



Stockbridge Downtown Development Authority
MEETING AGENDA
305 W Elizabeth Street, Room #112
Thursday, January 26, 2023, 6:15pm

CALL TO ORDER

- Roll Call
- Pledge of Allegiance
- Approval of Meeting Agenda January 26, 2023
- Approval of Meeting Minutes for December 29, 2022, and November 17, 2022 and January 19, 2023

PUBLIC COMMENT

FINANCIALS:

- Check register for the December 29, 2022, to January 26, 2023

COMMITTEE REPORTS:

- Event/Design Committee – Taylor, Conant,
- Status of Purchas of Christmas Decorations if any

UNFINISHED BUSINESS:

- What are John's ideas for resolving TIFD, Tax Id numbers, incorrectly or not assigned to the TIFD.
- Transportation Alternatives Program
- Mellisa MOT, Pamphlet

New Business

- 2023 /2024 Draft SDDA budget
- Finance committee and Board. Are we interested in researching the possibility of moving money into some type of high interest program?
- Required Public Informational meeting s 2 each
- Updating Rules and Procedures
- Sidewalk grants
- SDDA Director concerns, ideas, suggestions, or comments
- ZOOM membership and instructions on how to connect and use our equipment.
- Mellisa will be Chairing the February 23, 2023, SDDA meeting.

PUBLIC COMMENT

NEXT MEETING

Next meeting be held February 23, 2023.

ADJOURNMENT



Stockbridge Downtown Development Authority
MEETING AGENDA
305 W Elizabeth Street, Room #112
Thursday, November 17, 2022, 6:15pm

CALL TO ORDER

- Roll Call
- Pledge of Allegiance
- Approval of Meeting Agenda November 17, 2022
- Approval of Meeting Minutes for October 27, 2022

PUBLIC COMMENT

- **FINANCIALS:**
 - a. Check register for the October 27, 2022 to November 17, 2022

COMMITTEE REPORTS:

Event/Design Committee – Taylor, Conant,

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UNFINISHED BUSINESS:

1. Update of proposed contract with American Ramp company
2. Review amended budget for submittal to Village Council
3. How are we coming on Pamphlet dispersal
4. Review Proposal for Re-Survey of TIFD \$24,400

New Business

- RFP for Planner services Three proposals
- Cost of changing Banners out

PUBLIC COMMENT

NEXT MEETING

Next meeting be held December 22, 2022.

ADJOURNMENT



Stockbridge Downtown Development Authority
Rescheduled Meeting Minutes
305 West Elizabeth Street Room #112
Thursday, December 29, 2022, 6:15 pm

Call to Order: Chairperson Anderson called the meeting to order at 6:15 pm.

Roll Call:

Present: Anderson, Fillmore, Conant, Ogden, Powers-Taylor

Absent: Stephens, Lega

Pledge of Allegiance was led by Chair Anderson.

Motion by Powers-Taylor, supported by Fillmore to approve the agenda as amended. All in favor. Motion carried.

Motion to table the approval of November 17, 2022, minutes by Powers-Taylor.

Public Comment: None.

Financials: Motion to approve the financial as presented by Powers-Taylor supported by Fillmore.

Roll call:

Ayes: Fillmore, Conant, Ogden, Powers-Taylor, Anderson

Nay: None

Absent: Lega, Stephens

Committee Report:

Event/Design Committee: DDA directors need to schedule a meeting in May in order to go through Christmas decorations and make repairs where possible.

Committee will spend up to \$1,000 on decorations replacement.

Unfinished business:

1. Contract with American Ramp Company was reviewed.
2. Amended budget approved by the Village Council was reviewed.
3. Mellisa will contact MDOT regarding pamphlets being put in highway rest stops. Some pamphlets will be put in local realtor offices.
4. The proposal for re-survey was tabled until John Gormley is present to explain potential changes.
5. Planner services were discussed. No motion was made.
6. New internet site was discussed.
7. Motion by Powers-Taylor supported by Fillmore for Chair Anderson to sign the Revenue Sharing agreement with the Village with the amendment to deduct 15% of the first and second years.

Stockbridge Downtown Development Authority
Rescheduled Meeting Minutes
305 West Elizabeth Street Room #112
Thursday, December 29, 2022, 6:15 pm

Roll call:

Ayes: Conant, Ogden, Powers-Taylor, Fillmore, Anderson

Nay: None.

Absent: Stephens, Lega

- o. Motion by Anderson supported by Fillmore to hire Molly Howlett as recording secretary at the rate of \$50/meeting with the understanding that this will include proofreading the agenda, attending all meetings, and submitting minutes of all meetings according to the General Village Law requirements.

Roll call:

Ayes: Fillmore, Ogden, Powers-Taylor, Ogden, Conant, Anderson.

Nay: None.

Absent: Lega, Stephens

New Business:

1. Costs of changing banners and flags were discussed. These costs were included in the amended approved budget and no changes were made.
2. DDA directors will take down Christmas decorations from lamp posts on January 5, 2023, at 1:00.
3. In order to prepare for writing a sidewalk grant, the DDA directors will read the program provided on grant writing by February 27, 2023. There will be an organizational meeting from 7:00-8:30. The program and the hiring of a planner will be discussed.

Public Comment: None.

Next meeting will be January 26, 2023.

Motion to adjourn by Fillmore at 8:23 supported by Conant. All in favor.

Motion carried.

Respectfully submitted, Molly Howlett, recording secretary



Stockbridge Downtown Development Authority
305 W Elizabeth Street, Room #112
Thursday, January 26, 2023, 6:15pm
CHAIR REPORT OF ACTIVITY

1. Worked on creating a 2023/2024 SDDA budget
2. Created agenda
3. Posted special meeting announcement on site and regular meeting announcements
4. Posted notice of meeting on entrance to Village office and on conference room door
5. Reached out to the event coordinators to obtain request for funding
6. Transferred ZOOM account from Geri to myself.
7. Went to bank and obtained card for signature for check signers
8. Reworked Rules and Procedures to include Remote attendance and purchasing procedures
9. Created step by step instructions with help from Jason for accessing and using ZOOM equipment in conference room
10. Review information on internet site and found several items missing and filed incorrectly on site

Amended budget for SDDA FY: 2023/2024 (Current Bank Balance as of January 03, 2023, was \$436,915.14 (which will be reduced by \$79,500 when Village is Paid off) leaving \$357,415. We need to recommend a 2023/2024 budget to Village Council preferably by February 06,2023. If we are not ready by then it's my understanding that the Village Council may hold a special meeting to final their budget latter in the month. Our budget needs to be finalized by then and included on the agenda for their special meeting. I strongly recommend that someone from the SDDA attend the Village Council meet where our budget will be approved or amended inorder to champion our budget and answer any questions trustees may have.

I have reached out to Erin to obtain her request with synopsis of benefit to village included in the request if any for the 5 K run included in budget.

I reached out to Susie Greenway to obtain her request for funding for the open-air market with synopsis of benefit to village included in request, All Clubs ride, All Clubs Day. Susie has provided same included in your meeting packet.

I have reached out to Jill for Townships request for funding for Harvest Festival with synopsis of benefit to village included in request.

I have reached out to the Chamber of Commerce TX. 419-960-5459 left a message for the Festival of Lights or the Day In the Village. I think they sponsored those events (I could be wrong), to obtain their request for funding with a short synopsis of benefit to village included in request.

ESTIMATED REVENUES Dept 000 - GENERAL		ORIGINAL BUDGET 2022-2023	AMENDED BUDGET 2022-2023	Proposed 2023/2024 budget	Track depleting balance as line items are drawn from Existing Bank balance of \$430,000 - \$79,050 owed to village leaves around \$357,415 Total projected revenue from now after Villages amount deducted until February 28, 2024, is \$603,029
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248-000-4002.000	TAX REV FROM TOWNSHIP	90,000.00	90,000.00	\$93,467	
248-000-402.001	TAX REV FROM VILLAGE	100,000.00	100,000.00	\$137,149	
248-000-402.000	CARRY FORWARD	285,500.00	285,500.00	\$357,415? BB	
248-000-411.000	DELINQUENT TAX REVENUE	15,000.00	15,000.00	\$15,000	
248-000-663.000	INTEREST ON BANK				
	ACCOUNT	200.00	200.00	\$200	
248-000-504.000	PROJECTED REVENUE FROM				
	GRANTS		50,000.00	\$000000???	
TOTALS FOR dept 000 – GENERAL		485,200	540,700	\$603,497	357,415
TOTAL ESTIMATED REVENUES		485,200	540,700		
APPROPRIATIONS					
Dept 000 -					
GENERAL					
248-000-701.000	Salary – DDA Director	\$36,000	\$0.00	\$0.00	0
248-000-801.000	Legal Fees	\$10,000	\$10,000	\$12,000	\$345,415
248-000-818.00	Contracted services i.e.. Snow Fence around pump track, landscaping around pump track, signage around pump track, soil testing, Recording secretary	\$3,000	\$10,000	\$20,000	\$325,415
248-000-818.001	Professional Services web site etc.	\$6,000	\$6,000	\$6,000	\$319,415
248-000-818.003	Prof. Services – A. Knowles	\$25,000	5,000	\$2,000	\$317,415
248-000-818.014	Engineering	\$16,300	16,000	\$5,000	\$312,415
248-000-899.000	Community promotion	\$10,000	\$3,000	\$1,000	\$311,415
248-000-899.001	A day in the Village	\$7,500	\$7,500	\$7,500	\$303,915
248-000-899.003	All Clubs Day	\$1,900	\$1,900	\$1,900	\$301,515
248-000-899.004	All clubs ride	\$700	\$700	\$700	\$300,815
248-000-899.005	Harvest Festival	\$3,000	\$7,000	\$7,000	\$293,315
248-000-899.006	Downtown Beatification, flowers, planters etc.	\$25,000	\$10,000	\$5,000	\$288,815
248-000-899.007	Festival of Lights	\$2,500	\$2,500	\$2,500	\$286,315
248-000-899.008	Open air Market	\$1,000	\$1,000	\$1,000	\$285,315
248-000-899.009	Seasonal Decorations new decorations and \$5,200 to put up and take down Christmas lights	\$6,000	\$2,500	\$6,000	\$279,815
248-000-899.010	5 K Run	\$800	\$800	\$800	\$279,015
248-000-899.011	Teen Center	\$7,000	0	0	We should have and additional \$181,025 by July 2023 Plus \$279,015 equals \$460,040
248-000-899.016	Pump Track \$288,000 - \$28,800 deposit leaves \$260,000 plus a 10% contingency of \$26,000 equals \$286,000	\$150,000	\$300,000	\$286,000 Projected install date Aug/Sept.	\$174,040
248-000-900.000	Printing and publishing	\$4,000	\$1,000	\$1,000	\$173,040
248-000-900.000	Miscellaneous expenses	\$5,500	\$2,500	\$3,000	\$170,540
248-000-970.002	Capital Outlay- facade IMP.	\$10,000	\$10,000	\$10,000	\$159,540
248-000-970.003	Capital Outlay – Banner / brackets	\$5,000	\$5,000	\$5,000	\$154,540
248-000-970.004	Capital Outlay – Tower Camera	\$1,000	\$5,000	\$1,000 note: not included in a plan.	\$153,540
248-000-970.010	Play Scope	\$100,000	\$77,112	0	
248-000-821.000	Revenue sharing	\$48,000	\$50,000	\$52,000	plus \$64,589 projected between July 2023 and

					February 28, 2024, equals \$218,129 - \$52,000 = \$164,129.
??????????????	Gaga ball pit			\$500	\$158,625
??????????????	Planner services			\$2,000 note: believe covered in plan under director position description	\$133,625
??????????????	Grant Writer			\$5,000 note: believe covered in plan under director position description	\$152,414
??????????????	Matching fund monies			Not included in a plan \$25,000	\$134,129
??????????????	Transportation alternatives Program			????? Not included in a plan	Suggest not specifically assigning dollars to this line item and plan on any matching dollars coming from that line item for supplying matching funds for grants
Totals for dept 000- GENERAL		\$485,200	\$534,512	\$468,900	
TOTAL APPROPRIATIONS		\$485,200	\$534,512	\$468,900	
NET OF REVENUES/APPROPRIATIONS – FUND 248			\$6,188.00	(\$111,485)	
BEGINNING FUND BALANCE		\$619,227.00	\$619,227.00	\$357,415	
ENDING FUND BALANCE		\$619,227.00	\$625,415.00	\$134,129	

Table 1: Provides a look at Historic amounts collected and projected dates when monies will be received from now until start of FY 2024, on March 01, 2024.

Month	Date of deposit	
01/11/23	\$5,847	
02/28/23	\$28,780	
3/31/23	\$137,149	
4/28/23	0	
5/31/23	\$9,249	
6/30/23	0	
7/29/22	0	
8/21/21		
9/30/21	\$5,790	
10/30/21	\$21,526	
11/30/21	\$2,646	
12/31/21	0	
01/11/24	\$5,847	
02/28/24	\$28,780	
Total	\$245,614	

ESTIMATED REVENUES Dept 000 - GENERAL		AMENDED BUDGET	Proposed 2023/2024 budget
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		2022-2023	
248-000-4002.000	TAX REV FROM TOWNSHIP	90,000.00	\$93,467
248-000-402.001	TAX REV FROM VILLAGE	100,000.00	\$137,149
248-000-402.000	CARRY FORWARD	285,500.00	\$357,415? BB
248-000-411.000	DELINQUENT TAX REVENUE	15,000.00	\$15,000
248-000-663.000	INTEREST ON BANK ACCOUNT	200.00	\$200
248-000-504.000	PROJECTED REVENUE FROM GRANTS	50,000.00	
TOTALS FOR dept 000 – GENERAL		\$540,700	\$603,497
TOTAL ESTIMATED REVENUES		\$540,700	
Dept 000 - GENERAL			
248-000-701.000	Salary – DDA Director	\$0.00	\$0.00
248-000-801.000	Legal Fees	\$10,000	\$12,000
248-000-818.00	Contracted services	\$10,000	\$20,000
248-000-818.001	Professional Services web site etc.	\$6,000	\$6,000
248-000-818.003	Prof. Services – A. Knowles	5,000	\$2,000
248-000-818.014	Engineering	16,000	\$5,000
248-000-899.000	Community promotion	\$3,000	\$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	\$7,000	\$7,000
248-000-899.006	Downtown Beatification, flowers, planters etc.	\$10,000	\$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	\$2,500	\$6,000
248-000-899.010	5 K Run	\$800	\$800
248-000-899.011	Teen Center	0	0
248-000-899.016	Pump Track	\$300,000	\$286,000
248-000-900.000	Printing and publishing	\$1,000	\$1,000
248-000-900.000	Miscellaneous expenses	\$2,500	\$3,000
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	\$5,000	\$1,000
248-000-821.000	Revenue sharing	\$50,000	\$52,000
???????????????	Gaga ball pit		\$500
???????????????	Planner services		\$2,000
???????????????	Grant Writer		\$5,000
???????????????	Matching fund monies		\$25,000
Totals for dept 000- GENERAL		\$534,512	\$468,900
TOTAL APPROPRIATIONS		\$534,512	\$468,900
NET OF REVENUES/APPROPRIATIONS – FUND 248		\$6,188.00	(\$111,485)
BEGINNING FUND BALANCE		\$619,227.00	\$357,415
ENDING FUND BALANCE		\$625,415.00	\$134,129

Below is the Proposed 2023/ 2024 budget

Proposed amended Rules and Procedure with remote attendance rules inserted into document. This version was approved by Village Council only missing the inserted remote attendance rules on October 05, 2020

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 Open 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

STOCKBRIDGE DOWNTOWN DEVELOPMENT AUTHORITY RULES OF PROCEDURE

- 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 Treasurer 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. Agenda Preparation (Continued)

- 8.2.1.1. Meeting Called to Order
- 8.2.1.2. Roll Call

STOCKBRIDGE DOWNTOWN DEVELOPMENT AUTHORITY RULES OF PROCEDURE

- 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

STOCKBRIDGE DOWNTOWN DEVELOPMENT AUTHORITY RULES OF PROCEDURE

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



g. The SDDA shall count the vote of the SDDA Board member attending remotely in any proceeding and the minute so the meeting shall reflect that the SDDA

STOCKBRIDGE DOWNTOWN DEVELOPMENT AUTHORITY RULES OF PROCEDURE

Board Member attended remotely in accordance with these Rules of Procedure.

- h. A video of any SDDA meeting where an SDDA member 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.

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
Meeting Act.

accordance with the posting requirements of the Open

16. CLOSED MEETING

16.1. Purpose

16.1.1. A closed meeting may be held only for the reasons authorized in the Open 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 either 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 of 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 the motion and shall be so recorded, unless otherwise excused or by an 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:

A member of the Public, including a presenter or special guest, may be connected to and participate in a regular or special SDDA meeting only remotely under the following conditions:

- a. The member of the public attending remotely shall attend via a video conference service chosen by the SDDA that:
 - i. Permits remote connectivity that is sufficient and will not interfere with the progress of the meeting.
 - ii. The members attending the meeting in person and the public can see and hear the SDDA Member whom is attending remotely;
 - iii. 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.
 - iv. 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.

- iiiv The member of the public attending remotely shall identify themselves by name only, before speaking.
- iiiiv. If the SDDA notes individual members of the public's comments in its meeting minutes, then the minute of the meeting shall reflect that the member of the public attended remotely in accordance with these Rules of Procedure.
- ix If the public is going to be permitted to attend a meeting remotely, then the link for the remote meeting shall be published along with the meeting agenda and posted on the SDDA website.
- b. A video of any SDDA meeting where an SDDA member 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

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 MEETING
PACKAGE

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

- o Modified 2021, SDDA Plan Amendment, Creating 2022 Plan amendment
- o Completed preparing the Budget for 2022/2023
- o Signed contract with American ramp company for a pump track \$288,000
- o Submitted and was subsequently approved amended budget for 2022/2023
- o Funded Replacement Skatepark equipment.
- o Continued to implement Façade Improvement program.
- o Installed new skate park ramps
- o Continued the contract with Annette Knowles for 150 hrs. as a professional consultant to provide direction to SDDA to implement Retail Market Analysis findings.
- o Completed State required financial report.
- o Continued with Total Local to manage SDDA internet site.
- o Continued contract with My Site to provide email address.
- o Mainstreet services for SDDA implantation for creating Move in Ready Community
- o Joined the Michigan Downtown Association
- o Renewed contract with YEO & YEO accounting for audit and completing required state report.
- o Contract with Delight Decorations to decorate trees for X-mass
- o Continued relationship with T.C. Enterprises to provide services for putting up and taking down seasonal banners.
- o Signed contract with American Ramp Company to furnish and install a skate ramp play scape in Veterans Memorial Park. Completed installation in September.
- o Made modifications to design of SDDA internet site to make it more user friendly

- o Negotiated a revised three-year Renewed Revenue Sharing Agreement with Village to maintain infra structure improvements install by the SDDA.
- o Updated Current 2021 Plan amendment to include the transfer of property to village and any other issues in a 2022 plan amendment.

The \$543,512 Budget for 2022/2023 provided for in addition to items listed above:

- o Legal Services
- o Salary – DDA Director
- o Contracted services
- o Professional Services web site etc.
- o Engineering
- o Community promotion
- o Downtown Beatification
- o Miscellaneous community promotion
- o Funding for various Contracted services
- o Funding for Pump Track
- o Miscellaneous expenses
- o Funding for a Playscape for Skate Park
- o Funding for Volleyball Court sand
- o Funding for Camera Maintenance
- o Capital Outlay – Banner / brackets
- o Put out for bids via a RFP to re-survey TIFD
- o Put out for bids VIA a joint RFP with Planning Commission for Planning and engineering services for a new street scape design

Community Promotions funding is provided in 2021/2022 Budget for:

- o The SDDA continues to sponsor Holiday Decorations for Easter, Christmas, Halloween, Thanksgiving, etc.
- o A Banner and Bracket program in the Downtown district.
- o Sponsored Small Business Saturday/Shop Downtown.
- o Sponsored Downtown Beautification Program.
- o Sponsorship of an All-Clubs' Rides.
- o Sponsorship of an All-Clubs' Day.
- o Sponsorship of Festival of Lights
- o Sponsorship of Harvest Moon Festival
- o Sponsorship of an Open-Air Market
- o The SDDA continues to contract with the village to maintain infra structure improvements install by the SDDA.

Listed below are the past achievements of the DDA. since 1986.

- o Sponsored Façade improvement of Old Gas station that was remodeled into and office building.
- o Sponsored Façade improvement of Façade of Old Village Office Located on E. Elizabeth, currently called Simply You.

- o Sponsored Façade improvement of Old Village Office Corner of E. Main and N. Center, Now called Family Chiropractic.
- o Current Plan amendment includes funding for additional Façade improvements.
- o Installed multiple cameras in veterans' park.
- o Replaced Sidewalk West of Dentist to Bank, Mug and Bob's and in front Cravings.
- o Installed, maintain and pay for electric power to Street lighting in Central Business District and Street lighting located in the rest of the TIFD. Including multiple parking lots.
- o Created the Industrial park.
- o Install infrastructure in the industrial park.
- o Installed water and sewer to Green road to develop property located at corner Green rd., and M-52.
- o Installed Tennis court in Veterans park. With Pickle pall court In Veterans park.
- o Installed Basketball court in Veterans park.
- o Installed Walking path In Veterans park.
- o Purchased and maintain all children play structures In Veterans park.
- o Created skate park In Veterans park.
- o Worked on veteran's park pavilion.
- o Installed and Maintain restrooms veterans park.
- o Installed and Maintain all security camera Veterans park.
- o The SDDA installed sidewalk from downtown over the creek, built bridge and continued sidewalk on to Ransoms.
- o Future phases of sidewalk call for extending sidewalk from Ransoms onto McDonalds.
- o Future phases call from extending sidewalk west from Central business district to Ace Hardware.
- o Financed the repair of the Façade on a minimum of seven business sponsored by the Façade the rental assistance program.
- o Sponsored the new business incubator program.
- o Installed parking lot behind Backstreet restaurant.
- o Removed Minex building.
- o Purchased and resurfaced Bank parking lot.
- o Installed Parking lot and lighting in front of Library.
- o Purchased easement over alley.
- o Rebuilt parking lot in front library including lighting and sanitary sewer system and storm sewer system.
- o Installed infrastructure (Sewer, Storm sewer, Water, Electric, Lighting in industrial park to encourage new Light Industry business.
- o For example, sold the land to McDonalds.
- o Installed new skate ramps
- o Entered into a contract to provide a pump track for physical activity
- 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.

- o Funded New Planters and Benches downtown.
- o Repaired ally adjacent to Fillmore and Abbott insurance agency replaced hundreds of bricks and then sealed brick to prevent further corrosion.
- o Installed shared driveway Resummons.
- o Paid for the remodel of old Village office.
- 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
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ORIGINAL BUDGET

AMENDED BUDGET

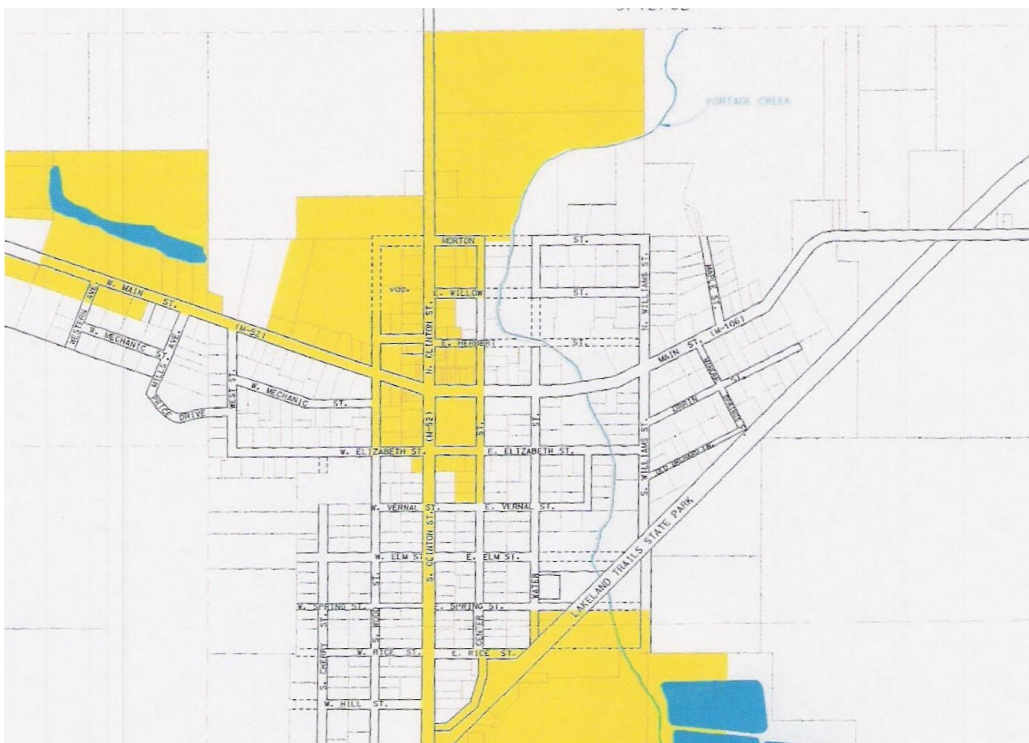
ESTIMATED REVENUES Dept 000 - GENERAL			
248-000-4002.000	TAX REV FROM TOWNSHIP	90,000.00	90,000.00
248-000-402.001	TAX REV FROM VILLAGE	100,000.00	100,000.00
248-000-402.000	CARRY FORWARD	285,500.00	285,500.00
248-000-411.000	DELINQUENT TAX REVENUE	15,000.00	15,000.00
248-000-663.000	INTEREST ON BANK 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

VILLAGE OF STOCKBRIDGE

I.F.D.

NO SCALE

9/12/02



Act 57 of 2018, sec.125.4910 Website requirements STATES

Each year the Board of and authority will hold a minimum 2 information meetings notice shall be posted on municipality's web site not less than 14 days before the date of the informational meeting. Not less than 14 days before informational meeting the board of an authority shall mail notice of the informational meeting to the governing body of each levying taxes that are subject to capture by an authority under this act. As a alternative to mailing notice of the informational meeting the board of the authority may notify the Clerk of the governing body of each taxing jurisdiction levying taxes that are subject to capture by an authority under this act by electronic mail. The informational meeting may be held in conjunction with other public meetings of the authority or municipality.

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This version was supposedly approved on February 24, 2022 and is missing all rules that we put in place about purchasing and is not formatted. I looked at minutes from February 24, 2022, and the month proceeding and following February 24, 2022. No minutes from these meetings confirms the rules were approved by the board. No reference is made that amended rules were approved by Village Council as required by G. 1.

STOCKBRIDGE DOWNTOWN DEVELOPMENT AUTHORITY

A. MEETINGS

1. Regular Meetings

RULES OF PROCEDURE

{As Amended February 24, 2022}

2. **Special Meetings**

A 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 Open Meetings Act and the Re-Codified Tax Increment Finance Act, both by Village Clerk, and 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.

1. **SDDA Workshops**

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.

2. **Standing Committees**

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

The Standing Committees are:

Facade Finance Events

Business Recruitment State Compliance

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.

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

- a. Meeting Called to Order
- b. Roll Call
- c. Pledge of Allegiance
- d. Public Comment
- e. Business Before the Committee
- f. Public Comment
- g. Adjourn

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

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.

3. Posting requirements for Regular and Special Meetings

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

4. Minutes of Regular and Special Meetings

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.

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. Those proposed

minutes shall be make those proposed minutes available for public inspection by publishing same on the SDDA website within 8 business days of the Board Meeting to which the minutes refer. 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 the approval.

A copy of the proposed and approved minutes of each Regular or Special Board Meeting shall, also, be available for public inspection at the Village Office during regular business hours, in accordance with the above schedule

B. ELECTION OF OFFICERS

The Officers of the Board shall be elected annually in April of each year. However, at anytime 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.

The Officers of the SDDA shall consist of the Chair, Vice-Chair, Treasurer, and Secretary, all of whom shall be SDDA Board members

The SDDA Chair and Treasurer 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.

C. CONDUCT OF MEETINGS

1. Meetings to be public

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.

2. Agenda Preparation

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:

- a. Meeting Called to Order
- b. Roll Call
- c. Pledge of Allegiance

- d. Approval of Agenda
- e. Approval of Minutes
- f. Financial/Treasurer's Report
- a. Committee Reports
- b. Public Comment
- c. Correspondence
- d. Council Meeting Report
- I. Executive Director Report (if the office is filled)
 - a. Unfinished Business
 - b. New Business
 - c. Public Comment
 - d. SDDA Board Member Comment
 - e. SDDA attorney
 - f. Adjourn

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

- a. Meeting Called to Order
- b. Roll Call
- c. Pledge of Allegiance
- a. Public Comment
- b. Business before the Board (must be on the posting)
- c. Adjourn

Posted Agendas for Special Meetings cannot be altered less than 18 hours before the meeting.

Posted notices for Regular and Special Meetings shall comply with the Open Meetings Act.

3. Quorum

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.

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

4. Attendance at Board Meetings

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.

REMOTE ATTENDANCE FOR MEMBERS OF THE SDDA BOARD: A SDDA Board members may be connected to and participate in a regular or special SDDA meeting only remotely under the following conditions:

- a. The SDDA Board member requesting to participate remotely must submit to the Chairperson his or her request in writing at least 24 hours in advance of the meeting stating the reason for the request.
- b. The SDDA Chair must insure that a quorum of the SDDA Board is attending the meeting in person, before determining whether to grant the SDDA Board Member's request to attend remotely.
- c. The SDDA Chair attending remotely shall attend via a video conference service that:
 - a. Permits remote connectivity that is sufficient and will not interfere with the progress of the meeting;
 - b. The SDDA members attending the meeting in person and the public can see and hear the SDDA Member whom is attending remotely;
 - c. The SDDA member 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.
 - d. The SDDA member attending remotely can hear and see 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.
 - e. All votes of the SDDA Board where a member is attending remotely, shall be by roll call.
 - f. The SDDA Board Member attending remotely shall identify from where he or she is attending, when the initial roll of the meeting is taken or upon first appearing in the meeting remotely, if that occurs after the roll is taken.
 - g. The SDDA shall count the vote of the SDDA Board member attending remotely in any proceeding and the minute so the meeting shall reflect that the SDDA Board Member attended remotely in accordance with these Rules of Procedure.
 - h. A video of any SDDA meeting where an SDDA member 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.

5. **Presiding Officer**

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.

6. **Disorderly Conduct**

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

vulgarity. Such Person(s) shall be seated and remain quiet until the Chair determines whether the person is in order.

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 or if that person is attending remotely, disconnect that person from the video conference function. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

7. Approval of Agenda

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.

D. CLOSED MEETING

1. Purpose

A closed meeting may be held only for the reasons authorized in the Open Meetings Act, Which are the following:

- a. 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.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- c. 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.
- d. 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.
- e. 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.

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

2. Calling Closed Meeting

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.

3. **Minutes of Closed Meetings**

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.

E. **DISCUSSION AND VOTING**

1. Duty to vote

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 the motion and shall be so recorded, unless otherwise excused or by an approved conflict of interest.

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.

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, except as provided above for REMOTE ATTENDANCE, under Section (C) (4) Attendance at Board Meetings.

2. Results of Voting

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.

F. **CITIZEN PARTICIPATION**

1. **General**

Each Regular Board Meeting agenda shall provide for reserved time for audience participation.

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

REMOTE ATTENDANCE FOR MEMBERS OF THE PUBLIC: A member of the Public, including a presenter or special guest, may be connected to and participate in a regular or special SDDA meeting only remotely under the following conditions:

- a. The member of the public attending remotely shall attend via a video conference service chosen by the SDDA that:
 - i. Permits remote connectivity that is sufficient and will not interfere with the progress of the meeting;
 - ii. The members attending the meeting in person and the public can see and hear the SDDA Member whom is attending remotely;
 - iii.

- iv. 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.
 - v. 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.
 - iiiv. The member of the public attending remotely shall identify themselves by name only, before speaking.
 - iiiv. If the SDDA notes individual members of the public's comments in its meeting minutes, then the minute of the meeting shall reflect that the member of the public attended remotely in accordance with these Rules of Procedure.
 - ix. If the public is going to be permitted to attend a meeting remotely, then the link for the remote meeting shall be published along with the meeting agenda and posted on the SDDA website.
- b. A video of any SDDA meeting where an SDDA member 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.

2. **Length of Presentation**

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.

3. **Addressing the Board**

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.

G. **MISCELLANEOUS**

1. **Adoption and amendment of Rules of Procedure**

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
Amended January 26, 2009
Amended April 16, 2009
Amended October 13, 2010
Amended February 27, 2020

Not a problem Daryl. I think I wrote something like that up last year also.

Here you go:

The All-Clubs Ride in May brings several hundred motorcyclists from all over south and east Michigan to downtown Stockbridge to have free donuts and coffee. They are reminded as the riding season begins, that Stockbridge welcomes them and that the roads around this area are some of the bests in mid-Michigan. Riders tend to come back during the summer months to ride but they also buy gas, water, snacks and meals at stores and diners.

All Clubs Day in September can attract approximately 2,500+ motorcyclists to Stockbridge for a show that is quoted as being one of the best in the Eastern US. Presenters and spectators have come from Canada, Australia, Germany, Ohio, Indiana, Wisconsin, North Carolina, and Iowa. Every business that is open on that day enjoys diners or shoppers.

Both events use local businesses to provide the printing, supplies, food sources and many Stockbridge residents come and have the donuts and walk around the motorcycles. In 14 years, we have never had one single incident of disorder or an accident. I do provide the Township with liability insurance for both events.

Hope that works for you.

Suzi

1/14/23

For the Stockbridge Downtown Development Authority 2023 budget year I kindly request \$800 for our annual Positively Chiropractic Be Fit 5k Fun Run. Benefits include multiple social media "thank-you" posts. The DDA logo in large on the back of the 5K shirt and a mile dedicated to the DDA with a logo yard sign denoting the mile and sponsorship on the 5K route. Thank you for your consideration.

Best Wishes,

Dr. Erin Clifton

Dr. Sarah Prater-Manor

& the Positively Chiropractic team



Stockbridge Downtown Development Authority

MEETING AGENDA

305 W Elizabeth Street, Room #112

Thursday, Month, Day, 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 Month Day Year
- Approval of Meeting Minutes for Month Day Year

PUBLIC COMMENT

FINANCIALS:

- Check register for the Month Day Year
-

COMMITTEE REPORTS:

- Finance
- Events
- Business Recruitment
- State compliance

UNFINISHED BUSINESS:

NEW BUSINESS

PUBLIC COMMENT

NEXT MEETING

Next meeting be held Month day year.

ADJOURNMENT