have anything added thereto, unless done in accordance with the posting requirements of the Open Meeting Act.

16. CLOSED MEETING

16.1. Purpose

- Open
- 16.1.1. A closed meeting may be held only for the reasons authorized in the Meetings Act, which are the following:
 - 16.1.1.1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.
 - 16.1.1.2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when negotiating party requests a closed hearing.
 - 16.1.1.3. To consider the purchase of a lease of real property up to the time an option to purchase or lease that real property is obtained.
 - 16.1.1.4. To consult with the SDDA Attorney or another Attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Board.
 - 16.1.1.5. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.

- 16.1.1.6. To consider material exempt from discussion or disclosure state or federal statute (including the confidential written legal opinion of the SDDA Attorney).

17. CALLING CLOSED MEETING

17.1. At a regular or special meeting, the board members, by a two-thirds (2/3) roll call vote, may call a closed session under the conditions outlined in Section 15.267 of the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

18. MINUTES OF CLOSED MEETINGS

18.1. A separate set of minutes shall be taken by the recording secretary, or the designated secretary of the Board, at the closed session. These minutes will be retained by the Village Office, shall not be available to the public, and shall only be disclosed if required by civil action, as authorized by the Michigan Open Meetings Act. These minutes shall be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved. Closed session meetings shall not be taped by anyone.

19. DISCUSSION AND VOTING

19.1. Duty to vote

19.1.1. Appointment to a deliberative body carries with it the obligation to vote. Board members present at the Board meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Board member who is present and abstains or does not respond to a roll call vote shall be counted as voting with the side approving motion and shall be so recorded, unless otherwise excused or by approved conflict of interest.

20. CONFLICT OF INTEREST

20.1. Conflict of interest as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the SDDA Attorney shall be binding on the Board with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the SDDA Attorney.

21. THE RIGHT TO VOTE

- 21.1. The right to vote is limited to the members of the Board present at the time the vote is taken. Voting by proxy, telephone, or electronic mail is not permitted.

22. RESULTS OF VOTING

- 22.1. In all cases where a vote is taken, the Chair shall declare the result. It shall be in order for any Board member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Council. When a motion to reconsider fails, it cannot be renewed.

23. CITIZEN PARTICIPATION

23.1. General

- 13.1.1 Each Regular Board Meeting agenda shall provide for reserved time for audience participation.
- 13.1.2. If requested by a member of the Board, the presiding officer (Chair) shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation and allow for Board members to address audience concern

23.2 REMOTE ATTENDANCE FOR MEMBERS OF THE PUBLIC:

23.2.1 A member of the Public or an SDDA Director, including a presenter or special guest, may be participate in a regular or special SDDA meeting under the following conditions.

A. The member of the public attending remotely shall attend via a video platform that:

- I. Permits remote connectivity that is sufficient and will not interfere with the meeting
2. The member of the public attending remotely can hear each individual SDDA member via a microphone at his or her desk and can see the entire SDDA Board meeting via at least one camera.
3. The member of the public attending remotely can hear and see other members of the public attending the SDDA meeting in person via a microphone at the podium from which the public speaks and at least one camera positioned to collect the image of the member of the public speaking at the meeting from the podium.
4. The member of the public attending remotely shall identify themselves by name only before speaking.

5. If the SDDA notes individual members of the public comments in its meeting minutes, then the minutes of the meeting shall reflect the member of the public attended remotely in accordance with rules and procedures.

6. If members of the Public are allowed to attend meeting remotely then the link for the remote meeting shall be published along with the meeting agenda and posted on the SDDA website.

7. A video of any SDDA meeting where an SDDA member and public attends remotely shall be recorded on the video conferencing technology and preserved in accordance with all other public records per the Village Record Retention Policy.

24. Length of Presentation

24.1. Any person who addresses the Board during a Board meeting shall be limited to three (3) minutes in length per individual presentation. The time period will include Board response, if any. Persons may not give unused time to persons out of time. organizations or groups who make presentations to the Board concerning agenda items have twenty (20) minutes to make their presentation. This twenty (20) minute time period includes Board discussion.

25. Addressing the Board

25.1. During Public Comment, the Chair will ask if anyone wishes to make public comment and will then call upon individuals one at a time. When a person addresses the Board, he or she shall stand at the podium and state his or her name and home address. Remarks should be addressed to the Board in a courteous tone.

26. MISCELLANEOUS

26.1. Adoption and amendment of Rules of Procedure

. 26.1.1. The Board may alter or amend its rules at any time by a vote of a majority of its members and provided the changes are approved by the Village Council.

Adopted December 4, 2002

Amended August 21, 2003

Amended February 28, 2006

Amended March 16, 2006

8/27/2020

Amended January 26, 2009

Amended April 16, 2009

Amended October 13, 2010

Amended February 27, 2020

Amended October 05, 2020



VILLAGE OF STOCKBRIDGE MICHIGAN DOWNTOWN DEVELOPMENT AUTHORITY
STATE OF MICHIGAN FIRST OF TWO REQUIRED INFORMATIONAL MEETINGS
January 1st, 2022, to December 31, 2022

The Village of Stockbridge Downtown Development Authority (SDDA)

Tax increment financing is a government financing program that contributes to economic growth and development by dedicating a portion of the increase in the tax base resulting from economic growth and development to facilities, structures, or improvements within a development area thereby facilitating economic growth and development, eliminate property value deterioration. Halting property value deterioration.

Tax increment financing permits the Stockbridge Downtown Development Authority (SDDA) to capture Tax Increment Financing Revenues (as defined below) attributable to increases in value of real and personal property in the development area. The tax increment finance procedure was governed by act 197 of the Public acts of 1975 which has been replaced by act 57 of Public act of 2018 re-codified as amended (the "DDA Act") The procedures outlined below are the procedures provided by the DDA Act effective as the date of this plan (January 01, 2019) is adopted but are subject to any changes imposed by future amendments to the DDA Act.

The Tax Increment Revenues are generated when the Current Assessed Value of all properties within the Development area (TIFD) exceed the initial assessed Value of the properties. (See attachment of TIFD area Village of Stockbridge Mi.)

How is Captured Assessed Value determined.

The amount in any one year by which the Current assessed value exceeds the initial Assessed Value is the Captured Assessed Value.

HISTORY

When the Village Council enacted the Original Tax Increment Financing Plan by Ordinance in 1986, the Initial assessed Value of Development area was established as the assessed value as equalized, of all the taxable property within the boundaries of the Development area at the time that ordinance was approved as shown by the then most recent assessment roll of the village for which equalization had been completed prior to the adoption of the 1986 Original Plan by ordinance. Property exempt from taxation at the time of the determination of the initial assessed value was included as zero however in determining the Initial assessed value property which a specific local tax was paid was in lieu of a property tax was not considered to be property that was exempt from taxation A specific local tax is defined in the DDA act and industrial plan Industrial facilities taxes levied under 1974 PA 198, taxes levied under the Technology Park Development act 1984 PA 385, and taxes levied on lessees and users of tax-exempt under 1953 PA 189 . The initial assessed value or current assessed value of property subject to a specific local tax paid was determined by calculating the quotient of the specific local tax paid, divided by the ad valorem millage rate or by other method as prescribed by the state tax commission

Each year current assessed value of TIFD will be determined. The current assessed value of the Development area is the taxable value of real and personal property located in the development area

In 1986 The Village of Stockbridge Mi. started capturing that portion of taxes solely attributable to increases in value ad valorem tax levy of all taxing jurisdictions on the captured assessed value of taxable real and personal property located in the development area (TIFD). (see attached Map)

The Stockbridge Downtown Development Authority (SDDA) receives approximately \$170,000 dollars annually. The Stockbridge SDDA is staffed by nine unpaid volunteers therefore all revenue collected are dedicated to ongoing or future projects which are described in a detailed plan. Members of the SDDA are local business owners, employees, Village President, Resident of the TIFD and one or more Residents of the village.

Sustainability of Increment Financing Revenues.

For the duration the Village of Stockbridge maintains an amended Tax Increment Financing plan and complies with act 57 of 2018 reporting requirements. The Village of Stockbridge a taxing jurisdiction will continue to receive tax revenues based upon the initial assessed value of the real and personal property levied by all taxing jurisdictions on the captured assessed value of taxable real and personal property located in the development area (TIFD).

What is the Benefit to the Village of Stockbridge for Supporting a TIFD overseen By The SDDA

What benefit has the establishment of the Stockbridge Tax Increment Financing plan to the Village while complying with legislative mandated requirements for having a Tax Increment Financing jurisdiction.

Listed below are the achievements of the SDDA 2022 – 2023

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- o Sold several pieces of property to facilitate bring new businesses to Stockbridge located in industrial park and corner of M-52 and Green Road thus bring additional employees and increasing tax revenue for the village.
- o Sponsor many Civic functions, and events Al Club's Day, Day in the Village, Festival of Lights, Open air Market, Harvest Moon Festival, Movies in the Square each year.

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- o Installed shared driveway Resummons.
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- o Constructed industrial park.
- o Installed water, sanitary sewer to corner of M-52 and Green road to bring a new business to town. Thus, increasing tax revenue and bring additional employees to village.
- o for plan allows for and has sponsored Façade, Incubator, Loan programs.
- o The SDDA partnered with seven different business to help them improve the appearance of their façade sponsored.
- o Updated 2019 plan amendment
- o Completed Bridge to future Campaign.
- o Completed Retail Market Analysis
- o Hired Professional Consultant
- o Purchased new park benches.
- o Completed Three-year revenue Sharing Agreement with Village
- o Updated Purchasing Policy
- o Updated 2019 Plan amendment
- o Updated Rules and Procedure Policy
- o Created SDDA Credit Card Policy
- o Created new plan amendment for 2022

CONSEQUENCES IF THE VILLAGE OF STOCKBRIDGE TAX INSTRUMENT FINANCING AUTHORITY WAS DISCONTINUED

In addition to the accomplished Legislative mandated benefits to the Village. The loss of this revenue would also result in the probable reversal of those accomplishments but would also probably result if not eliminate maintenance in the TIFD district to so Sidewalk maintenance, maintenance to the Five (5) Parking lots which includes Snow plowing, Resealing, Striping, Asphalt repair, provide and install American Flags and Banners, maintenance of Light Poles painting and Bulb replacement, Maintenance of Veterans park Restrooms, Gazebo, Play equipment repair / replacement, Basketball Court, Volleyball Court, Tennis Court, Walking Path. Skateboard Ramps maintenance, Mowing and Gazebo Light fixture maintenance, Maintenance of Security Cameras that help prevent crime in the park. The DDA also pays the electric bill for all lighting in the TIFD. Which includes the Decorative sidewalk light poles and all parking lot lighting.

If the SDDA was disbanded the Village would have a net loss of revenue of approximate \$90,000 dollars in a fiscal year. The reduction in of \$90,000 in revenue to the village would result likely discontinuing the support and sometimes the only money many community social events rely on. SDDA currently supports the following social functions: A Day in the Village, All Clubs Ride, All clubs Day, Harvest Festival, Festival of Lights, Open Air Market, Seasonal Decorations, Banners. 5K run.

The Village would only net back approximately \$40,000 dollars. The reason is that the SDDA. Contracts with the Village to perform the services listed above for \$50,000 a year. And the approximate \$90,000 captured from that portion of taxes solely attributable to increases in value ad valorem tax levy of all taxing jurisdictions on the captured assessed value of taxable real and personal property located in the development area (TIFD). (See attached Map)

The revenue generated from capturing these revenue taxes from tax levied ad valorem tax levy of all taxing jurisdictions on the captured assessed value of taxable real and personal property located in the development area (TIFD). would not otherwise flow into the Village allowing the ability to attract new business and maintain infrastructure installed by the SDDA and would return to taxing jurisdictions from which taxes are capture for.

If the SDDA was to be dismantled it more than likely could not be reinstated and would be gone forever. If the Village of Stockbridge could reinstate / start a new SDDA program it could only capture taxes in the TIFD district from the restarted date forwarded all new increases in taxes in the TIF District.

ATTACHMENTS:

- . Copy of TIFD Map
- . Copy of 2022 / 2023 Budget.

For any additional information please contact the Village of Stockbridge Office

**Amended budget for SDDA FY: 2022/2023 Approved by Village Council at Special Meeting
Held November 22, 2022. Roll call vote all yeas no nay votes**

| GL Number | Description | 2022-2023 | 2022-2023 |
|-----------|-------------|-----------|-----------|
|-----------|-------------|-----------|-----------|

ORIGINAL BUDGET

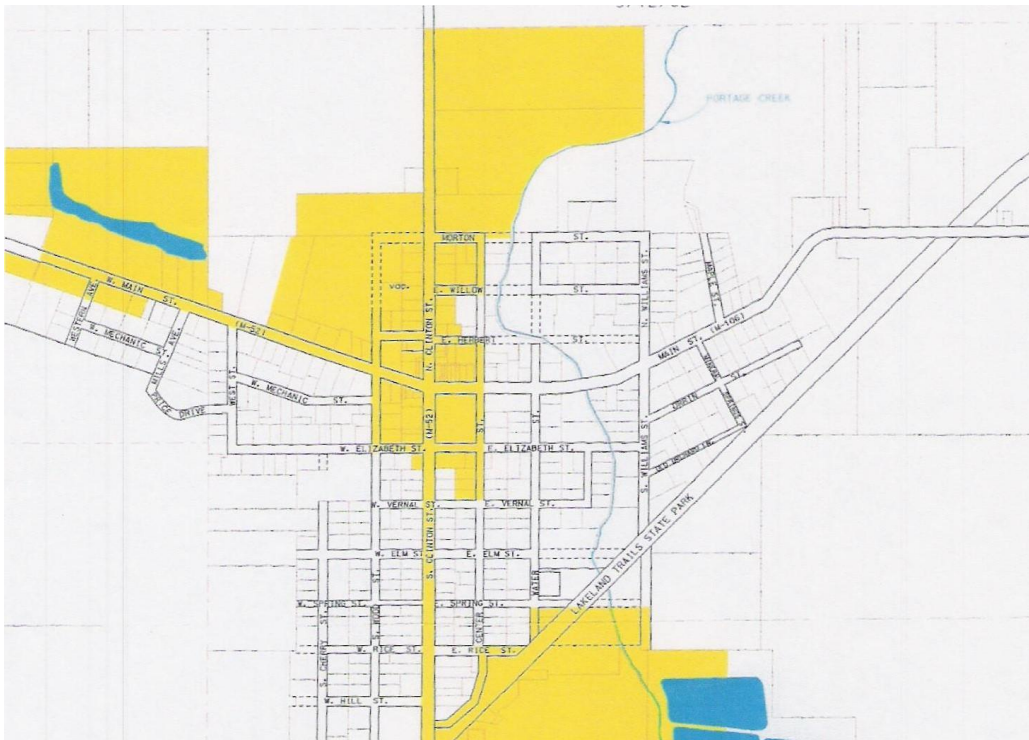
AMENDED BUDGET

| ESTIMATED REVENUES Dept 000 - GENERAL | | | |
|---|-------------------------------------|--------------|-----------------------|
| 248-000-4002.000 | TAX REV FROM TOWNSHIP | 90,000.00 | 90,000.00 |
| 248-000-402.001 | TAX REV FROM VILLAGE | 100,000.00 | 100,000.00 |
| 248-000-402.000 | CARRY FORWARD | 285,500.00 | 285,500.00 |
| 248-000-411.000 | DELINQUENT TAX REVENUE | 15,000.00 | 15,000.00 |
| 248-000-663.000 | INTEREST ON BANK ACCOUNT | 200.00 | 200.00 |
| 248-000-504.000 | REVENUE FROM GRANTS | | 50,000.00 |
| TOTALS FOR dept 000 – GENERAL | | 485,200 | 540,700 |
| TOTAL ESTIMATED REVENUES | | 485,200 | 540,700 |
| APPROPRIATIONS | | | |
| Dept 000 - GENERAL | | | |
| 248-000-701.000 | Salary – DDA Director | \$36,000 | \$0.00 |
| 248-000-801.000 | Legal Fees | \$10,000 | \$10,000 |
| 248-000-818.00 | Contracted services | \$3,000 | \$10,000 |
| 248-000-818.001 | Professional Services web site etc. | \$6,000 | \$6,000 |
| 248-000-818.003 | Prof. Services – A. Knowles | \$25,000 | 5,000 |
| 248-000-818.014 | Engineering | \$16,300 | 16,000 |
| 248-000-821.000 | Revenue sharing | \$48,000 | \$50,000 |
| 248-000-899.000 | Community promotion | \$10,000 | \$3,000 |
| 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 | \$3,000 | \$7,000 |
| 248-000-899.006 | Downtown Beatification | \$25,000 | \$10,000 |
| 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 | \$6,000 | \$2,500 |
| 248-000-899.010 | 5 K Run | \$800 | \$800 |
| 248-000-899.011 | Teen Center | \$7,000 | 0 |
| 248-000-899.016 | Pump Track | \$150,000 | \$300,000 |
| 248-000-900.000 | Printing and publishing | \$4,000 | \$1,000 |
| 248-000-956.000 | Miscellaneous expenses | \$5,500 | \$2,500 |
| 248-000-970.002 | Capital Outlay- facade IMP. | \$10,000 | \$10,000 |
| 248-000-970.003 | Capital Outlay – Banner / brackets | \$5,000 | \$5,000 |
| 248-000-970.004 | Capital Outlay – Tower Camera | \$1,000 | \$5,000 |
| 248-000-970.010 | Play Scape | \$100,000 | \$77,112 Paid in full |
| Totals for dept 000- GENERAL | | \$485,200 | \$534,512 |
| TOTAL APPROPRIATIONS | | \$485,200 | \$534,512 |
| NET OF REVENUES/APPROPRIATIONS – FUND 248 | | | \$388.00 |
| BEGINNING FUND BALANCE | | \$619,227.00 | \$619,227.00 |
| ENDING FUND BALANCE | | \$619,227.00 | \$625,615.00 |

I.F.D.

NO SCALE

9/12/02





VILLAGE OF STOCKBRIDGE MICHIGAN DOWNTOWN DEVELOPMENT AUTHORITY
STATE OF MICHIGAN FIRST OF TWO REQUIRED INFORMATIONAL MEETINGS
January 1st, 2022, to December 31, 2022

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- o Updated Purchasing Policy
- o Updated 2019 Plan amendment
- o Updated Rules and Procedure Policy
- o Created SDDA Credit Card Policy
- o Created new plan amendment for 2022

CONSEQUENCES IF THE VILLAGE OF STOCKBRIDGE TAX INSTRUMENT FINANCING AUTHORITY WAS DISCONTINUED

In addition to the accomplished Legislative mandated benefits to the Village. The loss of this revenue would also result in the probable reversal of those accomplishments but would also probably result if not eliminate maintenance in the TIFD district to so Sidewalk maintenance, maintenance to the Five (5) Parking lots which includes Snow plowing, Resealing, Striping, Asphalt repair, provide and install American Flags and Banners, maintenance of Light Poles painting and Bulb replacement, Maintenance of Veterans park Restrooms, Gazebo, Play equipment repair / replacement, Basketball Court, Volleyball Court, Tennis Court, Walking Path. Skateboard Ramps maintenance, Mowing and Gazebo Light fixture maintenance, Maintenance of Security Cameras that help prevent crime in the park. The DDA also pays the electric bill for all lighting in the TIFD. Which includes the Decorative sidewalk light poles and all parking lot lighting.

If the SDDA was disbanded the Village would have a net loss of revenue of approximate \$90,000 dollars in a fiscal year. The reduction in of \$90,000 in revenue to the village would result likely discontinuing the support and sometimes the only money many community social events rely on. SDDA currently supports the following social functions: A Day in the Village, All Clubs Ride, All clubs Day, Harvest Festival, Festival of Lights, Open Air Market, Seasonal Decorations, Banners. 5K run.

The Village would only net back approximately \$40,000 dollars. The reason is that the SDDA. Contracts with the Village to perform the services listed above for \$50,000 a year. And the approximate \$90,000 captured from that portion of taxes solely attributable to increases in value ad valorem tax levy of all taxing jurisdictions on the captured assessed value of taxable real and personal property located in the development area (TIFD). (See attached Map)

The revenue generated from capturing these revenue taxes from tax levied ad valorem tax levy of all taxing jurisdictions on the captured assessed value of taxable real and personal property located in the development area (TIFD). would not otherwise flow into the Village allowing the ability to attract new business and maintain infrastructure installed by the SDDA and would return to taxing jurisdictions from which taxes are capture for.

If the SDDA was to be dismantled it more than likely could not be reinstated and would be gone forever. If the Village of Stockbridge could reinstate / start a new SDDA program it could only capture taxes in the TIFD district from the restarted date forwarded all new increases in taxes in the TIF District.

ATTACHMENTS:

- . Copy of TIFD Map
- . Copy of 2022 / 2023 Budget.

For any additional information please contact the Village of Stockbridge Office

**Amended budget for SDDA FY: 2022/2023 Approved by Village Council at Special Meeting
Held November 22, 2022. Roll call vote all yeas no nay votes**

| GL Number | Description | 2022-2023 | 2022-2023 |
|-----------|-------------|-----------|-----------|
|-----------|-------------|-----------|-----------|

ORIGINAL BUDGET

AMENDED BUDGET

| ESTIMATED REVENUES Dept 000 - GENERAL | | | |
|---|-------------------------------------|--------------|-----------------------|
| 248-000-4002.000 | TAX REV FROM TOWNSHIP | 90,000.00 | 90,000.00 |
| 248-000-402.001 | TAX REV FROM VILLAGE | 100,000.00 | 100,000.00 |
| 248-000-402.000 | CARRY FORWARD | 285,500.00 | 285,500.00 |
| 248-000-411.000 | DELINQUENT TAX REVENUE | 15,000.00 | 15,000.00 |
| 248-000-663.000 | INTEREST ON BANK ACCOUNT | 200.00 | 200.00 |
| 248-000-504.000 | REVENUE FROM GRANTS | | 50,000.00 |
| TOTALS FOR dept 000 – GENERAL | | 485,200 | 540,700 |
| TOTAL ESTIMATED REVENUES | | 485,200 | 540,700 |
| APPROPRIATIONS | | | |
| Dept 000 - GENERAL | | | |
| 248-000-701.000 | Salary – DDA Director | \$36,000 | \$0.00 |
| 248-000-801.000 | Legal Fees | \$10,000 | \$10,000 |
| 248-000-818.00 | Contracted services | \$3,000 | \$10,000 |
| 248-000-818.001 | Professional Services web site etc. | \$6,000 | \$6,000 |
| 248-000-818.003 | Prof. Services – A. Knowles | \$25,000 | 5,000 |
| 248-000-818.014 | Engineering | \$16,300 | 16,000 |
| 248-000-821.000 | Revenue sharing | \$48,000 | \$50,000 |
| 248-000-899.000 | Community promotion | \$10,000 | \$3,000 |
| 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 | \$3,000 | \$7,000 |
| 248-000-899.006 | Downtown Beatification | \$25,000 | \$10,000 |
| 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 | \$6,000 | \$2,500 |
| 248-000-899.010 | 5 K Run | \$800 | \$800 |
| 248-000-899.011 | Teen Center | \$7,000 | 0 |
| 248-000-899.016 | Pump Track | \$150,000 | \$300,000 |
| 248-000-900.000 | Printing and publishing | \$4,000 | \$1,000 |
| 248-000-956.000 | Miscellaneous expenses | \$5,500 | \$2,500 |
| 248-000-970.002 | Capital Outlay- facade IMP. | \$10,000 | \$10,000 |
| 248-000-970.003 | Capital Outlay – Banner / brackets | \$5,000 | \$5,000 |
| 248-000-970.004 | Capital Outlay – Tower Camera | \$1,000 | \$5,000 |
| 248-000-970.010 | Play Scape | \$100,000 | \$77,112 Paid in full |
| Totals for dept 000- GENERAL | | \$485,200 | \$534,512 |
| TOTAL APPROPRIATIONS | | \$485,200 | \$534,512 |
| NET OF REVENUES/APPROPRIATIONS – FUND 248 | | | \$388.00 |
| BEGINNING FUND BALANCE | | \$619,227.00 | \$619,227.00 |
| ENDING FUND BALANCE | | \$619,227.00 | \$625,615.00 |

I.F.D.

NO SCALE

NO SCALE

I think that American Ramp company is responsible for everything inside the pump track footprint. The SDDA should only end up connecting to the discharge outlet from the four proposed catch basins located inside pump track.

Of course, I've been wrong before I'm going to ask them.

So, The Question I have is this. The estimated for soil erosion control measures was that for the entire footprint of the pump track? Because we are responsible for that.

So, If I'm correct we would pay for the purchase and installation of about 320 ft of 12 in pipe. 12-inch tap into existing manhole., site clean-up and soil erosion containment measures. significantly reducing cost. to about \$24,700

I am interested in your thoughts.

Daryl

Don from Wolverine has come up with a solution for storm water control.

Please find attached his drawing.

I just want to confirm that the contract covered the cost of storm water control measures within pump track perimeter and would include a minimum of 6 ft of discharge piping extending from the exterior perimeter of the pump track ?

Thanks

Daryl

Daryl and Jill,

So the solution is to install a 312 foot sewer line? And that would cost how much? (Engineering, permitting, contracting, installation, etc.) That would likely cause the need for a revision to the village's NPDES permit and a whole host of other complications.

Daryl:

Please find attached our opinion of probable cost for the storm sewer construction.

As always, if you have any questions or require additional information, please do not hesitate to call.

Sincerely,

Don

Daryl:

Please find attached the topo and storm sewer layout for the pump track. Based upon the grades and information we gathered in the field; this site can be drained to an existing storm sewer on the eastern side of the park.

Please advise if you would like this shared with the pump track people.

Sincerely,
Don

Daryl,

The French drain decision was based on information we were given early on from the Village, without performing any percolation tests, so I appreciate Don letting us know that may not be an option. This is an easy alteration to make at this stage, and something we do quite often. We can collect stormwater and daylight somewhere outside the perimeter of the pump track. Is there a convenient location nearby to pipe that water to that would have the necessary slope?

For the drainage permit, I assume that we would just need to update our plans to whatever the final drainage plan is, and then you guys would submit that information to the county.

The rest of the changes listed make sense, and we will take care of. In addition to what we have already discussed.

Best,

Please review our engineers comment on Pump Trac Drawings. My question is can you design the drainage as Don suggest?

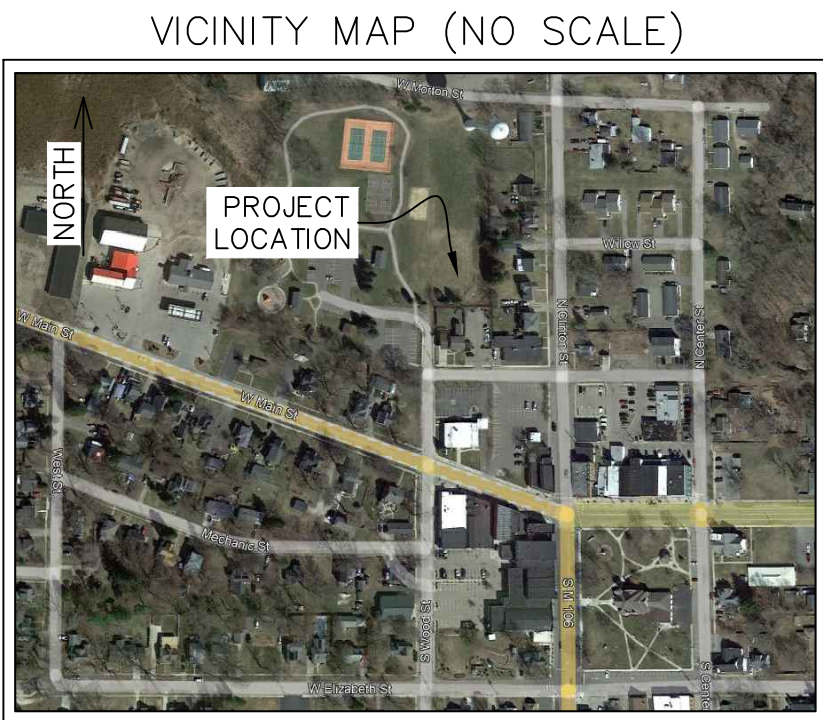
Thanks

Daryl
Hey Don,

Imperial works for us and saves you the time of having to convert.

When do you expect to be able to deliver the survey and drainage info?

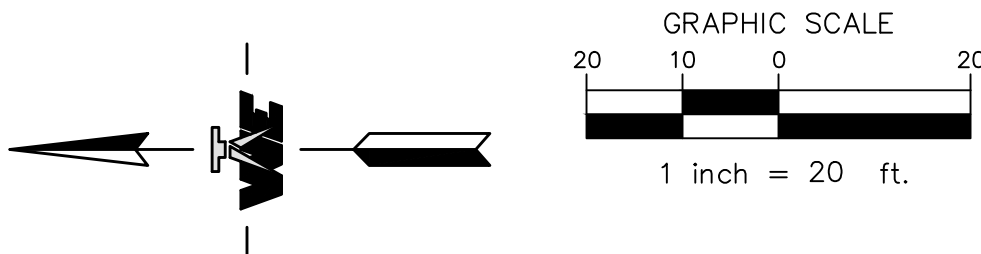
Best,



STORM MH
RIM ELEV.= 932.49'
INV. 15", W-SW= 928.49'
INV. 18", NW= 928.54'
INV. 21", E= 928.49'

| PROPOSED STORM STRUCTURE TABLE | |
|--------------------------------|---|
| STRUCTURE NO.: | DETAILS: |
| A | 48" DIA. STR RIM = 936.00 2' SUMP IE 12" SW 931.10 IE 12" N 930.96 |
| B | 48" DIA. STR RIM = 936.00 2' SUMP IE 12" W 931.30 IE 12" S 931.30 IE 12" NE 931.20 |
| C | 48" DIA. STR RIM = 936.00 2' SUMP IE 12" E 931.43 |
| D | 48" DIA. STR RIM = 936.00 2' SUMP IE 12" N 931.42 |
| EX | 48" DIA. STR RIM = 932.19 0' SUMP IE 12" S 930.00 |

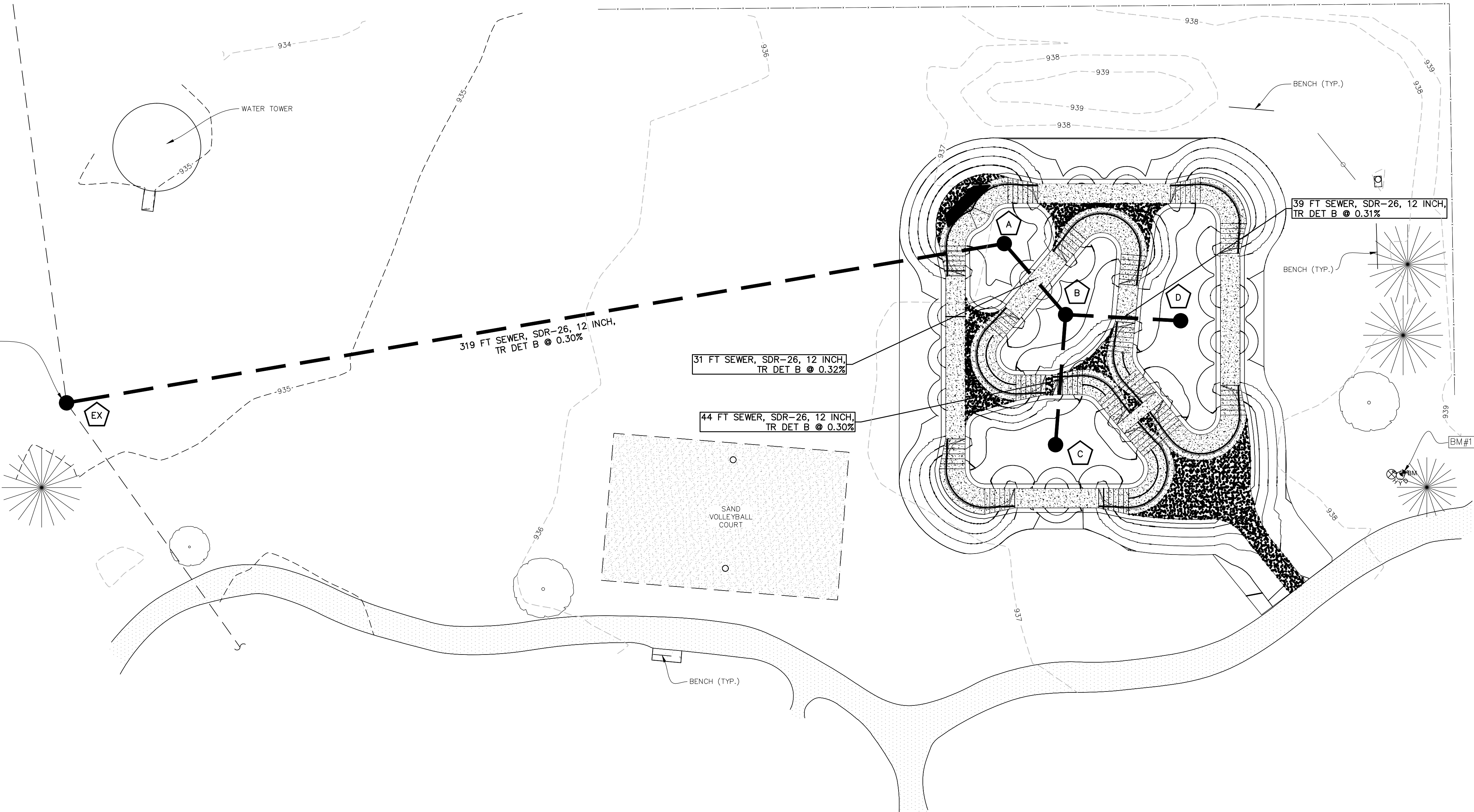
- EXISTING LEGEND
- PROPOSED STORM SEWER
 - STORM SEWER
 - CONTOUR - MJR
 - CONTOUR - MNR
 - WIRE/BARBWIRE FENCE
 - CHAIN LINK FENCE
 - SAND
 - ASPHALT
 - CONCRETE
 - STORM MANHOLE
 - HYDRANT
 - WATER MAIN VALVE
 - POST
 - PROPOSED CATCH BASIN
 - BENCHMARK
 - DECIDUOUS TREE
 - EVERGREEN TREE



SITE BENCHMARKS:

#1 S-SE FLANGE BOLT ON FIRE HYDRANT,
LOCATED AT THE SOUTH SIDE OF
PROPOSED PUMP TRACK ENTRANCE.
ELEVATION= 939.51'

STORM MH
RIM ELEV.= 934.44'
INV. 15", SW= 928.44'
INV. 15", N-NE= 928.44'
PROP INV. 12", SE= 930.00'



Know what's below.
Call before you dig.

!!! CAUTION !!!

THE LOCATIONS AND ELEVATIONS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS DRAWING ARE ONLY APPROXIMATE. NO GUARANTEE IS EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS OR ACCURACY THEREOF. THE CONTRACTOR SHALL BE EXCLUSIVELY RESPONSIBLE FOR DETERMINING THE EXACT UTILITY LOCATIONS AND ELEVATIONS PRIOR TO THE START OF CONSTRUCTION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE VARIOUS UTILITY OWNERS IN ACCORDANCE WITH MICHIGAN P.A. NO. 174 OF 2013.

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| REVISION | DATE | DRAWN | DESCRIPTION |
|----------|------|-------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

WOLVERINE
Engineers & Surveyors, Inc.

312 North Street
Mason, Michigan 48854
Ph: 317 676-9200
F: 317 676-9396
http://www.wolverine.com

| | |
|-----------|---|
| PROJECT | PUMP TRACK SURVEY & DRAINAGE EVALUATION |
| APPROVED | DBH |
| CHECKED | DBH |
| DRAWN | DLD |
| JOB NO. | 23-0024 |
| DATE | 02/09/2023 |
| SCALE | 1" = 20' |
| SHEET NO. | C-1 |

SOURCEWELL BUILD AGREEMENT WITH CONSTRUCTION DOCUMENTS

THIS AGREEMENT is made this 23 day of NOVEMBER 2022, by and between the Village of Stockbridge Downtown Development Authority, a Michigan Municipal Corporation (hereinafter called "**OWNER**"), whose principal office is located at 305 West Elizabeth Street, Stockbridge, MI 69285, and American Ramp Company, (hereinafter called "**CONTRACTOR**"), whose principal office is located at 601 S. McKinley Ave, Joplin, MO 64801.

PROJECT: Veterans Memorial Park Velosolutions Asphalt Pump Track

LOCATION: Stockbridge, MI

PROJECT NUMBER: 7781

WITNESSETH:

For value received, CONTRACTOR and OWNER agree as follows:

ARTICLE 1 DESCRIPTION OF WORK

1.1 The CONTRACTOR hereby covenants and agrees with the OWNER that he will well and faithfully construct the project in accordance with each and every one of the conditions, covenants, stipulations, terms and provisions contained in the specifications, drawings, and general conditions relating to the project, and will well and faithfully comply with and perform each and every obligation imposed upon him by said documents.

1.2 CONSTRUCTION: Asphalt pump track as determined by design meetings and conceptual design. Scope of work is limited to the footprint of the pump track area of disturbance as included as Exhibits to this contract as follows:

- Exhibit A – Scope of Work
- Exhibit B – Conceptual Design
- Exhibit C – Plan Specs and Scale
- Exhibit D – Material Quantities
- Exhibit E – American Ramp Company Sourcewell Contract #112420-ARC
- Exhibit F – Standard Asphalt Pump Track Warranty

ARTICLE 2 CONTRACT AMOUNT

2.1 OWNER agrees to pay CONTRACTOR the sum of **two hundred eighty-eight thousand dollars and 00/100 cents (\$ 288,000.00)**, plus any applicable taxes (OWNER is Tax Exempt), subject to additions and deductions for changes as may be agreed upon in writing. CONTRACTOR may bill his work progressively based on quantities installed.

2.2 All portions of this contract will be billed in progress billings to be submitted to the OWNER by the CONTRACTOR based on the following milestones:

10% for Design at Signing of Contract
20% upon Mobilization
Progress Payments Once Construction Begins
10% Held in Retainer for Final Punch List

OWNER must approve construction plans prior to CONTRACTOR mobilizing.
OWNER has the ability to opt out of the contract after the design phase.

All progress billings are due in full within 60 days of receipt of invoice from CONTRACTOR.

2.3 Execution of any Attachments and/or Add Alternates will be bound by all terms and conditions of the Agreement. If any changes are determined necessary, CONTRACTOR will issue a change request to the OWNER for approval prior to performing work.

2.4 "Completion of the Project" shall be deemed the earlier of 1.) the date OWNER executes CONTRACTOR's punch-list/sign-off sheet; or 2.) The date the OWNER opens the Project to the public for permanent use.

2.5 All pricing of the asphalt pumptrack elements are to be in line with American Ramp Company's Sourcewell contract #112420-ARC.

ARTICLE 3 INSURANCE AND INDEMNITY

3.1 CONTRACTOR shall maintain at its cost the following minimum insurance and coverage throughout the term of the Agreement: Both (1) Comprehensive General Liability and (2) Comprehensive Automobile Liability Insurance covering liabilities for property damage and bodily injury, including death, at the minimum amount of One Million and No/100 Dollars (\$1,000,000.00) per occurrence. CONTRACTOR must maintain Workers Compensation with the limits required by federal and state law and Employer's Liability Insurance of not less than \$1,000,000 per accident for injury and \$1,000,000 per employee for disease with a \$1,000,000 disease policy limit.

ARTICLE 4 CONTRACTOR'S AND OWNER'S RESPONSIBILITIES

4.1 No variation of this agreement will be recognized unless such change has been approved in writing and signed by both parties.

4.2 CONTRACTOR may assign or transfer this Agreement or any part thereof or amounts due or to become due hereunder with the written consent of OWNER, which shall not be unreasonably withheld. OWNER understands that CONTRACTOR may subcontract the installation portion of this Agreement using independent Subcontractors without the consent of OWNER. CONTRACTOR shall insure that 1) any subcontractor of Contract is properly licensed and insured under the above qualifications in paragraph 3.1, 2) the subcontractor of Contract follows all applicable laws and regulations of the State of Michigan and the Federal Government. The

CONTRACTOR shall be responsible to the OWNER for all work performed by the subcontractor to confirm compliance with this contract.

4.3 CONTRACTOR will in no way be liable for delays in completion of the project which are reasonably beyond the control of the CONTRACTOR, including but not limited to: Acts of God, labor strikes, shortage of materials, shipping delays, or action attributable to the Purchaser. If the CONTRACTOR becomes aware of an issue that meets the requirements of this paragraph that is likely to delay completion of the project, the Contractor shall immediately notify the Purchaser in writing of the specific reason for the delay and provide an updated completion date based upon the delay. The Purchaser reserved the right to challenge any "reason" for delay as not meeting the intent of this paragraph in the future.

4.4 After the final inspection and completion of the Project, all repair/replacement issues regarding the Project and the materials shall be determined under the terms set forth in CONTRACTOR's standard warranty.

4.5 During construction the entire job site is considered hazardous. Before, during and after construction, OWNER is responsible for securing the job site. OWNER is responsible for barricading the premises and warning persons of the dangers at the jobsite. Under no circumstances may the asphalt pump track be skated or ridden until final completion of the Project.

4.6 Both during construction and after completion, CONTRACTOR shall not be held liable for damages beyond its control including but not limited to: noise generated from the Project, before and after final completion, not including construction related noise, location choice, graffiti, additional expenses incurred by Purchaser, zoning issues, etc.

4.7 CONTRACTOR will assist in acquiring the necessary building permits and other local licenses that are required for the Project. OWNER agrees to cover or waive any costs associated. Any cost related to building permits and other local licenses will not be the responsibility of CONTRACTOR.

4.8 All materials and workmanship are to conform to the construction plans, details and specifications and the OWNER's Standards for Construction.

ARTICLE 5 MISCELLANEOUS

5.1 The persons signing this Agreement warrant that they are duly authorized to sign on behalf of their respective parties and to bind their respective parties hereto. This Agreement shall inure to the benefit of and be binding upon the undersigned parties and their respective heirs, executors, legal representatives, successors and assigns. No waiver of any provision of this agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver. If any provision of this agreement is held to be invalid or unenforceable, all other provisions shall nevertheless continue in full force and effect.

5.2 The parties shall endeavor to resolve their Claims by mediation. Request for mediation shall be filed, in writing, with the other party to the Contract. The request may be made concurrently with the submission of such Claim to a court of competent jurisdiction, as

provided in the paragraph below, but, in such event, mediation shall proceed in advance of such legal proceedings, which shall be stayed pending mediation for a period of 60 days from the date of submission, unless stayed for a longer period by agreement of the parties or court order.

5.3 Claims, disputes or other matters in question between the parties arising out of or relating to this Contract and which cannot be resolved by mediation, as provided in above paragraph, shall be governed by Michigan law and shall be determined exclusively in the Courts of Ingham County, MI without regard to its conflicts of law provisions. The prevailing party shall be entitled in any such action to recover its reasonable attorney's fees and legal expenses from the other party.

5.4 Any Dispute between the parties about this Agreement, including the interpretation of this Agreement and the adequacy of any performance under this Agreement, shall be resolved by arbitration, pursuant to the Michigan uniform Arbitration Act, PA 372 of 2012. The Arbitration shall be conducted before a single arbitrator who is mutually acceptable to the parties. If the parties are unable to agree on an arbitrator, either party, the Court where the action is pending shall appoint an arbitrator who is an attorney who is actively engaged in the practice of law that is the subject matter of this Agreement. The decision of the arbitrator on any dispute shall be final and binding on the parties and enforceable in any Court of appropriate jurisdiction. The parties shall equally share any expenses of the arbitration.

5.5 This agreement constitutes the entire agreement between the parties pertaining to its subject matter, and it supersedes all prior contemporaneous agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this agreement shall be binding unless executed in writing by all parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

OWNER: STOCKBRIDGE DOWNTOWN

CONTRACTOR:

Firm: DEVELOPMENT AUTHORITY

Firm: American Ramp Company

Authorized Signature: DAVE ANDERSON
CHAIR SDBA

Authorized Signature: _____

Name Print: DAVE ANDERSON

Name Print: _____

Date Executed: NOVEMBER 23, 2012

Date Executed: _____