



# Memorandum

*Office of the Village Manager*

**TO:** Honorable President Howlett and Village Council  
**FROM:** Darwin D. P. McClary, Village Manager  
**DATE:** June 6, 2022

**RE:** **VILLAGE MANAGER'S REPORT**

## ARPA FUNDING REPORT

The American Rescue Plan Act State and Local Fiscal Recovery Fund annual report for the village was due on April 30, 2022. The report was filed timely on April 29, 2022. The village is receiving \$131,000 in funding under this program to be used for lost revenues due to the COVID-19 pandemic. The village received half of the funding late last year, and the remaining half will be received this fall. Council will need to discuss how it wishes to expend these funds. Funds must be obligated by December 31, 2024, and expended by December 31, 2026.

## ACT 51 FUNDS WITHHOLDING

The Michigan Department of Treasury was withholding more than \$66,000 in Village of Stockbridge Act 51 street funding due to lack of proper financial reporting. The necessary report has been filed, and the village received payment of these funds last week.

## DEPARTMENT OF PUBLIC WORKS NEEDS

I am working with DPW Supervisor Dillard to identify the many needs of the department in terms of staffing, facilities, equipment, and vehicles. We will be having discussions with council at the appropriate time regarding these needs.

## TEAMSTERS LOCAL 214

I received a letter from Teamsters Local 214 regarding duty to bargain for a contract with DPW employees. DPW employees held an election in December 2021 to certify the union. Two of the three employees are no longer employed by the village. Currently, the village has only one position filled that would be represented by the union, and MERC rules do not permit a one-person bargaining unit. I have responded to the union that the village will notify the union to commencing collective bargaining when the village has filled additional represented positions.

## MOWING SERVICES CONTRACT

Pursuant to council's authorization of May 9, 2022, I authorized the execution of a contract with Checkered Lawn Care to provide mowing services for Veterans Memorial Park and Oaklawn Cemetery on a weekly basis. Due to timing, it was not possible to recruit, onboard, and train seasonal employees prior to the Memorial holiday weekend. In the future, the village will be planning contractual and staffing needs in January for the season, including recruiting for seasonal positions and bidding for contractual services to ensure that services are in place in a timely fashion.

Veterans Memorial Park is mowed weekly on Mondays or Tuesdays. Oaklawn Cemetery is mowed on Fridays.

## VETERANS MEMORIAL PARK BATHROOMS

The bathrooms at Veterans Memorial Park are not operational due to insufficient water pressure preventing toilets and urinals from flushing properly and the bathroom sinks not working. The cost to complete necessary repairs is \$3,500, and DDA Board Chair Uihlein recommended not undertaking the repairs and incurring the cost due to the fact that the restrooms are slated for replacement. I authorized DPW to have port-a-johns installed at the park to provide restroom and hand sanitizing facilities for park patrons. The cost is under \$300 monthly for the two port-a-johns.

## OAKLAWN CEMETERY FOUNDATION INSTALLATIONS

The cemetery foundation installations were backlogged when I arrived in April, but our excellent DPW staff have gotten these installations caught up.

## STREET REPAIRS

As council is aware, many of the village's streets are in need of pothole repair. DPW Supervisor Dillard is working to identify the locations and dimensions of the repairs and preparing a list to solicit bids for the repairs.

## SINK HOLE – WOOD/ELM STREETS

A sink hole appeared at the intersection of Wood and Elm streets on May 29 (during Memorial weekend). DPW Laborer Brian Craft was quick to respond, assess the situation, and fill the hole with millings to stabilize the road. While a couple water main breaks and catch basin drain failures have occurred at that location, no water main break or other problem was found. A traffic cone was placed at the site temporarily to warn the public of a potential safety hazard. No further evidence of underground problems has surfaced, and the traffic cone will be removed soon.

## 2022 AUDIT WORK

Cynthia Scott with Stephenson & Company began preliminary audit work in late May and will be out again in late June to complete field work.

## DDA REVENUE SHARING AGREEMENT

The Downtown Development Authority board has expressed concerns about the village's compliance with the Village/DDA Revenue Sharing Agreement. I am working with the DDA Board Chair to try to resolve these concerns. However, a number of issues exist with the current agreement, and it may be necessary to negotiate a new agreement that respects the village's current staffing and resource limitations. I will keep council apprised of further developments regarding this matter.

## LAKWOOD APARTMENTS WATER SERVICE ISSUE

I am working with DPW Supervisor Dillard and Village Attorney Gormley regarding the Lakewood Apartments water service issue and the need to install a meter to adequately bill for water service to the apartments. We will need to engage an engineer to design and cost out the necessary improvements, and the village will need to determine how to fund the project. I will be making recommendations to council on this matter at the appropriate time.

## VILLAGE OFFICES CONFIGURATION

The configuration of the village offices make it extremely difficult for village staff to perform their work properly and to keep up with workload demands. The village's official public office hours are 9:00 AM to 1:00 PM. I have asked staff to ensure that the village office is closed promptly at 1:00 PM so that administrative tasks can be completed by Village Clerk Nogle and me. Also, the village office is completely open and does not provide a buffer between the public and staff work areas, creating problems with workflow disruptions, proper security for cash handling, and other issues. It is my recommendation that the village install a service counter at the front of the office to serve customers and installation of cubicle walls for workspaces. The village obtained cubicle walls from the City of DeWitt a couple years ago, and I will be working with DPW Supervisor Dillard to determine if they are usable. Finally, the Village Manager must have a private office work space to be able to perform the manager's duties, especially sensitive and confidential meetings, phone conversations, and to maintain secure personnel and other files. I will be presenting options to council on these items soon.

## VETERANS PARK DEAD TREES AND PARKING LOT LIGHTING CONCERNS

Resident Carrie Holmes expressed concerns about two dead trees along the south side of Veterans Memorial Park between her property and the park parking lot. She also expressed concerns that the parking lot flood light was misdirected and was shining into the upper level windows of her home as well as that of her neighbor's. Consumers Energy was contacted and

redirected the flood light downward toward the parking lot. DPW Supervisor Dillard inspected the dead trees and determined that they are not an immediate hazard. He has added the two trees to his list of trees needing removal for a future tree removal contract.

#### WATER CONSUMER CONFIDENCE REPORT

The village's required Water Consumer Confidence Report will be mailed out to all water customers this month. The report is required by the state to be mailed out and published by July 1 each year.

#### REQUEST FOR SPECIAL MEETING

I am requesting that a special meeting of the village council be scheduled for Monday, June 27, 2022, at 6:30 PM to handle several business items. Attached is a copy of the draft agenda for the meeting, although the list may change. I am requesting a special meeting due to the fact that the July regular meeting will be a week late due to observance of the Independence Day holiday.

#### VILLAGE MANAGER ABSENCES

I will be out of the office for several days during the week of June 13 due to the move to my new home in Ypsilanti. However, I will be doing work from the house and will be available by mobile phone if needed.

I will also be on vacation in Michigan's Leelanau Peninsula from Saturday, July 2, through Sunday, July 10. This vacation was planned and reservations made this past winter.

#### UPCOMING EVENTS

The following activities and events are coming up over the next few weeks:

- OPEN AIR MARKET – Fridays from 4:00 PM to 7:00 PM through October 28 in the township square
- A DAY IN THE VILLAGE FESTIVAL – Friday and Saturday, June 17 – 18, 2022
- INDEPENDENCE DAY HOLIDAY OBSERVANCE – Monday, July 4, 2022

# Village of Stockbridge Special Council Meeting Agenda

305 W. Elizabeth Street, Room #112  
Stockbridge, MI 49285  
(517) 851-7435



**6/27/2022 6:30 PM**

## **1 SPECIAL MEETING CALL TO ORDER**

## **2 SPECIAL MEETING ROLL CALL - Cattell, Howlett, Mocerri, Morehouse, Mullins, Quintanilla, Uihlein**

## **3 SPECIAL MEETING PUBLIC COMMENT**

## **4 SPECIAL MEETING - BUSINESS BEFORE THE COUNCIL**

|  |                       |
|--|-----------------------|
| Adoption of Policy on Remote Attendance by Council Members at Village Council Meetings                                   | <i>Darwin McClary</i> |
| Approval of Clothing Allowance - Public Works Employees  | <i>Darwin McClary</i> |
| Solicit Proposals for Engineer of Record   | <i>Darwin McClary</i> |
| Schedule Village Manager Goals and Priorities Work Session   | <i>Darwin McClary</i> |
| Approval to Combine Clerk and Treasurer Positions, Create Deputy Clerk-Treasurer Position, and Advertise Deputy Position | <i>Darwin McClary</i> |
| Approve Amendments to Purchasing Policy  | <i>Darwin McClary</i> |
| Authorization to Seek Stockbridge.gov Domain Name  | <i>Darwin McClary</i> |
| Award of Bid for Sale of Veterans Memorial Park Skate Ramp   | <i>Darwin McClary</i> |

## **5 SPECIAL MEETING SECOND PUBLIC COMMENT**

## **6 SPECIAL MEETING ADJOURNMENT**