



Stockbridge Downtown Development Authority
SPECIAL MEETING AGENDA
305 W Elizabeth Street, Room #112
Monday, August 15, 2022, 6:15pm

CALL TO ORDER

- Roll Call
- Pledge of Allegiance
- Approval of Meeting Agenda August 15, 2022

PUBLIC COMMENT

COMMITTEE REPORTS:

- Event/Design Committee – Taylor, Conant, Ericka
- a. Sidewalk Sales status of implementing update

UNFINISHED BUSINESS:

1. Skate Ramp Update/Removal status of advertisement. Dan Cabage P.E. With Fleise & Vandenbrink Sealing of skate park prints .
2. Approve Proposal from Fleis & Vandenbrink to provide engineering services. Dan Cabage, P.E may have sealed documents at meeting on August 15, 2022. Cost \$1,200.00
3. Analysis of can we afford a full time SDDA Director position.
4. Open checking account to pay bills on time. Requires approved minutes and at least to check signers
5. Approval of Director Position description
6. Establishing Salary range for Part time SDDA Director
7. Assign check signers with specific information in minutes
8. Add Jennifer to electronic ability to obtain data and print reports but not move money
9. Add Jennifer as a check signer
10. I Canceled check to State Bank as money had not been transferred yet will explain reason
11. Add Jennifer to be able to write checks if we go that way
12. Survey of TIFD RFP is out for bids on MITN purchasing system
13. Hire someone to take minutes and produce within required time frame of 8 day. Debbie will do it for \$40.00 a meeting. She is no longer compensated for attending SDDA meetings.
1. Approval of Pump track Design need Melissia comments. Purchase and instillation contract for Pump track. schedule instillation for April next year needs 25 percent down to lock in installation. soonest now date currently is March of 2023. Will need sealed drawings for pump tack also. cost of sealing drawings is unknow at this time as pump track is a more complex project
14. Draft Purchasing Policy Waiting for Molly and Melissia comments



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New Business

- Make SDDA Chair primary controller of online banking account
- Hitching Post in central Business District Molly.
- Establish dates when Banners are to be switched out and by whom Molly to Provide here list?
- Contract with Village that the SDDA will pay an hourly rate to be determined for services rendered monthly 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.
- Status of shed clean up and sealing opening to prevent bees etc. from entering shed

PUBLIC COMMENT

NEXT MEETING Next meeting be held August 25, 2022

ADJOURNMENT

SOURCEWELL BUILD AGREEMENT

THIS AGREEMENT is made this ____ day of _____, 2022, by and between _____ (hereinafter called "**OWNER**"), whose principal office is located at _____, and American Ramp Company, (hereinafter called "**CONTRACTOR**"), whose principal office is located at 601 S. McKinley Ave, Joplin, MO 64801.

PROJECT: Veterans Memorial Park Velosolutions Asphalt Pump Track

LOCATION: Stockbridge, MI

PROJECT NUMBER: _____

WITNESSETH:

For value received, CONTRACTOR and OWNER agree as follows:

ARTICLE 1 DESCRIPTION OF WORK

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

1.2 CONSTRUCTION: Asphalt Pumptrack and bike skills track as determined by design meetings and conceptual design. Scope of work is limited to the footprint of the asphalt pumptrack as included as Exhibits to this contract as follows:

- Exhibit A – Scope of Work
- Exhibit B – Conceptual Design

ARTICLE 2 CONTRACT AMOUNT

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

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

- 25% At Signing of Contract
- 25% Upon Mobilization
- 25% Upon Construction Kickoff
- 25% Upon Completion of Construction and Sign Off

All progress billings are due in full within 15 days of receipt of invoice from CONTRACTOR.

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

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

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

ARTICLE 3 INSURANCE AND INDEMNITY

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

3.2 CONTRACTOR agrees to indemnify and hold harmless OWNER from any and all claims, loss, or expense of every kind whatsoever which may arise from CONTRACTOR's negligent acts or omissions or breach of its obligations hereunder. OWNER agrees to indemnify and hold harmless CONTRACTOR from any and all claims, loss, or expense of every kind whatsoever which may arise from OWNER's negligent acts or omissions or breach of its obligations hereunder.

ARTICLE 4 CONTRACTOR'S AND OWNER'S RESPONSIBILITIES

4.1 No variation of this agreement will be recognized unless such change has been approved in writing

4.2 CONTRACTOR may assign or transfer this Agreement or any part thereof or amounts due or to become due hereunder with the written consent of OWNER, which shall not be unreasonably withheld. OWNER understands that CONTRACTOR may subcontract the installation portion of this Agreement using independent Subcontractors without the consent of OWNER.

4.3 CONTRACTOR will in no way be liable for delays in the completion of the Project which are reasonably beyond the control of CONTRACTOR, including but not limited to: Acts of God, labor strikes, shortage of materials, shipping delays or actions attributable to the Purchaser.

4.4 After the final inspection and completion of the Project, all repair/replacement issues

regarding the Project and the materials shall be determined under the terms set forth in CONTRACTOR's standard warranty.

4.5 During construction the entire job site is considered hazardous. Before, during and after construction, OWNER is responsible for securing the job site. OWNER is responsible for barricading the premises and warning persons of the dangers at the jobsite. Under no circumstances may the Asphalt Pumptrack be skated or ridden until final completion of the Project. CONTRACTOR will not be held liable for and OWNER shall hold CONTRACTOR harmless from any accidents that occur because pumptrack features were used before the Project was complete.

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

4.7 Building permits and other local licenses that are required for the Project are the sole responsibility of the OWNER. If CONTRACTOR is required to purchase these licenses, such costs will be billed to the OWNER and added to the contract price hereunder.

4.8 All materials and workmanship are to conform to the contract drawings, details and specifications and the owner's Standards for Construction.

ARTICLE 5 MISCELLANEOUS

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

5.2 The parties shall endeavor to resolve their Claims by mediation. Request for mediation shall be filed, in writing, with the other party to the Contract. The request may be made concurrently with the submission of such Claim to a court of competent jurisdiction, as provided in the paragraph below, but, in such event, mediation shall proceed in advance of such legal proceedings, which shall be stayed pending mediation for a period of 60 days from the date of submission, unless stayed for a longer period by agreement of the parties or court order.

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

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

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

OWNER: CONTRACTOR:

Firm: _____ Firm: American Ramp Company Authorized Signature: _____

_____ Authorized Signature: _____ Name Print: _____

_____ Name Print: _____ Date Executed: _____

_____ Date Executed: _____

******* NOTE -- EXHIBIT A, WHICH DESCRIBES THE WORK TO BE PERFORMED,
ATTACHED TO THIS AGREEMENT. *******

SCOPE OF WORK

TASK 1.0- CONSTRUCTION PHASE

1.1 INCLUDES*:

- All labor, supplies, tools, materials, and equipment required per scope of work •
Earthmoving techniques
- Pour and Finish Asphalt
- Sod in the interior islands of the pump track

1.2 EXCLUDES*:

- Fencing of any kind
- Site testing and inspections: standard proctor/density testing, engineering, surveying, or testing services.
- Utility, mechanical, electrical, plumbing work, relocation, or repairs of any kind. •
Any landscaping.
- Toxic or hazardous material handling or removal.

- Dewatering, soil stabilization, erosion control, street cleaning, and traffic control. • Any work not specifically indicated above.

1.3 CUSTOMER PROVIDES*:

- Sufficient water and electrical power within 100 feet of work areas. • Unobstructed, safe, and continuous access to work area with heavy equipment. All weather roads for heavy equipment.
- All necessary site information including topography, site surveying, and elevations.

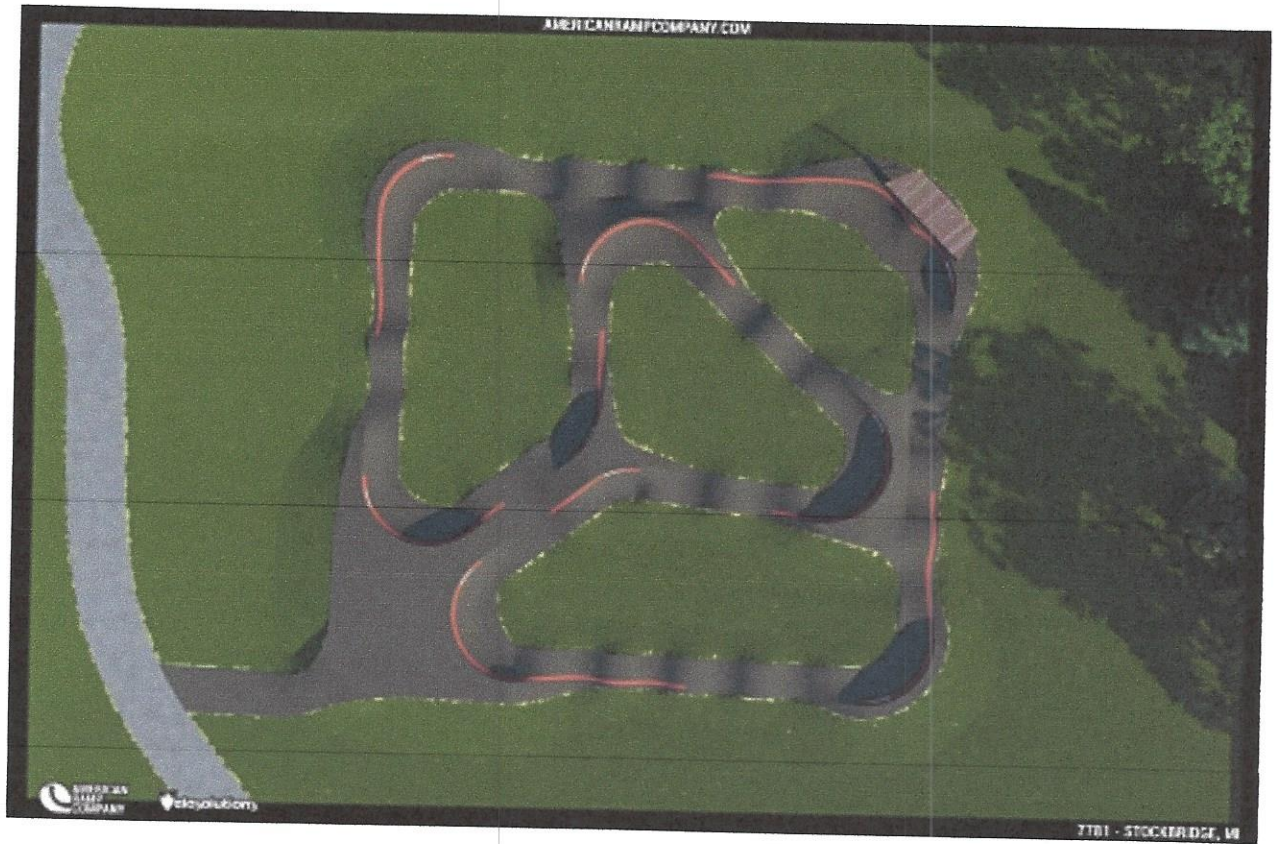
Task 1.0 Deliverables:

- Fully constructed asphalt pump track.

**** **NOTE -- EXHIBIT B, WHICH DEPICTS THE CONCEPTUAL DESIGN FOR THIS**

PROJECT ****





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7701 - STOCKBRIDGE, VA

Notice

Basic Information

Estimated Contract Value (USD)	\$10,000.00 (Not shown to suppliers)
Reference Number	0000295715
Issuing Organization	Village of Stockbridge
Owner Organization	STockbridge Downtown Development Authority
Solicitation Type	RFP - Request for Proposal (Formal)
Solicitation Number	DDA-2022-2
Title	Re survey Village of Stockbridge Tax Increment Finance District (TIFD)
Source ID	PU.AG.USA.2429403.C14030151
Piggyback Solicitation	No

Details

Location	Ingham County, Michigan
Purchase Type	One Time Only
Description	Resurvey Village of Stockbridge Tax Increment Finance District (TIFD)

Dates

Publication	08/08/2022 03:32 PM EDT
Question Acceptance Deadline	09/29/2022 12:00 AM EDT
Questions are submitted online	Yes
Bid Intent	Optional
Bid Intent Deadline	09/22/2022 12:00 AM EDT
Notify Solicitation Owner	Yes (Not shown to suppliers in the abstract)
Closing Date	09/29/2022 02:00 PM EDT

Contact Information

Daryl Anderson
(517) 851-7435
danderson@stockbridgedda.org

Buyer's Requirements

General Requirements

- License Required

Award Requirements

- All or None Award

Bid Submission Process

Bid Submission Type	Physical Bid Submission
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Documents

Documents

Document	Size	Uploaded Date	Language
SDDA Request for survey Proposal .docx [docx]	47 Kb	08/08/2022 03:21 PM EDT	English
Exhibit 2 1986 Map of origian TIFD.pdf [pdf]	297 Kb	08/08/2022 03:22 PM EDT	English
Exhibit 5 1991 Map of TIFD.pdf [pdf]	334 Kb	08/08/2022 03:22 PM EDT	English
Exhibit 8 1995 Ordinance for adding the Industrial park to TIFD.pdf [pdf]	328 Kb	08/08/2022 03:22 PM EDT	English
Exhibit 4 1991 legal discription of TIFD prior to expansion.pdf [pdf]	1 Mb	08/08/2022 03:22 PM EDT	English
Exhibit 1 1985 Tax capture Statement of TIFD 2022-05-14_112250.pdf [pdf]	2 Mb	08/08/2022 03:22 PM EDT	English
Exhibit 10 1995 map and discription phase 1 anbd 2.pdf [pdf]	379 Kb	08/08/2022 03:22 PM EDT	English
Exhibit 15 1995 Addendum Phase 1 and Phase 2 to Legal Description.pdf [pdf]	332 Kb	08/08/2022 03:22 PM EDT	English
Exhibit 18 TIFD Tax roll of properties in TIFD complied by Annet knowles listing current ownes of Parcil names.pdf [pdf]	57 Kb	08/08/2022 03:22 PM EDT	English
Exhibit 11 1995 Legal description TIFD wich may include the Industrial park.pdf [pdf]	1 Mb	08/08/2022 03:22 PM EDT	English
Exhibit 13 Village 2018 Zonning Map.pdf [pdf]	1 Mb	08/08/2022 03:22 PM EDT	English
Exhibit 14 1992 Map of amended area , 2nd Amendment.pdf [pdf]	218 Kb	08/08/2022 03:22 PM EDT	English
Exibit 6 1995 news paper advertisement for Public hearing for adding Industrial park to TIFD with survey cordinates.pdf [pdf]	346 Kb	08/08/2022 03:22 PM EDT	English
Exibit 9 1995 discription of survey cordinates fro the Industrial park.pdf [pdf]	220 Kb	08/08/2022 03:22 PM EDT	English
Exibit 3 1986 Legal discription TIFD.pdf [pdf]	3 Mb	08/08/2022 03:22 PM EDT	English
Exibit 10 1995 phase 1 and 2 discribing Industrial park survey cordinates with smal map.pdf [pdf]	379 Kb	08/08/2022 03:22 PM EDT	English
Exhibit 18, 03- 03-2022 Owner - Address Report Real Propeeerty in TIFD.pdf [pdf]	3 Mb	08/08/2022 03:22 PM EDT	English
Exibit 16 1995 revised TIFD boundary.pdf [pdf]	339 Kb	08/08/2022 03:23 PM EDT	English
Exibit 17 1995 Phase 1 industrial center expansion map.pdf [pdf]	403 Kb	08/08/2022 03:23 PM EDT	English

Categories

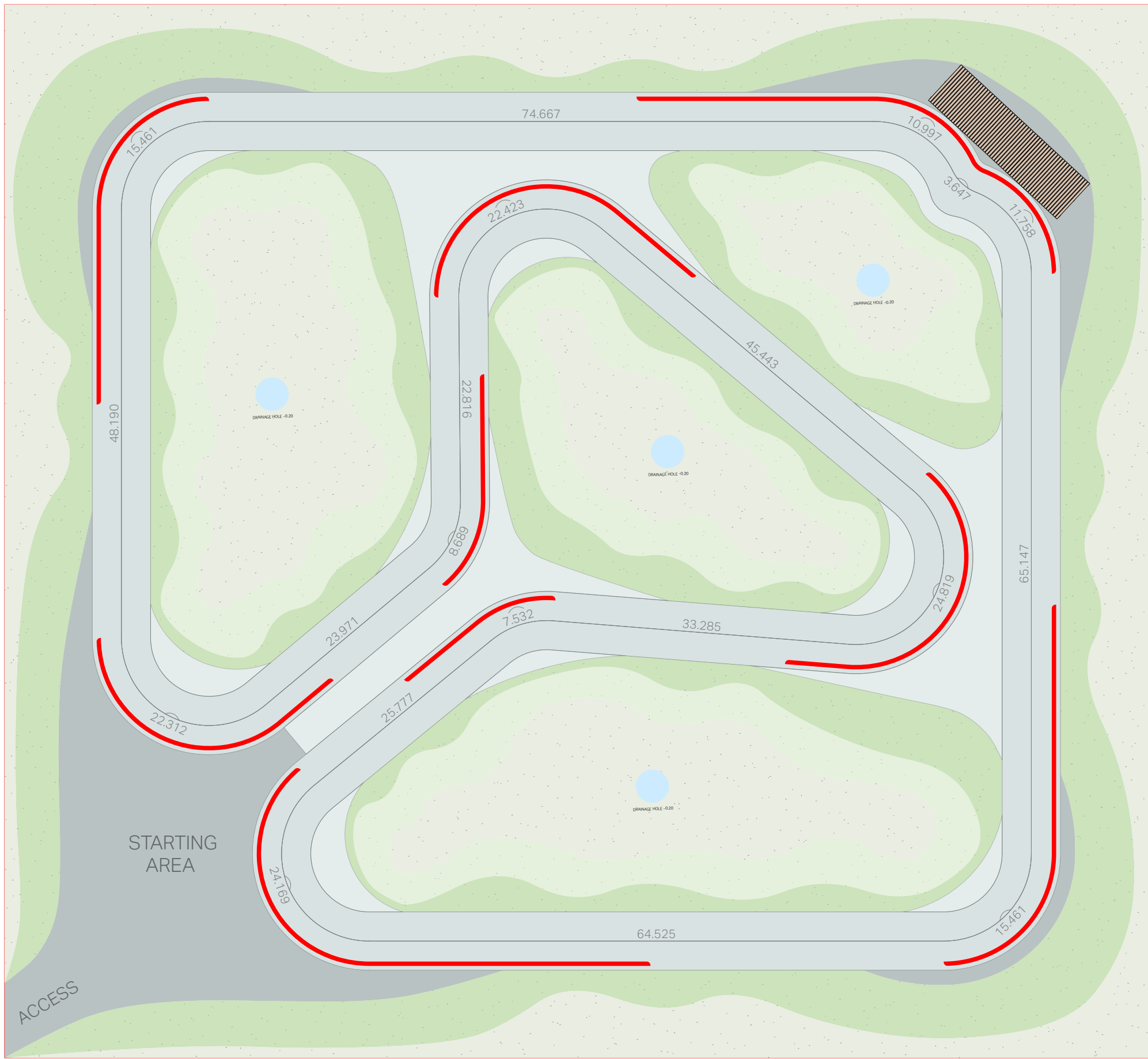
Selected Categories

NIGP Category (1)	
925	ENGINEERING SERVICES, PROFESSIONAL
92586	Surveyor Services, Land Surveyor Services, Land

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118.341

128.446

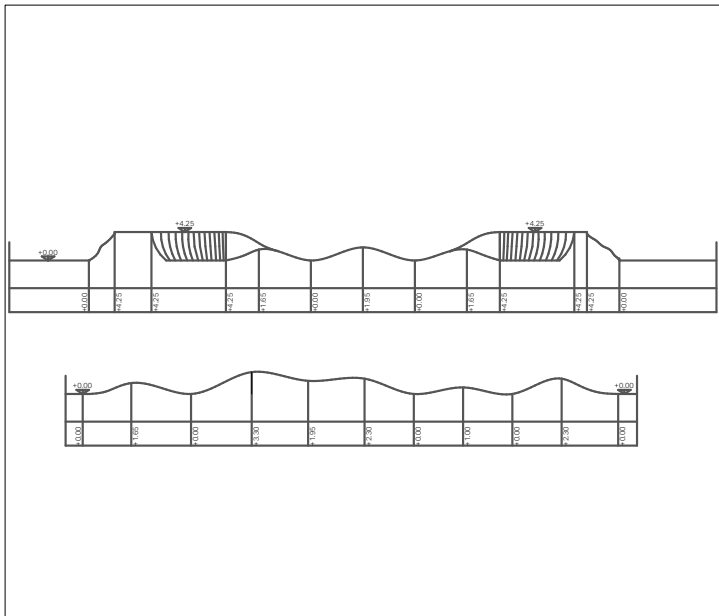


Legend:

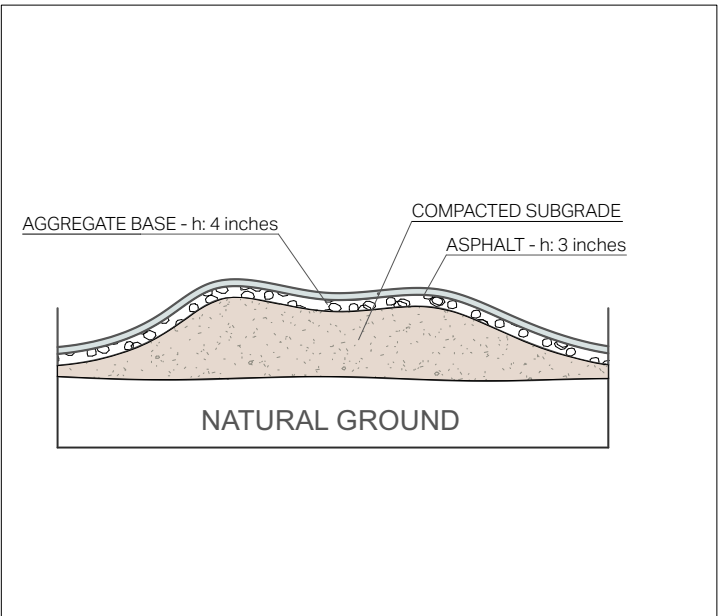
- Total area
- Slopes
- Pump Track
- Platforms
- Connections
- Safety line
- Drainage hole
- Access path
- Wallride

Specification:

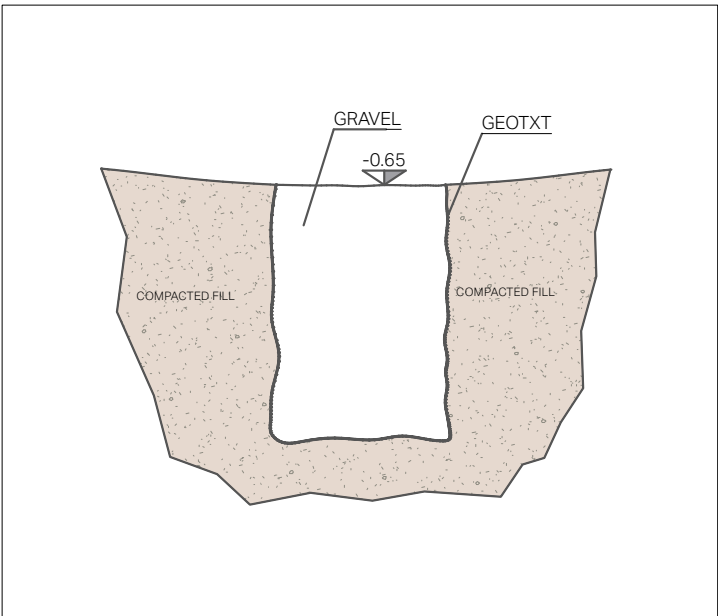
Total Area:	32,601 sq ft
Asphalt Surface:	6,596 sq ft
Green Area:	10,125 sq ft
Pump Track Length:	571 ft
Jump Track Length:	0 ft
Safety Line Length (Total):	369 ft
Number of Drainage Holes:	4



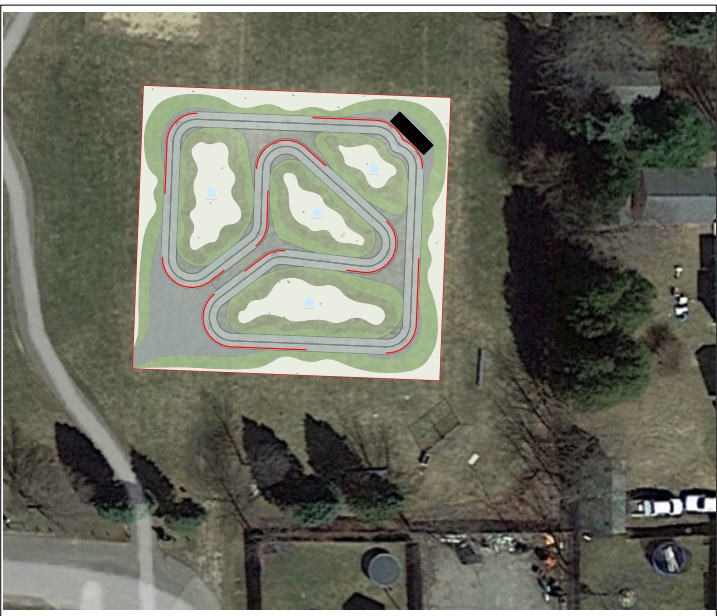
TYP. X-SECTION DETAILS



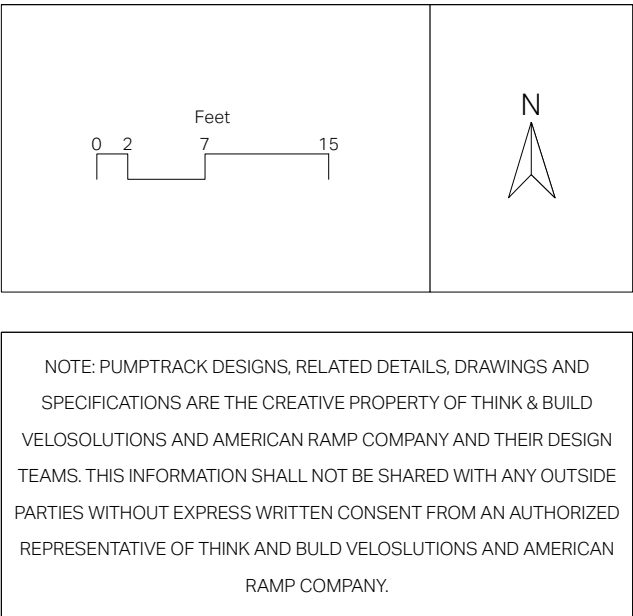
TYP. DETAIL - MATERIALS



TYP. DETAIL - FRENCH DRAIN



SITUATIONPLAN

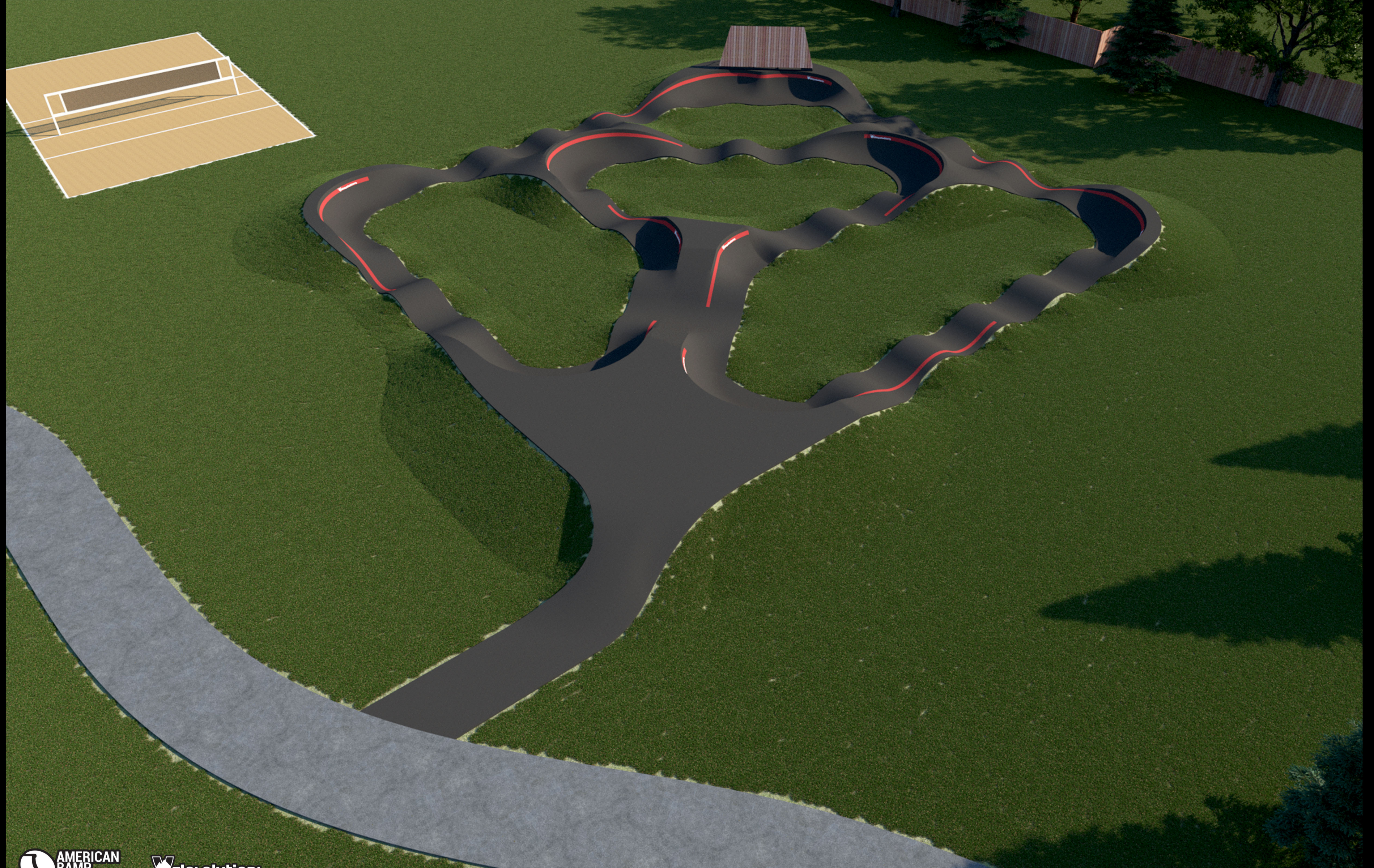


Stockbridge - Asphalt Pumptrack

SITE ADDRESS	Project ID#	DATE	Track Design:	Tech. Drawer:	Client:
	ID# 22041204	05-20-2022	Claudio Caluori	Amedeo Gadotti	Stockbridge, MI DRP
N Wood St, Stockbridge MI 49285					



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7781 - STOCKBRIDGE, MI



Engineer's Estimate: \$288,000

INCLUDES*:

- All labor, construction project management, supplies, tools, materials, and equipment required per scope of work
- Earth-moving techniques
- Cutting and shaping grades within pump track footprint
- Pour and finish asphalt

EXCLUDES*:

- Permits and fees: Any necessary permit(s) will be acquired by others.
- Site testing and inspections: engineering, surveying, or testing services.
- Taxes or bonding of any kind
- Utility, mechanical, electrical, plumbing work, relocation, or repairs of any kind.
- Any landscaping.
- Toxic or hazardous material handling or removal.
- Pedestrian protection, walkways, dust protection, temporary enclosures, protection of work or adjacent items.
- Rock excavation, material that cannot be removed with standard shovel or rubber tire backhoe.
- Dewatering, silt fence, soil stabilization, erosion control, street cleaning, and traffic control.
- Any work not specifically indicated above.

CUSTOMER PROVIDES*:

- Sufficient water, light, and electrical power within 100 feet of work areas.
- Unobstructed, safe, and continuous access to work area with heavy equipment. All weather roads for heavy equipment.
- Site security (any vandalism or destruction that should occur from insufficient security shall be the responsibility of the client.)
- Protection of underground utilities in the area of the pump track.
- Any necessary site-specific information in a digital format (topography, drainage, structures, obstructions, etc.)

**ARC will gladly coordinate and supply any of these services at a reasonable cost.*

Purchase through our competitively bid government Sourcewell contract.



VILLAGE OF STOCKBRIDGE
Downtown Development
PURCHASING POLICY
02-24-2022

I. Purpose/Objective May 22, 2022, Suggested Amendment purchasing policy. Dated 02/24/2022

The purchasing and fiscal policy guidelines are to assure that the Village of Stockbridge Downtown Development Authority maintains lawful, prudent, 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 village of Stockbridge must fill out a "purpose form" with attached receipts. 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 purchase(s) of goods and services up to \$2,999. This 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 \$2,999 only require a couple quotes (three) if deemed warranted, (local business are again to be given priority) and require Board approval prior to the purchase. (Electronically submitted quotes are acceptable). For expenditures over \$35,000 and attempt shall be made to obtain three sealed bids (if three bids can't be obtained on initial bid distribution, then award of bid may be made based on the sealed bids available. require Board approval prior to the purchase and formal written/fax quotes from at least three separate vendors for Formal Request for Proposal (RFP)
- e) The Chair, or the Vice Chair in the absence of the Chair, are 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 accordance with this policy, they shall be noted on the SDDA monthly bill list and approved by the Board at the next regular meeting.

VILLAGE OF STOCKBRIDGE
Downtown Development
PURCHASING POLICY
02-24-2022

- 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 (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.*
- i) ~~Expenditures over \$35,000 require that the bid procedure be followed below.~~

III. Bid Procedure

- a) A notice inviting bids shall be published in a local publication at least ten days preceding the date set for receipt of the bid for expenditures greater than \$35,000 and up. If **Less than three sealed bids are received** ~~one bid~~ is received the SDDA has the right to accept or reject among the **sealed** bids. ~~submitted because expenditures of \$35,000 require local publication in more than one publication, one time per week for a minimum of two weeks.~~
- b) Bids shall be solicited **preferably** from responsible perspective suppliers who have requested that their names be added to the **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 36,000 an 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.
- f) **The respective bid criteria dollar amounts of \$2,299 and \$35,000 respectively may be adjusted for inflation as necessary,**

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.

VILLAGE OF STOCKBRIDGE
Downtown Development
PURCHASING POLICY
02-24-2022

- 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) As an alternative to above bidding process The SDDA may utilize the Bidding process and contracts provided by and available through Sourcewell Competitively bid procedure for Government Contracts
- e) Also, as an alternative to the above bidding process. The SDDA may utilize the bidding process and contracts provided by Michigan Intergovernmental Trade Network (MITN). bidnetdirect.com.
- f) Also, as an alternative to the above bidding process. The SDDA may utilize the bidding process and contracts provided by MiDeal.
- g) After a bid or contract is obtained through Sourcewell, is awarded a contract will be executed with 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.
 - a) 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. Or available through Sourcewell Competitively bid procedure for Government Contracts
 - b) 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 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

VILLAGE OF STOCKBRIDGE
Downtown Development
PURCHASING POLICY
02-24-2022

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.

Position Summary

Under the supervision of the Stockbridge Downtown Development Authority (SDDA) Board Chair and the Village Manager, the SDDA Director is responsible for overseeing the planning, directing, coordinating and performing of the activities associated with the Village's SDDA Plan. The oversight activities are to be done with an emphasis on downtown revitalization and economic development. The Director functions with considerable independence in job related activities and is held accountable for results.

Requirements:

- Minimum of a bachelor's degree from an accredited college or university with a major in Urban and Regional Planning, Public or Business Administration, Economics, Marketing, Public Administration, Political Science, Public Policy, Real Estate Development, Urban Ecology and Sustainable Planning, Urban and Regional Sustainability; or the equivalent combination of education and experience preferred.
- Minimum of 3-5 years of experience in Urban Planning, City Planning, Rural or Urban Development, or similar.
- Experience with public speaking; public meeting experience preferred.
- Skill in communicating both orally and in writing.
- Skill in building and maintaining effective working relationships with multiple constituencies.
- Ability to work independently and deal effectively with deadlines and delegated work tasks when appropriate.
- Municipal government experience preferred.
- Previous work or volunteer experience with a Downtown Development Authority preferred.

Essential Job Functions:

1. In-person attendance at SDDA Monthly Meetings, Special Meetings, and committee meetings.
2. Develop and implement programs and procedures regarding business recruitment, retention and expansion including the regular contacts to promote success of the businesses and the SDDA program.
3. Become thoroughly familiar with all persons, institutions and regulations directly or indirectly involved in the downtown Tax Increment Financing (TIF) district and develop strategies for maximizing the community's human and economic resources. Acts as downtown district advocate, keeps citizens informed, develops working relationships with existing and new business owners/operators, residents, and local agencies.

4. Based on the SDDA's retail market analysis, the 2022 Development Plan and Tax Increment Financing Plan projects, and with the involvement of various downtown interest groups, develop an action plan for implementing a downtown revitalization program focused on economic development: promotion, and organization.
5. Monitor capital improvement projects that have been approved by the SDDA Board and by the Village Council, as appropriate, including review and assistance with Requests for Proposals (RFPs) and Requests for Quotes/Qualifications (RFQs) and/or writing grant applications and then assisting in project coordination through completion including receipt of "as built" plans as appropriate. This activity may involve the Design Committee and/or the Village Manager and Village Staff.
6. Responsible for all administrative aspects of operating the office including record keeping, budget development and monitoring, report preparation as required by the Village, the SDDA Board, and funding agencies. This task also involves working with the Village Clerk on the preparation of SDDA Board and Committee meeting agendas, taking of the minutes of those meetings and posting notices of those meetings in accordance with the Open Meetings Act of Michigan.
7. Participate on staff teams to approach appropriate public and private agencies at the local and state levels to obtain necessary funding for improvements to SDDA and/or Village owned property within the TIF district, design assistance, building rehabilitation, parking, and public improvements.
8. Work effectively with volunteers and others involved in downtown related projects, understand the importance of volunteer involvement, and play an active role in coordinating and utilizing this important resource. This activity involves the various SDDA Committees.
9. Provides guidance and direction to SDDA Board and committee members, delegating project tasks as necessary.
10. Ensures that the SDDA abides by all applicable federal, state and local laws and regulations, while maintaining associated records and reporting procedures.
11. Maintains and disseminates information pertaining to the district as a whole, specific projects, existing amenities, tax and financial inquiries, etc.
12. Encourages and supports promotional events and joint activities such as public relations events, charitable functions, grant programs, business assistance, etc., and ensures local media coverage of promotional activities within the downtown district.
13. Participates in all SDDA sponsored events.
14. Encourages a cooperative climate among district interests and local public officials.
15. Continues pursuit of advanced education in commercial district development and revitalization.

Analyses of SDDA funds and projected short fall

Table 1: Existing Budget, recommended changes in budget and suggested new budget

Topic	Budget for 2021-2022	Recommended changes to 2021/2022 approved budget	Amount of reduction \$ of line items	Amount of increase of 2022/2022 budget	New budget
Salary – DDA Director	\$36,000	\$36,000			\$36,000
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	\$25,000	-\$25,000		0
Engineering	\$16,300	\$16,000	0		16,000
Revenue sharing	\$48,000	\$50,000?			\$50,000?
Community promotion	\$10,000	\$3,000	-\$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	\$3,000			\$3,000
Downtown Beatification	\$25,000	\$10,000	-\$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	\$1,000	-\$5,000		\$1,000
5 K Run	\$800	\$800			\$800
Teen Center	\$7,000	\$7,000	-\$7,000		0
Pump track cost of approved pump track is \$288,000	\$150,000 short fall of \$150,000	\$300,000		+150,000	\$300,000
Printing and publishing	\$4,000	\$1,000	-\$3,000		\$1,000
Miscellaneous expenses	\$5,500	\$2,500	-\$3,000		\$2,500
Capital Outlay- facade IMP.	\$10,000	\$10,000			\$10,000
Capital Outlay – Banner / brackets	\$5,000	\$1,000	-\$4,000		\$1,000
Capital Outlay – Tower Camera & Maintenance	\$1,000	\$500	-\$500		\$500
Play Scape	\$100,000	\$90,000	-\$10,000		\$90,000
Totals	Total \$485,200 Plus \$150,000 for pump track Combined total \$635,200	\$545,700	-\$89,500	+\$150,000	\$545,700
Total New Budget					\$535,700
Current Bank Balance at Eaton community Bank	\$449,459				\$449,459.25
Projected additional revenue by April 28, 2023,	\$64,587				\$64,587
Total projected available revenue by April 28, 2023	\$514,046				\$514,046
Funds already expended of	\$89,500				\$89,500
Projected Short fall of	Negative \$31,654				
Project Balance					\$57,846

Scenario 1. Existing situation.

Starting original budget \$485,200 + \$150,000 = \$635,200 of which \$89,317.10 has been expended Leaving \$545,883 required to finance original budgeted line items. Projected short fall as of today's date \$545,883, minus current bank balance and projected revenue of \$514,046 creates a short fall of negative **-\$31,837**

Scenario 2. Proposed

Starting new Proposed budget \$545,700 of which \$89,317.10 has been expended Leaving \$456,383 required to finance proposed new budgeted line items. Projected balance as of March 01, 2023, is \$456,383 – projected bank balance as of March 01, 2023, of \$514,046 allows a balance of \$54,663 in bank.

Projected additional revenue to end of FY April 28, 2023, \$64,587

Remaining estimated Revenue to start FY 2023/2024 \$54,663

Table 2: showing dates of already collected revenue, projected addition revenue and amount and number of debits to date.

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 3: 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	

Table4: Possible budget for 2023/2024

Topic	Budget for 2021-2022	Recommended 2023/2024 budget	Date of projected Deposits	Beginning 2023/2024 estimated money on hand to start F/Y April 28, 2023, \$64,663
				Deposit
Salary – DDA Director full time with benefit's	\$36,000	\$120,000	3/31/22	\$137,149.25
Legal Fees	\$10,000	\$10,000	4/28/22	0
Contracted services	\$3,000	\$3,000	5/31/22	\$9,249.06
Professional Services web site etc.	\$6,000	\$6,000	6/30/22	0
Prof. Services – A. Knowles	\$25,000		7/29/22	0
Engineering	\$16,300	\$16,000	8/21/21	
Revenue sharing	\$48,000	\$50,000?	9/30/21	\$5,790.15
Community promotion	\$10,000	\$3,000	10/30/21	\$21,526.26
A day in the Village	\$7,500	\$7,500	11/30/21	\$2,645.82
All Clubs Day	\$1,900	\$1,900	12/31/21	0
All clubs ride	\$700	\$700	01/11/22	\$5,847.30
Harvest Festival	\$3,000	\$3,000	02/28/22	\$28,779.58
Downtown Beatification	\$25,000	\$10,000		
Festival of Lights	\$2,500	\$2,500		
Open air Market	\$1,000	\$1,000		
Seasonal Decorations	\$6,000	\$1,000		
5 K Run	\$800	\$800		
Teen Center	\$7,000			
Pump track approved pump track is \$288,000	\$150,000 short fall of \$150,000 cost of			
Printing and publishing	\$4,000	\$1,000		
Miscellaneous expenses	\$5,500	\$2,500		
Capital Outlay-facade IMP.	\$10,000	\$10,000		
Capital Outlay – Banner / brackets	\$5,000	\$1,000		
Capital Outlay – Tower Camera & Maintenance	\$1,000	\$500		
Play Scape	\$100,000	0		
Totals	\$635,200	\$251,400		\$275,648
			Estimated funds available starting March 1, 2024, for F/Y 2024/2025	\$34,248

Note 1: Paying SDDA director \$120,000 a year with benefits is \$10,000 a month you will notice no money is left over to do any projects if we hire a full-time director.

Note 2: There is no money left to provide any matching funds for grants if we hire a full time Director, a part time director is feasible because we don't have to pay benefits and by eliminating Annette Knowles it could be cost effective and frankly there is not enough work for a full-time position

Daryl

Note 3: 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. It is further my understanding that we need to contribute \$25,000 to receive \$50,000 leaving a net increase of \$25,000

Contact Mat Pegouski for information on how to get grant money

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

Arrived last we email \$36, 101 budget 75,000 for skate park rest Initial \$395, 600

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

Sent 8/02/2022