



Stockbridge Downtown Development Authority

MEETING AGENDA

305 W Elizabeth Street, Room #112

Thursday, June 22, 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 June 22, 2023.
- Approval of Meeting Minutes for May 25, 2023.

PUBLIC COMMENT

FINANCIALS:

- Check registers for May – June 2023

UNFINISHED BUSINESS:

- The status of Credit cards.
- Pump Track construction started a week early. Need to obtain permission to make payments to American ramp company as they bill form material as contract authorizes up to including final payment FYI remaining balance due is \$203,400. Not including balance due for sign.
- Sign should be here next week. Cost \$1,800.00 with condition we install sign. paid 50% down still owe \$900.00.
- Preparations for multiple Joint celebration of improvements in the Veterans Park Grand opening currently scheduled for tentatively scheduled for Monday July 10th ,2023 in the evening to be discussed at meeting.

NEW BUSINESS

- Teresa Miller update on SDDA Internet site
- The Stockbridge Farmers Market (Joey) Request \$500.00 see email.
- Please see the Chair report of activity.
- Jennifer is trying to order a child's seat for swing.
- Jennifer is trying to locate a company that can refurbish existing playground equipment.
- Piece of plywood is there to protect opening that was created when a chain ladder was removed.
- Investigation of alleged exercise equipment resulted in not being able to identify any loose equipment.
- **PUBLIC COMMENT**
Board members Concerns, Suggestions or Recommendations.

NEXT MEETING

Next meeting be held on July 27, 2023.

ADJOURNMENT



Stockbridge Downtown Development Authority
Meeting Minutes
305 W. Elizabeth Street, Room 112
Thursday, May 25, 2023

Call to order: The meeting was called to order by Chair Anderson at 6:20.

Roll Call:

Present: Powers-Taylor, Ogden, Fillmore, Stevens, Conant, Lega, Anderson,
Absent: Dzurka (arrived 6:23)

Also present: Attorney Gormley

Pledge of Allegiance was led by Chair Anderson.

Motion by Powers-Taylor support by Ogden to approve the agenda as amended. All in favor.
Motion passed.

Motion by Ogden support by Powers-Taylor to approve the minutes for the April 27, 2023 meeting.

Public Comment:

Discussion on moving part of the skate ramp.

Financials:

Motion by Powers-Taylor support by Stevens to approve the check register as presented with the notation that check #2407 is an error.

Roll call:

Aye: Ogden, Fillmore, Stevens, Conant, Lega, Anderson, Dzurka, Powers-Taylor.

Nay: None.

All in favor. Motion passed.

Unfinished Business:

- Chair Anderson updated the directors on the status of moving all of the SDDA funds (\$54,445.94) from Eaton Community to The State Bank. No action taken.
- The Pump Track construction began a week early. Motion by Stevens support by Conant to start making payments as required by the contract. The next payment due is \$57,600 (20%).

Roll Call:

Aye: Fillmore, Stevens, Conant, Lega, Anderson, Dzurka, Powers-Taylor, Ogden.

Nay: None.

All in favor. Motion passed.

- Chair Anderson had a mock-up of a sign needed at the Pump Track stating the rules. The sign is needed as soon as possible. Powers-Taylor and Conant will proofread the sign before it is ordered. The \$2,000 sign has already been approved as part of the Pump Track project.
- Motion by Anderson support by Ogden to approve the payment of checks to: A Day in the Village, 5K Positively Chiropractic, Open Air Market. All are in the approved budget.

Roll Call:

Aye: Stevens, Conant, Lega, Anderson, Dzurka, Powers-Taylor, Ogden, Fillmore.

Nay: None.

All in favor. Motion passed.

Public Comment: None.

Next Meeting will be Thursday, June 25, 2023.

Adjournment: Motion by Powers-Taylor, support by Conant to adjourn the meeting at 7:00 pm.

Chair report of activity since last meeting prepared for June 22, 2023, SDDA meeting.

- I had Jennifer purchase metal stakes to shore up the orange construction fence, also had her make a banner with pump track rules on \$75.00 it also had her purchase no trespassing signs and zip ties to mount signs to fence and 2 each 4 " X 4" x 8 foot post to mount poster on a piece of plywood I'm furnishing . Her staff put in the steel posts and put up no trespassing signs and installed 4 by 4 post near pump track entrance.
- Note: I asked American ramp company for a price for bump out both side of entrance 4 ft by 8 ft both sides price came back at \$1,900. I said no thanks because in my opinion we can have these small cement slabs poured out and just buy benches and put them on the grass. We need to follow up looking for a sponsor for benches.
- Jennifer staff also changed out banners put up American flags for the 4th of July.
- Grand Opening Preparations
- I visited site several times each day and coordinated borrowing equipment for M-52 landscape to install storm drainpipe into cement manholes. M-52 will be preparing a bill for rental of K-12 saw with diamond blade and pipe lubricant and unloading of pump track material and unloading of Skate Park material.
- I coordinated getting same unloaded after receiving calls from American ramp company that their truck was here and had no way to unload it.
- Coordinated getting water from fire hydrant for construction of pump track.
- Oversaw installation of 320 lin. ft of 12 in storm sewer pipe and accessing manhole.
- Also, we may need to pay M-52 more money as the construction footprint of pump track is much larger than print indicated also M-52 had to purchase adapters and 2 pieces of pipe to adapt from 6 inch to 12 inch. pipe prior to me requiring American ramp company to change out 6 in installed pipe and having them install 12 inch as print indicated. Coordinated communication with Wolverine engineering when American ramp company asked to talk to the engineer firm.
- Participated and arranged a Zoom meeting with John Gormley and McKenna about TIFD survey requirements.
- I signed several checks 5 K run and Day in the village and small bill from McKenna for working on TIFD survey and deposit for sign and of course the large check for mobilization of American ramp company., Gormley law, wolverine engineering. And total local.
- Worked with State bank to obtain credit cards they are now on their way. Had a problem with our EIN number. It turns out we use the same EIN number as the Village.
- I authorized payment for banners being put up and taken down and bracket repair.
- Construction of Pump track itself was completed on Tuesday June 13, 2023, at this time asphalt is scheduled to be starting install on June 19, 2023. estimated time to install asphalt is 4 or 5 days. Then all landscape needs to be completed. At the time I write this

update American ramp company has not decide if crew onsite will install sod or if they will contract it out. Time frame to install sod about 4 or 5 days,

- Coordinated having Wolverine engineering located outlet and elevation for storm drain pump track for connection to 12 in. storm drain.
- Met with Molly and Jill and briefly discussed with Mellisa discussed having a joint celebration of improvements that have been made in Veterans Park i.e. Gaga ball structure, Pickle ball on tennis court, exercise equipment, and volleyball court being refurbished in addition to Pump Track opening,
- Prepared Agenda
- Made sure agenda is posted on door and on internet.

06/15/2023 09:36 AM
User: DDA
DB: Stockbridge

CASH SUMMARY BY ACCOUNT FOR VILLAGE OF STOCKBRIDGE
FROM 05/01/2022 TO 06/15/2023
FUND: 248
CASH AND INVESTMENT ACCOUNTS

Page: 1/1

Fund Account	Description	Beginning Balance 05/01/2022	Total Debits	Total Credits	Ending Balance 06/15/2023
Fund 248	DOWNTOWN DEVELOPMENT AUTHORITY				
001.000	CASH - CHECKING	449,395.34	785,879.21	757,838.20	477,436.35
002.000	CASH	0.00	699.40	101,496.05	(100,796.65)
009.000	IMPROVEMENT PHASE II	4,485.93	0.00	0.00	4,485.93
009.002	STATE BANK	0.00	0.00	0.00	0.00
	DOWNTOWN DEVELOPMENT AUTHORITY	453,881.27	786,578.61	859,334.25	381,125.63

Check Date	Check	Vendor Name	Description	Amount
Bank STATE				
Check Type: Paper Check				
05/04/2023	2408	TOTAL LOCAL	TOTAL LOCAL PUBLISHING & MARKETING SERVI	225.00
05/04/2023	2409	52 LANDSCAPE LLC	MATERIALS FOR STORM DRAIN	15,250.00
05/23/2023	2410	AMERICAN RAMP COMPANY	PUMP TRACK AT VETERANS MEMORIAL PARK	57,600.00
05/23/2023	2411	52 LANDSCAPE LLC	MATERIALS FOR STORM DRAIN	12,050.00
05/24/2023	2412	TOTAL LOCAL	ADDITIONAL MARKETING SERVICES	7,90.00
05/25/2023	2413	STOCKBRIDGE AREA CHAMBER OF COMMERCE	SPONSORSHIP OF HARVEST FESTIVAL 2023	7,500.00
05/25/2023	2414	ERIN CLIFTION	SPONSORSHIP FOR 5 K RUN	800.00
05/26/2023	2415	AMERICAN RAMP COMPANY	PUMP TRACK AT VETERANS MEMORIAL PARK	900.00
06/02/2023	2416	GORMLEY & JOHNSON LAW OFFICES, PLC	MAY LEGAL FEES GORMLEY	449.40 V
06/06/2023	2417	GORMLEY & JOHNSON LAW OFFICES, PLC	MAY LEGAL FEES GORMLEY	299.40
06/08/2023	2418	WOLVERINE ENGINEERS & SURVEYORS	CONSTRUCTION STAKING	582.28 V
06/09/2023	2419	WOLVERINE ENGINEERS & SURVEYORS	CONSTRUCTION STAKING	582.28
Total Paper Check:				96,328.36
STATE TOTALS:				
Total of 12 Checks:				96,328.36
Less 2 Void Checks:				1,031.68
Total of 10 Disbursements:				95,296.68

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Department 000 GENERAL							
05/01/2023			248-000-002.000 CASH		BEG. BALANCE		(6,082.25)
05/04/2023	CD	CHK	Check: STATE 2408	2408		225.00	(6,307.25)
05/04/2023	CD	CHK	Check: STATE 2409	2409		15,250.00	(21,557.25)
05/23/2023	CD	CHK	Check: STATE 2410	2410		57,600.00	(79,157.25)
05/23/2023	CD	CHK	Check: STATE 2411	2411		12,050.00	(91,207.25)
05/24/2023	CD	CHK	Check: STATE 2412	2412		90.00	(91,297.25)
05/25/2023	CD	CHK	Check: STATE 2413	2413		7,500.00	(98,797.25)
05/25/2023	CD	CHK	Check: STATE 2414	2414		800.00	(99,597.25)
05/26/2023	CD	CHK	Check: STATE 2415	2415		900.00	(100,497.25)
06/02/2023	CD	CHK	Check: STATE 2416	2416		449.40	(100,946.65)
06/05/2023	CD	VOID	Check: STATE 2416	2416	449.40		(100,497.25)
06/06/2023	CD	CHK	Check: STATE 2417	2417		299.40	(100,796.65)
06/15/2023			248-000-002.000	END BALANCE	449.40	95,163.80	(100,796.65)
05/01/2023			248-000-202.000 ACCOUNTS PAYABLE		BEG. BALANCE		(16,411.00)
05/04/2023	AP	INV	TOTAL LOCAL	27475		225.00	(16,636.00)
05/04/2023	CD	CHK	Check: STATE 2408	2408	225.00		(16,411.00)
05/04/2023	AP	INV	52 LANDSCAPE LLC	5/4/2023		15,250.00	(31,661.00)
05/04/2023	CD	CHK	Check: STATE 2409	2409	15,250.00		(16,411.00)
05/23/2023	AP	INV	AMERICAN RAMP COMPANY	7844		57,600.00	(74,011.00)
05/23/2023	CD	CHK	Check: STATE 2410	2410	57,600.00		(16,411.00)
05/23/2023	AP	INV	52 LANDSCAPE LLC	5/23/2023		12,050.00	(28,461.00)
05/23/2023	CD	CHK	Check: STATE 2411	2411	12,050.00		(16,411.00)
05/24/2023	AP	INV	TOTAL LOCAL	37262		90.00	(16,501.00)
05/24/2023	CD	CHK	Check: STATE 2412	2412	90.00		(16,411.00)
05/25/2023	AP	INV	STOCKBRIDGE AREA CHAMBER OF COMMERC	5/25/2023		7,500.00	(23,911.00)
05/25/2023	CD	CHK	Check: STATE 2413	2413	7,500.00		(16,411.00)
05/25/2023	AP	INV	ERIN CLIFTION	5/25/2023		800.00	(17,211.00)
05/25/2023	CD	CHK	Check: STATE 2414	2414	800.00		(16,411.00)
05/26/2023	AP	INV	AMERICAN RAMP COMPANY	5/26/2023		900.00	(17,311.00)
05/26/2023	CD	CHK	Check: STATE 2415	2415	900.00		(16,411.00)
06/02/2023	AP	INV	GORMLEY & JOHNSON LAW OFFICES, PLC	45124		449.40	(16,860.40)
06/02/2023	CD	CHK	Check: STATE 2416	2416	449.40		(16,411.00)
06/05/2023	AP	VOID	GORMLEY & JOHNSON LAW OFFICES, PLC	45124	449.40		(15,961.60)
06/05/2023	CD	VOID	Check: STATE 2416	2416		449.40	(16,411.00)
06/06/2023	AP	INV	GORMLEY & JOHNSON LAW OFFICES, PLC	45124		299.40	(16,710.40)
06/06/2023	CD	CHK	Check: STATE 2417	2417	299.40		(16,411.00)
06/08/2023	AP	INV	WOLVERINE ENGINEERS & SURVEYORS	20230323		582.28	(16,993.28)
06/09/2023	AP	VOID	WOLVERINE ENGINEERS & SURVEYORS	20230323	582.28		(16,411.00)
06/09/2023	AP	INV	WOLVERINE ENGINEERS & SURVEYORS	20230323		582.28	(16,993.28)
06/15/2023			248-000-202.000	END BALANCE	96,195.48	96,777.76	(16,993.28)
05/01/2023			248-000-818.000 CONTRACTED SERVICES		BEG. BALANCE		125.00
05/04/2023	AP	INV	TOTAL LOCAL	27475	225.00		350.00
05/24/2023	AP	INV	TOTAL LOCAL	37262	90.00		440.00
06/15/2023			248-000-818.000	END BALANCE	315.00	0.00	440.00
05/01/2023			248-000-899.005 HARVEST FESTIVAL		BEG. BALANCE		0.00
05/25/2023	AP	INV	STOCKBRIDGE AREA CHAMBER OF COMMERC	5/25/2023	7,500.00		7,500.00
06/15/2023			248-000-899.005	END BALANCE	7,500.00	0.00	7,500.00
05/01/2023			248-000-899.010 5K RUN		BEG. BALANCE		0.00
05/25/2023	AP	INV	ERIN CLIFTION	5/25/2023	800.00		800.00
06/15/2023			248-000-899.010	END BALANCE	800.00	0.00	800.00
05/01/2023			248-000-899.016 PUMP TRACKS		BEG. BALANCE		1,586.05
05/04/2023	AP	INV	52 LANDSCAPE LLC	5/4/2023	15,250.00		16,836.05
05/23/2023	AP	INV	AMERICAN RAMP COMPANY	7844	57,600.00		74,436.05
05/23/2023	AP	INV	52 LANDSCAPE LLC	5/23/2023	12,050.00		86,486.05
05/26/2023	AP	INV	AMERICAN RAMP COMPANY	5/26/2023	900.00		87,386.05
06/08/2023	AP	INV	WOLVERINE ENGINEERS & SURVEYORS	20230323	582.28		87,968.33
06/09/2023	AP	VOID	WOLVERINE ENGINEERS & SURVEYORS	20230323		582.28	87,386.05
06/15/2023			248-000-899.016	END BALANCE	86,382.28	582.28	87,386.05
TOTAL FOR DEPARTMENT 000 GENERAL					191,642.16	192,523.84	
Department 102 ADMINISTRATION							
05/01/2023			248-102-801.000 LEGAL FEES		BEG. BALANCE		208.65
06/02/2023	AP	INV	GORMLEY & JOHNSON LAW OFFICES, PLC	45124	449.40		658.05
06/05/2023	AP	VOID	GORMLEY & JOHNSON LAW OFFICES, PLC	45124		449.40	208.65
06/06/2023	AP	INV	GORMLEY & JOHNSON LAW OFFICES, PLC	45124	299.40		508.05
06/15/2023			248-102-801.000	END BALANCE	748.80	449.40	508.05
05/01/2023			248-102-818.000 CONTRACTED SERVICES		BEG. BALANCE		0.00
06/09/2023	AP	INV	WOLVERINE ENGINEERS & SURVEYORS	20230323	582.28		582.28
06/15/2023			248-102-818.000	END BALANCE	582.28	0.00	582.28
TOTAL FOR DEPARTMENT 102 ADMINISTRATION					1,331.08	449.40	
TOTAL FOR FUND 248 DOWNTOWN DEVELOPMENT AUTHORITY					192,973.24	192,973.24	(20,573.55)

From: "Joey Lentine" <joey.lentine@yahoo.com>
To: "Daryl Anderson" <danderson@stockbridgedda.org>
Date: 6/15/2023 4:30:16 PM
Subject: Re: Stockbridge Farmers Market

Thank you very much. I'll be there.
Joey

[Sent from Yahoo Mail for iPhone](#)

On Thursday, June 15, 2023, 3:20 PM, Daryl Anderson <danderson@stockbridgedda.org> wrote:

Thank you for the information. I will put you on next Thursday SDDA ,6:15 p.m. agenda. You probably should plan on attending. Thanks Daryl

On Thu, Jun 15, 2023, 12:22 PM Joey Lentine <joey.lentine@yahoo.com> wrote:

The Stockbridge Farmers Market is just starting out. The vendor fee of \$10.00/vendor, is going directly to the Stockbridge American Legion Post 510 for the use of their property to hold the market every week. I have started this market on my own, and am in need of sponsors. I would like to request a donation of \$500.00 from the Stockbridge DDA please. This will help me cover the cost of printing, postage and advertising. I would appreciate any help that you can give, of course.

As a sponsor, you will be listed in all my advertising and posts concerning the Stockbridge Farmers Market. My son is making a lawn sign for all vendors of the market and will be displayed at every market event. He does this without accepting any money, because I'm his mom. :).

Thank you in advance for your consideration.

Joey Lentine
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Stockbridge MI 49285
248-561-7857