



**Village of Stockbridge**  
**Village Clerk**  
**Timothy Matthew Sadowski**  
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**TIMELINE OF ORDINANCE REGULATING OFFICIAL RECORDS 1998**

1. December 7, 1998
  - The Village Council at a regular meeting adopted Ordinance No. 98-12-1 regulating the organization and access to all official records of the Village of Stockbridge.

Sincerely,

  
Timothy Matthew Sadowski  
Village Clerk

## Regular Meeting - Stockbridge Village Council - December 7, 1998

Present: Pres. Stowe, Pro Tem Moffitt, Trustees: Barry, Chambers, Duncan, Morrell, Owen, Mgr. Price, Clerk Lippens, Treas. Dault, Atty. Gormley and interested citizens

Meeting called to order at 7:05pm.

Everyone present.

Motion Owen, support Chambers to accept the minutes for November 2, 1998 as amended. Carried.

Motion Moffitt, support Owen to accept the Clerk and Treasurers Report. Carried.

Motion Chambers, support Morrell to pay December 1998 invoices. Carried.

Public Comment.

Police Report presented by Dep. Common.

SDA Report presented by Debbie Marshall. Motion Moffitt, support Chambers to appoint Glenn Rockey to replace Doug Orton on the SDA. Carried.

Written Building Inspector Report provided.

DPW Report submitted by Terry Parker.

Communications.

Recess regular meeting at 8:02pm and open Public Hearing.

Public Hearing for Vickie Zello for Special Use Permit for 104 E. Main for Resale Consignment Shop.

Close public Hearing at 8:05pm. Reopen regular meeting. Motion Morrell, support Owen to approve Special Use Permit for 104 E. Main St. for Resale and Consignment Shop. Roll Call. Yes-Barry, Chambers, Duncan, Morrell, Owen, Stowe. No-none. Abstain: Moffitt. Absent - none. Carried.

New Business:

Fire Insurance withholding resolution. Motion Moffitt, support Chambers to pass resolution to authorize the Village to Participate in the Fire Insurance Withholding Act. Roll Call. Carried unanimously.

Application for Rezoning of 211 S. Clinton from Dan Levleit. Motion Moffitt, support Morrell to accept the application for rezoning for 211 S. Clinton. Carried.

Motion Owen, support Chambers to set January meeting on Tuesday, January 5, 1999. Carried.

Public Hearing set for the January 5, 1999 at 8pm.

Recess 8:25pm. Reconvene 8:40pm.

Motion Morrell, support Chambers to approve the wage/salary scale for 1999-2000. Carried.

Motion Barry, support Morrell that employees be granted a COLA increase for 2% for 1999-2000. Carried.

Motion Morrell, support Moffitt to approve \$1000/year for a deductible and co-pay reimbursement fund employees who opt to waive health insurance coverage from the village. Yes-5 (Chambers, Moffitt, Morrell, Duncan, Barry), No-2 (Stowe, Owen). Carried.

Motion Moffitt, support Barry to raise the clerk and treasurer salaries from \$2500 to \$3500/yr. Roll Call-Yes-Chambers, Barry, Moffitt, No-Duncan, Owen, Morrell, Stowe. Absent-none. Motion denied.

Motion Owen, support Morrell to set a special meeting for January 11, 1999 at 7pm to discuss manager's contract. Carried. (This will be a closed session.)

Motion Moffitt, support Chambers to adopt ordinance to regulate the organization and access to all official records of the Village of Stockbridge. Roll Call. Carried unanimously. (Ordinance #98-12-1)

Motion Chambers, support Morrell to approve the resolution of final disposition of Jody Leatherberry's application for re-zoning the industrial park property, lots 1 & 2 as amended. Roll Call. Carried unanimously. (Resolution #98-12-2)

Motion Moffitt, support Barry to accept the bid from Meadowbrook Insurance (MML) in the amount of \$4995.00. Carried.

Motion Moffitt, support Barry to approve Roger to attend MCMA Winter Institute. Carried.

Manager's Report presented by Roger Price.

Committee Reports.

Motion Morrell, support Owen to fix the specified roads in Phase 2 -Streets Improvement Project but not expand them. Carried.

Motion Owen, support Barry to adjourn meeting. Carried. Meeting adjourned at 10:37pm.

Donna Lippens, Village Clerk

VILLAGE OF STOCKBRIDGE  
115 East Elizabeth  
P.O. Box 155

ORDINANCE NO. 98-12-1  
(ENACTED 12-7-98)

ORDINANCE TO REGULATE THE ORGANIZATION  
AND ACCESS TO ALL OFFICIAL RECORDS OF  
THE VILLAGE OF STOCKBRIDGE

The Village of Stockbridge Ordains:

SECTION 1. All original records of the Village of Stockbridge, the Stockbridge Development Authority "S.D.A.", and any other related or subsidiary authority are official records of the Village and shall be maintained at the Village Hall by the Village Clerk.

SECTION 2. The Village Clerk shall establish written procedures consistent with the requirements set forth below for the general public, administrative staff, S.D.A., or the Village Council members requesting the review of any records:

- 2.1 A written request shall be made at least 48 hours in advance of the actual date requested to review the records. The request shall specifically state the records to be reviewed.
  - 2.1.1 Exception: Less than 48 hours may be allowed to review records in an emergency, but such request shall be made in writing.
  - 2.1.2 Only the Village President, Village Manager, S.D.A. Chairperson, or their respective legal representative may declare an emergency.
  - 2.1.3 Exception: In performance of their official duties, the Village's Administrative Staff, including the Village Manager, Village Clerk, Village Treasurer, and other office staff, may immediately access the records.
- 2.2 The Village Clerk shall establish and maintain a list from the written requests to identify all individuals who check out records to insure the integrity of the Village's filing system. The Clerk shall keep the list and written requests on file.
- 2.3 Any records checked out shall be reviewed in the Village Office or other place designated by the Clerk and returned to the Village Clerk.

- 2.4 All records being reviewed shall be returned to the Village Clerk by 4 p.m. daily.
- 2.5 No original documents of the Village shall leave the Village Hall, except those required by legal counsel or necessary to perform an official act of the Council, Village Manager, S.D.A, or other Village Official.
  - 2.5.1 The Village Clerk shall make a duplicate copy of any document before allowing the original to leave the Village Hall.

SECTION 3. The Village Clerk shall decline any request to review Village Records which does not comply with the requirements set forth in Section 2.

SECTION 4. The Village Clerk shall handle all F.O.I.A. requests for records, as specified in the Freedom of Information Act, MCL 15.231.

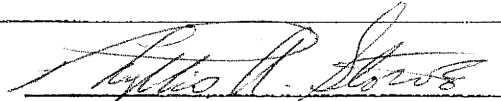
SECTION 5. This Ordinance shall take effect immediately upon publication.

SECTION 6. All ordinances in contradiction with this Ordinance are repealed to the extent necessary to give this Ordinance full force and effect.


YEAS: Barry, Chambers, Duncan, Moffitt, Morrell, Owen, Stowe

NAYS: None

ABSENT: None

  
 Phyllis Stowe, Village President

I certify that the above is a true and complete copy of Ordinance No. 98-12-1 adopted by the Village Council at a meeting held on the 7th day of December, 1998, and was published in the Town Crier on 15th day of December, 1998.

  
 Donna Lippens, Village Clerk

Drafted By: John L. Gormley (P 53539)  
 Assistant Village Attorney  
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