

**Village of Decatur**  
**Village Council Regular Meeting Minutes**

Monday, October 4, 2021, at 7:00 P.M  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

**I.** President Elwear called the meeting to order at 7:00 P.M.

**II. Roll Call**

Village Manager, Tapper provided roll call; Trustee Verran, Mead Jr, President Pro Tem Jackson, Benson, President Elwaer, Gunther (excused), and Pelfrey in attendance. Also in attendance Village Manager, Christopher Tapper, Chief of Police Thomas VanDerWoude and Forman, Jimmy Ebeling

**III. Public Comments**

Donald Hanson, Van Buren County Commissioner, provided a report to the Council of activities throughout the County.

**IV. Approval of Agenda, Meeting Minutes, Accounts Payable**

President Pro Tem Jackson made a motion with support from Trustee Mead Jr. to approve the agenda for October 4, 2021, along with approval of meeting minutes from September 13, 2021, and accounts payable in the amount of \$111,923.66 motion carried 6-0.

**V. Communications to the Council – Presentation & Guest**

Matt Holland, Gabridge & Company was in attendance to present the FY 2021 audit report. The following highlights were noted the Village exceeded it liabilities at the close of the fiscal year, the Village’s net position increased from the previous year, the Village’s fund balances increased from prior year. A general discussion ensued regarding the presentation of the audit.

President Pro Tem Jackson made amotion with support from Trustee Verran, to approve Fiscal Year 2021 audit submitted by Gabridge & Company, motion carried 6-0.

**VI. Unfinished Business**

Trustee Verran made motion with the support of Trustee Pelfrey to approve the recommendation of the President to create an ad hoc committee, to review Ordinance 2019-03 Rental Ordinance and allow the Village Manager to oversee the Committee, Trustee Verran noting the recommendations of the structure of the committee will consist of three (3) Village Council members and two (2) members of the community of the Village of Decatur, preferability landlords of the Village of Decatur, motion carried 6-0.

**VII. New Business - Professional Services – Steensma Lawn & Power Equipment**

Trustee Verran made a motion with support from Trustee Mead Jr. to approve the professional services quote from Steensma Lawn & Power Equipment as recommended by the Department of Public Works at a cost not to exceed \$7,594.80, motion carried 6-0.

**VIII. New Business – Professional Services agreement – J.C. & Sons, Inc**

President Pro Tem Jackson made a motion with support from Trustee Benson to approve the bid submitted by J. C & Sons, Inc at a cost not to exceed \$11,400.00 for the tree removal and clean up services. Manager Tapper noted that an amendment was received for the bids due to include sites already approved by the prior Village Manager. Manager Tapper noted the amendment to include the additional sites was still under bid of the secondary bid received from other vendors, motion carried 5-0, Pelfrey abstaining.

**IX. New Business – Professional Services agreement – Harvey Consulting, LLC**

Trustee Veran made a motion with support from Trustee Pelfrey to approve the professional services agreement from Rebecca Harvey, Harvey Consulting, LLC to provide Planning Services to the Village of Decatur, motion carried 6-0.

**X. New Business – Adoption of Resolution 2021-012**

Trustee Verran made a motion with support from Trustee Mead Jr to adopt Resolution 2021-012 intent to apply for STBG & MDOT funding through the Rural Task Force Program, for N. Phelps Street. Roll Call vote: Verran, President Pro Tem Jackson, Benson, Pelfrey, and President Elwear voting yes, motion carried 6-0.

**XI. New Business – Approval of Special Land Use Request – 400 E. Sherwood Street**

President Pro Tem Jackson made a motion with support from Trustee Pelfrey to approve the recommendation from the Planning Commission and approve the Special Land Use Application for 400 E. Sherwood Street, Class C Adult Use Marijuana Facilities applications. Int was noted the Council requested the Village Manager to review Ordinance 2019-001 & 2019-02 along with the Village Attorney to explore amendment to the Ordinance to determine the options of setting “caps” on the number of facilities allowed in the Village. Roll Call vote: Verran, President Pro Tem Jackson, Pelfrey, and President Elwear voting yes, Benson no, motion carried 5-1.

**XII. New Business – Professional Services agreement – Revize Websites**

Trustee Pelfrey made motion with support from Trustee Benson to approve the professional services agreement between the Village of Decatur and Revize Government Website services supporting option one (1) at a cost not to exceed \$5,500.00, motion carried 6-0

**XIII. New Business – Approval Trick or Treat times, Village of Decatur**

President Pro Tem Jackson made a motion with support from Trustee Benson to approve the annual Halloween, Trick or Treat time in the Village of Decatur, for Sunday, October 31, 2021, from 5:30 pm – 7:00 pm, motion carried 6-0.

**XIV. New Business – Approval of amendments to the Parental Leave Policy**

Trustee Verran made a motion with support from Mead Jr. to approve the amendments to the Parental Leave Policy of the Village of Decatur, effective dated 10/4/2021, motion carried 6-0.

**XV. New Business – Approval of Megan Duncan appointment as Clerk/Treasurer**

President Pro Tem Jackson made a motion with support from Mead Jr to approve the recommendation of the Village President and appoint Megan Duncan as Village Clerk/Treasurer, authorizing the Clerk/Treasurer to be an authorized signature of accounts throughout the Village of Decatur, along with Financial Institutions, motion carried 6-0.

**XVI. New Business – Adoption of Resolution 2021-013 Street Administrator**

President Pro Tem Jackson made a motion with support from Mead Jr to adopt Resolution 2031-013 appointment of Village Manager, Christopher Tapper as Street Administrator, motion carried 6-0.

**XVII. Department Reports**

Manager Tapper, Chief Police, Thomas VanDerWoude and Forman, Jimmy Ebeling all provided Department Report to the Council. Tapper noted each department report was provided in the agenda packet. A general discussion ensued regarding the department reports. It was noted the Village Attorney report would be included in the Village Manager report moving forward.

**XVIII. Council Comments & Additional Public Comments**

Let the record show no additional public comments was received and no additional comments was offered by the Village Council.

**XIX. Adjournment**

Trustee Verran made a motion with support from Mead Jr. to adjourn the meeting at 7:45 P.M.  
Minutes submitted by: Christopher Tapper, Village Manager