



Stockbridge Downtown Development Authority

MEETING AGENDA

305 W Elizabeth Street, Room #112

Thursday, October 27, 2022, 6:15pm

CALL TO ORDER

- Roll Call
- Pledge of Allegiance
- Approval of Meeting Agenda October 27, 2022
- Re-Approval of Meeting Minutes for September 22, 2022, and Re-approval of September 15, 2022.

PUBLIC COMMENT

- **FINANCIALS:**
 - a. Check register for the September 22, 2022, to October 27, 2022

COMMITTEE REPORTS:

- Event/Design Committee – Taylor, Conant, Ericka
- a. Sidewalk Sales status of implementing update.
 - b. When do X-mass decorations go up?

UNFINISHED BUSINESS:

1. Review amended budget for submittal to Village Council
2. How are we coming on Pamphlet dispersal
3. Review Proposal for Re-Survey of TIFD \$24,400
4. Check signers and re approval of September 15, 2022, Minutes with changes requested by Bank
5. Update on grant allocation of \$50,000 to SDDA
6. Update on camera repair Insurance is covering \$4955.00 of the \$5,205.00 quote to repair.
7. Cameras all installed along with associated equipment as of October 21, 2022

New Business

- Update on submittal of Insurance claim and new bid for replacement Veterans Park \$5,205.
- RFP for Planner services Three proposals

PUBLIC COMMENT

NEXT MEETING

Next meeting be held November 17, 2022, because November 24, 2022, is Thanksgiving.

ADJOURNMENT



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

CALL TO ORDER at 6:22 by Chair Anderson.

ROLL CALL

Present: Fillmore, Powers Taylor, Lega, Anderson, Howlett

Absent: Stevens, Cole, Conant

PLEDGE OF ALLEGIANCE was led by Chair Anderson.

APPROVAL OF MEETING AGENDA September 22, 2022 Motion by Howlett, support by Fillmore to approve the agenda as amended. All in favor. Motion passed.

APPROVAL OF MEETING MINUTES August 25, 2022 and for Special Meeting August 15, 2022 and for Meeting July 28, 2022. Motion by Howlett, support by Powers Taylor to approve the minutes as amended. All in favor. Motion passed.

PUBLIC COMMENT: None.

FINANCIALS: Check register for August 25, 2022 through September 22, 2022 was presented. Motion by Howlett support by Powers Taylor to accept the financials as presented.

Roll call:

Ayes: Fillmore, Lega, Powers Taylor, Anderson, Howlett

Nays: None

Absent: Cole, Conant

Motion passed.

COMMITTEE REPORT: Event/Design Committee made plans to prepare for the sidewalk sales and for a display promoting the SDDA in the Township Hall.

UNFINISHED BUSINESS:

1. SDDA budget was reviewed and amended to include the pump track project. Motion by Anderson support by Fillmore to approve the budget as amended. All in favor. Motion passed.
2. SDDA Director position was discussed. No action taken.
3. Pamphlets were discussed. No action taken.
4. Letter from John Gormley to American Ramp Company on contract requirements was reviewed. No action required from Board.



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

Unapproved Minutes

5. Purchasing Policy was reviewed. Motion by Anderson support by Howlett to remove BOLD print and remove the word DRAFT in the header. All in favor. Motion passed.
6. A public hearing was held at the September 12, 2022 Village Council meeting re: the SDDA Plan Amendment. The amendment was approved by Council. Also approved was the replacement of the skate ramp sign.
7. The SDDA director position was postponed due to budget restraints.

NEW BUSINESS:

1. Motion by Anderson support by Powers Taylor to accept with reluctance the resignation by Board member Ericka Cole. All in favor. Motion passed.
2. The repair/replacement of cameras at Veterans' Park was quoted at \$5000.00. This was \$1500 more than previous approval amount. Motion by Howlett support by Powers Taylor to table the camera replacement until more information is obtained. We need to know the exact number of cameras and whether MML insurance will cover the cost of replacement since they were destroyed by lightning.
3. It was decided that the flowers in the planters should stay until they die. Then Christmas arrangements will replace them.
4. Harvest Fest promotional display will contain fliers/pamphlets and other information about what SDDA does/has done.

PUBLIC COMMENT: None

NEXT MEETING: October 27, 2022

ADJOURNMENT: Motion by Fillmore support by Lega to adjourn at 8:43 pm.

Respectfully submitted,

Molly Howlett, Recording Secretary



Stockbridge Downtown Development Authority
305 W Elizabeth Street, Room #112
Thursday, July 28, 2022, 6:15pm

Approved Minutes

1. Meeting called to order at 6:20 pm.

Roll Call:

Present: Daryl Anderson, Mellisa Powers-Taylor, Jennifer Conant, Jon Fillmore, Erica Cole, Jason Stevens, Molly Howlett

Absent: None

2. Vice Chair Anderson led the Pledge of Allegiance.
3. Motion to approve the amended agenda with the additions in NEW BUSINESS for July 28, 2022 by Anderson, support Howlett. All in favor. Motion passed.
4. Motion by Anderson support by Howlett to accept the resignation of Geri Uihlein from the SDDA Board. All in favor. Motion passed.
5. Financials: Check register for June 23, 2022 to July 29, 2022 was reviewed. Motion by Conant support by Powers-Taylor to accept the financial report as presented.
Roll call:
Aye: Powers-Taylor, Conant, Fillmore, Cole, Stevens, Howlett, Anderson
Nay: None.
All in favor. Motion passed.
6. Election of SDDA Chair and Vice Chair: Howlett nominated Daryl Anderson to fill the vacancy of SDDA Chairperson; Powers-Taylor as Vice Chairperson, Conant as Treasurer, Fillmore as Secretary. Unopposed nominations, all in favor. Motion carried.
7. Public comment: One person from the audience made public comment.

COMMITTEE REPORTS:

1. Event/Design Committee – Taylor, Conant
Sidewalk Sales. Committee of Conant and Powers-Taylor was established.
2. State Compliance: Daryl provided an update stating that SDDA is waiting for the completion of the Village audit.

UNFINISHED BUSINESS:

1. Motion by Cole, support by Stevens that the skate board sign be approved according to the changes determined by the Board. All in favor. Motion passed. Skate Ramp



Stockbridge Downtown Development Authority
305 W Elizabeth Street, Room #112
Thursday, July 28, 2022, 6:15pm

Approved Minutes

Update/Removal resulted in discussion of when will existing skate ramps be removed. Jason Stevens to work with Mellisa on putting notice on SDDA social media site. Bids to be submitted by August 25, 2022 and ramps be removed by September 09, 2022.

2. Pump Track design approval was tabled by Powers Taylor until Attorney Gormley and Powers Taylor provide a list of concerns.
3. Approval of Director Position description has been tabled until the Special Meeting Scheduled for August 15, 2022.

Establishing Salary range for Part time SDDA Director: Tabled.

4. Draft Purchasing Policy Tabled pending changes to be recommended by Mellisa and Molly to be given to Daryl.
5. Daryl gave an update on the time frame for implementing a new Plan Amendment. A public hearing will be held at the Village Council meeting on September 12, 2022.

NEW BUSINESS:

1. Establish dates when Banners are to be switched out and by whom? Tabled.
2. Contract with Village that the SDDA will pay an hourly rate to be determined for services rendered when time sheets are submitted for itemized services completed by village employees. For one year with the expectation of a future contract for multiple years at end of first year. Tabled.
3. Motion by Howlett support by Anderson to approve the proposal from Fleis & Vandenbrink to provide sealed documents for the skate ramp design at a cost of around \$1,000.
Roll call:
Aye: Conant, Cole, Stevens, Powers Taylor, Fillmore, Anderson, Howlett
Nay: None.
All in favor. Motion passed,
4. While the DPW employee is on vacation for two weeks, Howlett volunteered to water plants in the downtown.



Stockbridge Downtown Development Authority
305 W Elizabeth Street, Room #112
Thursday, July 28, 2022, 6:15pm
Approved Minutes

5. The Board discussed the problem SDDA has experienced getting bills paid on time. Opening a checking account was considered.
6. SDDA discussed hiring a recording secretary who will follow State guidelines in having the minutes completed and posted. Tabled.
7. Training in order to use the MITN bid system is available. Chair Anderson has done the training and recommends it. Conant and Powers-Taylor are interested.

ATTORNEY COMMENTS: None.

PUBLIC COMMENT: None

BOARD MEMBER COMMENTS: None.

ADJOURNMENT: Motion by Howlett support by Anderson to adjourn the meeting. All in favor. Motion passed.

SPECIAL MEETING SCHEDULED FOR MONDAY, AUGUST 15, 2022 at 6:15 pm.

NEXT REGULAR MEETING IS SCHEDULED FOR THURSDAY, AUGUST 25, 2022 at 6:15 pm.

Respectfully submitted,

Molly Howlett
Recording secretary



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

accordance with this policy, they shall be noted on the SDDA monthly bill list and approved by the Board at the next regular meeting.

- f) **Sole Source and Single Source good and services.** A Sole Source can be a manufacturer, software developer or service provider that sells direct and there are no other sources offering "an equal" product or service. Prior to a vendor being considered, a sole source letter on the vendor's letterhead must accompany the requisition when submitted to the Village Clerk detailing their single source status.
- g) One quotation must be obtained from local vendor, if possible. Documentation is required for each action in connection with procurement, especially if it was not possible to obtain a quote from a local vendor. Local vendors may be given up to a ten percent (10%) price benefit for contracts less than \$35,000. *Business must be located within the boundaries of the Stockbridge School District at the time of quote.*

III. Bid Procedure

- a) For expenditures greater than \$34,999.99, a notice inviting bids shall be accomplished in one of the following four methods of publicizing notice of the bid:
 - 1. Publication in a publication of local circulation at least ten days preceding the date set for receipt of the bid;
 - 2. Michigan Inter-governmental Trade Network (MITN);
 - 3. Sourcewell Competitively bid procedure for Government Contracts;
 - 4. State of Michigan MiDeal.

If fewer than three sealed bids are received, the SDDA has the right to accept or reject among the sealed bids received.
- b) Bids shall be solicited preferably from responsible perspective suppliers who have requested that their names be added to a bidder's list. Invitations shall be limited to vendors whose commodities or services are similar in character and ordinarily handled by the trade group to which the invitations are sent.
- c) Bids of \$35,000.00 and over shall be sealed and identified as a bid on the envelope and submitted to the Village Clerk.
- d) Late bids, at the Village's discretion, may be returned unopened to the bidder.
- e) Bid openings will take place at the next SDDA meeting unless otherwise specified in the public announcement.



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

Date: _____

SDDA Secretary



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

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

ROLL CALL:

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

Absent: Ericka Cole.

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

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

PUBLIC COMMENT: None.

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

UNFINISHED BUSINESS:

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

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

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

Roll call:

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

Nay: None.

Absent: Cole.

Motion passed.

2. Motion by Powers-Taylor to table agenda items #3,5,6 until a later date, support Fillmore. All in favor. Motion passed.



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

3. **Checking account:** Motion by Molly Howlett support by Daryl Anderson that we the SDDA board remove Rebeca Dunn and Geri Uilein from being check signers and add Jennifer Conant, Mellisa Powers-Taylor, and Jon Fillmore as check signers. Daryl Anderson and Molly Howlett and are to remain check signers at both Eaton Community Bank and the State Bank. All in favor. Motion passed.
4. Motion by Howlett support by Anderson to have Jennifer Conant, Mellisa Powers-Taylor, Jon Fillmore as check signers at both Eaton Community and The State Bank. All in favor. Motion passed.
5. Motion by Fillmore, support by Anderson to have Howlett be recording secretary until further notice. All in favor. Motion passed.

NEW BUSINESS:

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

PUBLIC COMMENT: Laura Loomis made public comment.

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

Respectfully submitted,

Molly Howlett
Recording secretary

Date:

Daryl Anderson
Chair Downtown Development Authority

Date:

Joh Filmore
Downtown Development Authority Secretary

Date:



Stockbridge Downtown Development Authority
305 W Elizabeth Street, Room #112
Thursday, October 27, 2022, 6:15pm
CHAIR REPORT OF ACTIVITY

1. Skate Ramp installation completed. I worked with American Ramp crew for 4 days.
2. My granddaughter and myself removed 4 end panels from Ramps for inspection on Saturday Monday.
3. Met with Dan Cabge engineer on inspecting Ramp on Thursday September 29, 2022
4. Then on Monday October 3, 2022, met with AGS inspector for ramps and sign
5. After inspection I reinstalled end panels using c-clip nuts and Stainless-steel bolts I spent around \$90.00 on parts for install panels gave left over to village to start Monday September 26, 2022
6. Called American Ramp and asked for final bill
7. After we get them paid will make sure we get a paid in full invoice and as I understand it from Matt give it to village who will then reimburse us \$50,000 of the approximately \$87,000, we paid for ramp
8. Worked with Debbie to produce a new official amended budget which is I included in your packed
9. Talked to Auston American ramp about Mellisa question and as I understand it, we will get construction document after we place our down payment of 25% for pump track.
10. Talked to 2 AGS inspector and we do not need to have sealed plans or pull a permit for pump tack.
11. Talked with Shane Main Street Computer repair to obtain a quote for replacing cameras and submitted bid to Village Manger and Police Chief for forwarding to insurance claim.
12. I signed the check for inspections by AGS for permits and inspection of sign and ramps to village
13. Went to bank to get forms for check signers showed them our signed minuets from the 15th. They requested different wording on who is being removed and who is being added and who will remain check signers revised minutes are in your packet for approval and signatures.
14. Produced agenda for this meeting and made copies of meeting packed for meeting.
15. Forwarded agenda and meeting packet to Total Local for putting same up on our internet site
16. Approved purchase of more banners for around \$600.00
17. Made sure Total local posted meeting agenda and meeting package on our internet site
18. Posted meeting agenda on village outside door and conference room
19. Reviewed Proposals for SDDA professional services which is in you packet with sections pertaining to us separated

Sincerely

Daryl Anderson

Chair SDDA

Sorry Darrell for the delay very busy time of year for me. I wanted to get to the park one last time as I didn't get much into one of the pavilion's to test the equipment. The only parts not fried is one camera and the NVR on one channel. The antennas and POE switch's are fried and the cameras I got pulled are fried. The problem with trying to repair is these cameras are discontinued and the system is specific which means it has to use same manufacturer equipment. I can not get these parts after Covid the company had rough times and pulled out of US and discontinued their commercial equipment. The only models I can find that match are used on eBay and not in the quantity as needed. The only fix is to replace with as close to possible as the existing equipment. Which would be what is in the quote. The prices have changed since we last spoke a little as they tend to follow gas prices. This quote would replace damaged equipment as close as possible with how fast technology moves. I have attached pictures of some of the damage and have tested the components with no power through pass which was expected by appearance of the damage. I put a used hard drive I had in the NVR so it is recording with the one camera. And the damaged HDD I was able to pull last footage when it went down which shows storm date and time. I put old cameras I had in place of removed so people wouldn't realize there were no cameras.

Hope this helps,
Shane

The total cost for the Master Plan Update based on the scope of work included herein is a not-to-exceed fee of **\$17,750**. This includes ROWE staff attending three Planning Commission meetings to review plan content, and then three additional meetings during the plan adoption process. ROWE feels this is the minimum scope of work necessary to comply with the request for proposals.

If item 17 of the RFP “Determine if there have been instances when the Planning Commission has deviated from the Master Plan” is removed, and if ROWE staff could attend two meetings instead of three during the adoption process, the cost could be reduced to conform to the \$16,000 not-to-exceed budget listed in the RFP.

ROWE will provide the Village of Stockbridge with a full contract that details payment terms and time-frames upon proposal acceptance. Additional public engagement activities may be added based on the village’s preference. ROWE prefers a flexible approach to public engagement and will work with the village to adjust as needed throughout the project while being mindful of budget and any changes to cost. Our proposed not-to-exceed fee will remain in effect until November 30, 2022.

Additional Services for Downtown Development Authority

ROWE’s Planning and Landscape Architecture groups work closely with DDAs to develop plans for beautification and redesign of downtowns, paired with options for securing funding or raising revenues through local sources. Services would include providing recommendations for updating signage, landscaping plans, and updates to DDA plans or development projects.

Pricing		
Staff Member	Role	Hourly Bill Rate
Jason K. Ball, AICP	Project Manager	\$125
Caitlyn L. Habben, AICP	QA/QC	\$115
Lauren H. Marshall	Graduate Planner	\$100
Douglas R. Schultz, PLA	Landscape Architect	\$155
Sean N. Beckman, PE	Project Engineer	\$145

Cost Schedule

13

Cost Schedule	
White Pine Solutions Principal (Program Manager)	\$55.00 / hour
White Pine Solutions Team Member	\$45.00 / hour
Legal Counsel	\$220.00 / hour
Anticipated total cost	\$16,000

*Travel will be based on IRS Mileage Rates

*Required in-person meetings that end after 8:00PM EST will require lodging

Other services may be available upon request and fulfilled depending on availability.

This cost schedule reflects accomplishing what is reasonable within the stated price point and time frame.

Cost Proposal

FEE

The following is an itemized breakdown of the fees to complete the Sparta Mater Plan, as described in this proposal. We propose to complete the project for a lump sum of \$16,000.

TASK	ITEMIZED FEE
1. Kick-off and Strategic Issues	\$1,000
2. Stockbridge 2022: Identify, Quantify, and Analyze	\$3,000
3. Public Participation and Community Outreach	\$4,000
5. Stockbridge Master Plan: A Roadmap for the Village's Future	\$3,000
6. Implementation Strategies	\$3,000
7. Adoption	\$1,000
	\$15,000

Additional services beyond the scope can be provided, at the Village's request based on McKenna's professional fee schedule (below) or a separate negotiated fee.

MCKENNA PROFESSIONAL FEE SCHEDULE

Professional Classification	Rate Per Hour
President	\$150.00
Executive or Senior Vice President	\$145.00
Vice President	\$140.00
Director	\$130.00
Senior Principal or Manager	\$120.00
Principal	\$110.00
Senior	\$90.00
Associate	\$80.00
Assistant	\$70.00

The total cost for the Master Plan Update based on the scope of work included herein is a not-to-exceed fee of **\$17,750**. This includes ROWE staff attending three Planning Commission meetings to review plan content, and then three additional meetings during the plan adoption process. ROWE feels this is the minimum scope of work necessary to comply with the request for proposals.

If item 17 of the RFP “Determine if there have been instances when the Planning Commission has deviated from the Master Plan” is removed, and if ROWE staff could attend two meetings instead of three during the adoption process, the cost could be reduced to conform to the \$16,000 not-to-exceed budget listed in the RFP.

ROWE will provide the Village of Stockbridge with a full contract that details payment terms and time-frames upon proposal acceptance. Additional public engagement activities may be added based on the village’s preference. ROWE prefers a flexible approach to public engagement and will work with the village to adjust as needed throughout the project while being mindful of budget and any changes to cost. Our proposed not-to-exceed fee will remain in effect until November 30, 2022.

Additional Services for Downtown Development Authority

ROWE’s Planning and Landscape Architecture groups work closely with DDAs to develop plans for beautification and redesign of downtowns, paired with options for securing funding or raising revenues through local sources. Services would include providing recommendations for updating signage, landscaping plans, and updates to DDA plans or development projects.

Pricing		
Staff Member	Role	Hourly Bill Rate
Jason K. Ball, AICP	Project Manager	\$125
Caitlyn L. Habben, AICP	QA/QC	\$115
Lauren H. Marshall	Graduate Planner	\$100
Douglas R. Schultz, PLA	Landscape Architect	\$155
Sean N. Beckman, PE	Project Engineer	\$145

Cost Schedule

Cost Schedule	
White Pine Solutions Principal (Program Manager)	\$55.00 / hour
White Pine Solutions Team Member	\$45.00 / hour
Legal Counsel	\$220.00 / hour
Anticipated total cost	\$16,000

*Travel will be based on IRS Mileage Rates

*Required in-person meetings that end after 8:00PM EST will require lodging

Other services may be available upon request and fulfilled depending on availability.

This cost schedule reflects accomplishing what is reasonable within the stated price point and time frame.

Cost Proposal

FEE

The following is an itemized breakdown of the fees to complete the Sparta Mater Plan, as described in this proposal. We propose to complete the project for a lump sum of \$16,000.

TASK	ITEMIZED FEE
1. Kick-off and Strategic Issues	\$1,000
2. Stockbridge 2022: Identify, Quantify, and Analyze	\$3,000
3. Public Participation and Community Outreach	\$4,000
5. Stockbridge Master Plan: A Roadmap for the Village's Future	\$3,000
6. Implementation Strategies	\$3,000
7. Adoption	\$1,000
	\$15,000

Additional services beyond the scope can be provided, at the Village's request based on McKenna's professional fee schedule (below) or a separate negotiated fee.

MCKENNA PROFESSIONAL FEE SCHEDULE

Professional Classification	Rate Per Hour
President	\$150.00
Executive or Senior Vice President	\$145.00
Vice President	\$140.00
Director	\$130.00
Senior Principal or Manager	\$120.00
Principal	\$110.00
Senior	\$90.00
Associate	\$80.00
Assistant	\$70.00

10/18/2022

Table :1

Note:1. Debbie brought to my attention that the minutes for the April 28, 2022, approved a total of \$7,00 for Harvest festival which is a change of an additional \$4,000.

Note 2. Think about more funding for survey if we really want one remember this was all brought about because of the dispute over the location of 2 fire hydrants?

Amended budget for SDDA FY: 2022/2023

Topic	Budget for 2021-2022	Recommended changes to 2021/2022 approved budget		New budget
Salary – DDA Director	\$36,000	-\$36,000		\$0.00
Legal Fees	\$10,000	\$10,000		\$10,000
Contracted services	\$3,000	\$3,000		\$3,000
Professional Services web site etc.	\$6,000	\$6,000		\$6,000
Prof. Services – A. Knowles	\$25,000	-\$20,000		5,000
Engineering	\$16,300	\$16,000		16,000
Revenue sharing	\$48,000	\$50,000		\$50,000?
Community promotion	\$10,000	-\$7,000		\$3,000
A day in the Village	\$7,500	\$7,500		\$7,500
All Clubs Day	\$1,900	\$1,900		\$1,900
All clubs ride	\$700	\$700		\$700
Harvest Festival	\$3,000	+\$4,000 April 28, 2022, amended amount to \$7,000		\$7,000
Downtown Beatification	\$25,000	-\$15,000		\$10,000
Festival of Lights	\$2,500	\$2,500		\$2,500
Open air Market	\$1,000	\$1,000		\$1,000
Seasonal Decorations	\$6,000	-\$3,500		\$2,500
5 K Run	\$800	\$800		\$800
Teen Center	\$7,000	-\$7,000		0
Pump track cost of approved pump track is \$288,000	\$150,000	+\$150,000		\$300,000
Printing and publishing	\$4,000	-\$3,000		\$1,000
Miscellaneous expenses	\$5,500	-\$2,500		\$2,500
Capital Outlay- facade IMP.	\$10,000	\$10,000		\$10,000
Capital Outlay – Banner / brackets	\$5,000	\$5,000		\$5,000
Capital Outlay – Tower Camera & Maintenance	\$1,000	+\$4,000		\$5000
Play Scape	\$100,000	-\$10,000		\$86,101.66 CH
Totals	Total \$485,200	\$540,400		\$540,700
Total New Budget				\$540,700
			Already expended funds	-\$84,317 Remaining Play Scape -\$38,994. \$123,311
			Balance	\$417,389
			All Combined projected revenue	\$555,723
			Projected surplus	\$138,334

There is as of September 22, 2022. \$441,136.27 in Eaton Community bank.

Explanation of Proposed New Budget

Amended budget for FY 2022/2023 totals \$540,700 of which \$123,311 has already been expended on projects leaving \$417,389 required to finance proposed new budgeted line items by subtracting what money is currently available in the Eaton Community Bank of \$441,136 leaves a Balance of **+\$23,747**

$(\$417,389 - \$441,136) =$ a Ballance of **\$23,747**

It is anticipated That SDDA will receive approximately **\$50,000** in grant money from County Parks through the 5 Health Town program.

\$50,000 plus \$23,747= leaving a positive projected balance of **\$73,747**.

In addition, projected additional revenue by February 28, 2023, (which is the end of SDDA fiscal year) is **\$64,587** plus the \$73,747 provides a projected positive bank balance of **\$138,334** start FY: 2023/2024 on March 01, 2023.

Table: 2 revenue streams for FY: 2022/ 2023

Note: Due to yearly tax increases every year results in a lager yearly revenue collection.

Month Date of Statement	FY 2021/2022 revenue
03/31/22 actual	\$137,149
04/28/22 actual	\$0.00
05/31/22 actual	\$9,239
06/30/22 actual	\$0
07/29/22 actual	\$0.00
08/31/22 actual	\$0.00
09/30/22 estimate.	\$5,790
10/30/22 estimate	\$21,526
11/30/22 estimate	\$2,645
12/31/22 estimate	\$0.00
01/31/23 estimate	\$5,847
02/28/23 estimate	\$28,779
Tot; for FY 2022/2023	\$210,975

Note #2: You may notice that I have replaced the director opposition with a Grant writer

Note #3: You may also notice that where Annette Knowles name was, I inserted Matching Grant money as a description with \$25,000 attached to description.

Proposed Budget for FY 2023/2024

Funds projected available entering F/Y: 2023 on March 1, 2023, are **\$138,334**

Total projected revenue for FY 2023/2024 see table 3 is: \$210,975

Estimated Revenue for FY 2023/2024 March 01, 2024, is \$349,309

Table 3: Recommended Budget for FY 2023/2024 with included revenue stream

Topic	New budget	Revenue stream Date	Estimated amount
Starting estimated funds available March 01, 2023	\$138,334		\$138,334
Salary – Grant writer	\$36,000	03/31/22 estimated	\$137,149
Legal Fees	\$12,000		
Contracted services	\$3,000		
Professional Services web site etc.	\$6,000	04/28/22 estimated	\$0.00
Matching funding money	\$25,000		
Engineering	\$6,000	05/31/22 estimated	\$9,239
Revenue sharing	\$50,000?		
Community promotion	\$3,000	06/30/22 estimated	\$0
A day in the Village	\$7,500		
All Clubs Day	\$1,900	07/29/22 estimated	\$0.00
All clubs ride	\$700		
Harvest Festival	\$7,000	08/31/22 estimated	\$0.00
Downtown Beatification	\$10,000		
Festival of Lights	\$2,500	09/30/23 estimated	\$5,790
Open air Market	\$1,000		
Seasonal Decorations	\$1,000	10/30/23 estimated	\$21,526
5 K Run	\$800		
Teen Center	0	11/30/23 estimated	\$2,645
Printing and publishing	\$1,000	12/31/23 estimated	\$0.00
Miscellaneous expenses	\$2,500		
Capital Outlay- facade IMP.	\$10,000	01/31/24 estimated	\$5,847
Capital Outlay – Banner / brackets	\$3,000		
Capital Outlay – Tower Camera & Maintenance	\$500	02/28/24 estimated	\$28,779
Play Scape			
		Total estimated funds available for F/Y 2023/2024	\$349,309
Totals	\$190,400		-\$190,400
Total funds	\$349,309		\$158,909
Funds available to start FY 2024/2025	\$158,909		

\$158,909 funds available to start FY 2024/2025 on March 01, 2024

FY 2024/2025 budget

Recommended Budget for FY 2024/2025 with included revenue stream

Table 4: Recommended Budget for FY 2024/2025 Starting March 01, 2024, is

Estimated revenue between March 01, 2024, and February 28, 2025

				deposits in 2022/2023			
3/31/22	2/28/22	\$386,971.92	\$137,149.25		\$17.93	\$20,141.61	\$503,997.49
4/28/22	3/31/22	\$503,997.49	0		\$18.18	\$47,117.99	\$45,897.68
5/31/22	4/28/22	\$45,897.68	\$9,249.06		\$20.58	\$11,735.48	\$454,421.84
6/30/22	5/31/22	\$454,421.84	0		\$18.62	\$4,981.21	\$449,459.25
7/29/22	6/30/22	\$449,459.25	0		\$17.83	\$1,340.81	\$448,136.27
Projected	Revenue	Based	On	Last	year	Deposits	
8/21/21			0	0			
9/30/21				\$5,790.15			
10/30/21				\$21,526.26			
11/30/21				\$2,645.82			
12/31/21				0			
01/11/22				\$5,847.30			
02/28/22				\$28,779.58			
Projected Revenue for FY 2022/ 2023			\$146,398.31	\$64,587		\$84,317.10	
Total projected revenue available on March 01, 2023				\$514,046			

Note 4: It is my understanding the Village received a grant from the Ingham County Parks through the 5 Health Town program for \$50,000 purchase of recreation equipment the SDDA skate park was one of the line items and was funded at around \$50,000.

Hi Daryl,

Here is the initial budget for the park improvements. For the skate park – the original budget had a \$75,000 line item, with the DDA contributing \$25,000. This was based off conversations with the Geri. While the grant was under review from Ingham County Stockbridge DDA purchased the skatepark you’re installing for \$86,101.66.

The Ingham County grant should cover \$50,000 of that \$86,101.66. The DDA’s share of the skatepark (the match) should be \$36,101.66. The Village should reimburse the DDA (however that works internally) the \$50,000 that Ingham County is contributing to the skate park.

Let me know if you have any questions,

Matt

Contact Mat Pegouski for information on how to get grant money

Ingham County Parks and rec. Mat Pegouski 734 433-4599, 5 healthy towns.

Send email to Mat matt@5healthytowns.org with Invoice for skate park to him.

Table 6: showing dates of already collected revenue, projected addition revenue and amount and number of debits to date. Up to July 29, 2022, since then the remaining \$38,993.67 has been expended. and \$7,000 to Township and other bills

Statement date	Previous statement date	Beginning balance	Deposits	Projected remain deposits in 2022/2023	Interest	Debits to date	Ending balance
3/31/22	2/28/22	\$386,971.92	\$137,149.25		\$17.93	\$20,141.61	\$503,997.49
4/28/22	3/31/22	\$503,997.49	0		\$18.18	\$47,117.99	\$45,897.68
5/31/22	4/28/22	\$45,897.68	\$9,249.06		\$20.58	\$11,735.48	\$454,421.84
6/30/22	5/31/22	\$454,421.84	0		\$18.62	\$4,981.21	\$449,459.25
7/29/22	6/30/22	\$449,459.25	0		\$17.83	\$1,340.81	\$448,136.27
Projected	Revenue	Based	On	Last	year	Deposits	
8/21/21			0	0			
9/30/21				\$5,790.15			
10/30/21				\$21,526.26			
11/30/21				\$2,645.82			
12/31/21				0			
01/11/22				\$5,847.30			
02/28/22				\$28,779.58			
Projected Revenue for FY 2022/2023			\$146,398.31	\$64,587		\$84,317.10	
Total projected revenue available on March 01, 2023				\$514,046			

Table 7: Provides a look at past Dates and amount of Revenue collected and total Revenue remaining projected to be collected

Month	Date of deposit	
01/11/22	\$5,847.30	
02/28/22	\$28,779.58	

3/31/22	\$137,149.25	
4/28/22	0	
5/31/22	\$9,249.06	
6/30/22	0	
7/29/22	0	
8/21/21		
9/30/21	\$5,790.15	
10/30/21	\$21,526.26	
11/30/21	\$2,645.82	
12/31/21	0	
Total	\$210,985	

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET
ESTIMATED REVENUES			
Dept 000 - GENERAL			
248-000-402.000	TAX REV FROM TOWNSHIP	90,000.00	90,000.00
248-000-402.001	TAX REV FROM VILLAGE	100,000.00	100,000.00
248-000-402.002	CARRY FORWARD	280,000.00	280,000.00
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
Totals for dept 000 - GENERAL		485,200.00	485,200.00
TOTAL ESTIMATED REVENUES		485,200.00	485,200.00
APPROPRIATIONS			
Dept 000 - GENERAL			
248-000-701.000	SALARY-DDA DIRECTOR	36,000.00	
248-000-801.000	LEGAL FEES	10,000.00	10,000.00
248-000-818.000	CONTRACTED SERVICES	3,000.00	3,000.00
248-000-818.001	PROFESSIONAL SERVICES-WEBSITE	6,000.00	6,000.00
248-000-818.003	PROF. SERVICES-A. KNOWLES	25,000.00	5,000.00
248-000-818.014	ENGINEERING	16,300.00	16,300.00
248-000-821.000	REVENUE SHARING	48,000.00	50,000.00
248-000-899.000	COMMUNITY PROMOTION	10,000.00	3,000.00
248-000-899.001	A DAY IN THE VILLAGE	7,500.00	7,500.00
248-000-899.003	ALL CLUBS DAY	1,900.00	1,900.00
248-000-899.004	ALL CLUBS RIDE	700.00	700.00
248-000-899.005	HARVEST FESTIVAL	3,000.00	7,000.00
248-000-899.006	DOWNTOWN BEAUTIFICATION	25,000.00	10,000.00
248-000-899.007	FESTIVAL OF LIGHTS	2,500.00	2,500.00
248-000-899.008	OPEN AIR MARKET	1,000.00	1,000.00
248-000-899.009	SEASONAL DECORATIONS	6,000.00	2,500.00
248-000-899.010	5K RUN	800.00	800.00
248-000-899.011	TEEN CENTER	7,000.00	
248-000-899.016	PUMP TRACKS	150,000.00	300,000.00
248-000-900.000	PRINTING & PUBLISHING	4,000.00	1,000.00
248-000-956.000	MISCELLANEOUS EXPENSES	5,500.00	2,500.00
248-000-970.002	CAPITAL OUTLAY-FACADE IMP.	10,000.00	10,000.00
248-000-970.003	CAPITAL OUTLAY-BANNER/BRACKETS	5,000.00	5,000.00
248-000-970.004	CAPITAL OUTLAY-TOWER CAMERA	1,000.00	5,000.00
248-000-970.010	PLAYSCAPE	100,000.00	90,000.00
Totals for dept 000 - GENERAL		485,200.00	540,700.00
TOTAL APPROPRIATIONS		485,200.00	540,700.00
NET OF REVENUES/APPROPRIATIONS - FUND 248			(55,500.00)
BEGINNING FUND BALANCE		619,227.86	619,227.86
ENDING FUND BALANCE		619,227.86	563,727.86