

VILLAGE OF DECATUR COUNCIL REGULAR MEETING AGENDA

Monday,
May 1, 2023



VILLAGE OF DECATUR
REGULAR COUNCIL MEETING
Monday, May 1, 2023 – 7:00PM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

7:00 PM Council Meeting (Action to be taken by Council on the following agenda items)

Note: Please be courteous and turn off cell phones during the meeting.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL (Excused Absences if Any)

4. PUBLIC COMMENT

5. APPROVAL OF CONSENT AGENDA ITEMS

5A.1 - Approval of the Regular Council Meeting Agenda for May 1, 2023

5A.2 - Approval of the Regular Meeting Minutes from April 3, 2023

5A.3 – Approval of the Special Meeting Minutes from April 17, 2023

5A.4 – Approval of Accounts Payable and Payroll for week ending April 30, 2023

6. COMMUNICATIONS TO THE COUNCIL – PRESENTATIONS & GUEST

6A.1 – Kevin Christensen, Final Gravity, presentation of proposed special event, Midwest Festival 2023

6A.2 – Brian Tibbs, Business Development & Sales Representative, and Josh Dros, Technical Operations Manager, Bloomingdale Communications

6A.3 – Kalli Marshall, Recycling & Materials Management Coordinator, Van Buren Conservation District

6A.4 – Tom VanDerWoude, Chief of Police, providing updates on the server technical issues at PD

7. PUBLIC HEARING

8. UNFINISHED BUSINESS

9. NEW BUSINESS

9A.1 – Request to approve Bloomindale Communications quote for broadband installation at Red Woolfe Park and Raider Romp.

9A.2 – Request to approve the Memorandum of Understanding for a grant from the State of Michigan Department of Environment, Great Lakes, and Energy.

9A.3 – Request to approve proposal for updates to the Village of Decatur, DWAM and DSML.

9A.4 – Request to approve the purchase of a new server for the Police Department

9A.5 – Request to approve a budget amendment to cover the unplanned capital expenditure of a new server for PD, quoted an estimated cost of \$7,169.18

10. DEPARTMENT REPORTS

- 10A.1 – Department of Public Works Report
- 10A.2 – Police Department Report
- 10A.3 – Fire Department Report
- 10A.4 – Clerk & Treasurer Report
- 10A.5 – Village Manager Report

11. PUBLIC COMMENTS – SECOND OPPORTUNITY

12. COUNCIL COMMENTS

13. ADJOURNMENT

PLEASE NOTE

AUDIENCE PARTICIPATION:

In addition to addressing the Council during public hearings and under “Public Comment,” members of the audience may address the Council, please limit your comments to three minutes or less per item. Please step up to the Podium and state your name and address.

The proposed process for items listed under agenda items above shall be as follows:

1. Announcement of the agenda item by the President.
2. Verbal report provided by staff.
3. President asks councilmembers if they have any questions for staff to clarify the staff report.
4. Motion is made by a council member and seconded by another council member.
5. President then calls on council members to discuss the motion if council members wish to discuss.
6. President calls for a vote on the item after discussion has occurred.

Village of Decatur
Village Council Regular Meeting Minutes

Monday April 3, 2023, at 7:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

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

II. **Roll Call**

Clerk/Treasurer, Duncan provided roll call; Trustee Beute, Trustee Gunther, President Pro Tem Jackson, Trustee Mead Jr., Trustee Pachner, Trustee Pelfrey, and President Elwaer in attendance. Also in attendance Village Manager, Christopher Tapper (excused), Village Clerk/Treasurer, Megan Duncan, Chief of Police Thomas VanDerWoude, and DPW Foreman James Ebeling.

III. **Public Comments**

- a. Tina Leary, Van Buren Board of Commissioners, presented updates that have been occurring in Van Buren County.
- b. Sheriff Abbott, Van Buren County Sheriff Department, presented to Council what VBCO Sheriff's department and central dispatch call volume was for 2022. He also provided updated information about the county jail and drug enforcement.

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

- a. Trustee Gunther made a motion with support from Trustee Mead Jr. to approve the amended agenda for April 3, 2023, along with approval of meeting minutes from March 6, 2023, and accounts payable ending March 31, 2023, in the amount of \$318,889.31, motion carried 7-0.

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

- a. Chief VanDerWoude, Decatur Police Department, recognized Officer Thomas Dahlquist for receiving Officer of the Year Award presented by the Decatur VFW Post 6248. Officer Dahlquist was presented this award for his hard work, dedication, and commitment to protecting and servicing this community.

VI. **Unfinished Business**

- a. No unfinished business.

- VII. **New Business - Request to Approve purchase of a 2023 Ford Explorer Police Interceptor, Tapper Ford.**
- a. Trustee Pachner made a motion with support from Trustee Mead Jr. to approve the purchase of a 2023 Ford Explorer Police Interceptor, Tapper Ford, motion carried 7-0.
- VIII. **New Business - Request to Approve purchase of a tow-behind leaf loader, from MTech Company.**
- a. President Pro Tem Jackson made a motion with support from Trustee Pachner to approve the purchase of a tow-behind leaf loader, from MTech Company, motion carried 7-0.
- IX. **New Business – Request to approve a reduced payment for Ken Morford’s Home Improvement Loan.**
- a. Trustee Pelfrey made a motion with support Trustee Mead Jr. to approve a reduced payment for Ken Morford’s Home Improvement Loan, motion carried 7-0.
- X. **New Business – Request to approve Special Meeting date of Monday, April 17, 2023.**
- a. President Pro Tem Jackson made a motion with support from Trustee Gunther to approve the Special Meeting date of Monday, April 17, 2023 at 6 PM, motion carried 7-0.
- XI. **New Business – Request to approve Pay Estimate 2 to Krohn Construction, for S. George Street reconstruction.**
- a. Trustee Beute made a motion with support from Trustee Mead Jr. to approve Pay Estimate 2 to Krohn Construction, for S. George Street reconstruction, motion carried 7-0.
- XII. **Department Reports**
- a. Clerk/Treasurer Duncan, Chief of Police, Thomas VanDerWoude, and DPW Forman, James Ebeling provided Department Reports to the Council. Each department report was provided in the agenda packet. A general discussion ensued regarding the department reports.
- XIII. **Public Comments**
- a. No public comment was given.
- XIV. **Council Comments & Additional Public Comments**
- a. President Elwaer thanked all departments for all their hard work.
 - b. Trustee Pachner wanted Chief VanDerWoude to give a special thank you and congratulations to Officer Dahlquist.

XV. Adjournment

- a. Trustee Mead Jr. made a motion with the support of Trustee Beute to adjourn the meeting at 7:23 P.M., motion carried 7-0. Minutes submitted by Megan Duncan, Village Clerk/Treasurer.

Village of Decatur
Village Council Regular Meeting Minutes

Monday April 17, 2023, at 6:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. President Elwaer called the meeting to order at 6:00 P.M.

II. **Roll Call**

Clerk/Treasurer, Duncan provided roll call; Trustee Beute, Trustee Gunther, President Pro Tem Jackson, Trustee Mead Jr. (excused), Trustee Pachner, Trustee Pelfrey, and President Elwaer in attendance. Also in attendance Village Manager, Christopher Tapper, Village Clerk/Treasurer, Megan Duncan, Chief of Police Thomas VanDerWoude, and DPW Foreman James Ebeling (excused).

III. **Public Comments**

a. No public comments given.

IV. **Approval of Special Meeting Agenda**

a. Trustee Gunther made a motion with support from Trustee Beute to approve the Special Council meeting Agenda for April 17, 2023, motion carried 6-0.

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

a. No presentations or guests.

VI. **Request to hold a Public Hearing to receive comments on proposed grant request for CDBG funding to reconstruct bathrooms and concession facility at Red Woolfe Park.**

a. President Pro Tem Jackson made a motion with support from Trustee Gunther to leave the Special Council Meeting and enter into a Public Hearing, proposed grant request for CDBG funding to reconstruct bathrooms and concession stand facility located at Red Woolfe Park, motion carried 6-0 at 6:02 PM. No public comments were given, Trustee Beute made a motion with support from Trustee Gunther to close the Public Hearing and reenter the Special Council Meeting, motion carried 6-0 at 6:07 PM.

- b. President Pro Tem Jackson made a motion with support from Trustee Pelfrey to approve the proposed grant request for CDBG funding to reconstruct bathrooms and concession facility at Red Woolfe Park, Roll Call Vote, Trustee Beute, Trustee Gunther, President Pro Tem Jackson, Trustee Pachner, Trustee Pelfrey, and President Elwaer, all voting yes, motion carried 6-0.

VII. Unfinished Business

- a. No unfinished business at this time.

VIII. New Business – Request to authorize Chief of Police, Thomas VanDerWoude to act as interim Village Manager.

- a. Trustee Gunther made a motion with support from Trustee Pelfrey to authorize Chief of Police, Thomas VanDerWoude to act as interim Village Manager, motion carried, 6-0.

IX. New Business – Request to approve contract extension, for Chief of Police VanDerWoude, through 2026.

- a. President Pro Temp Jackson made a motion with support from Trustee Pelfrey to approve the Amended contract extension, for Chief of Police VanDerWoude, through 2026, Roll Call Vote, Trustee Beute, President Pro Tem Jackson, Trustee Pelfrey, President Elwaer, voting yes, Trustee Gunther, Trustee Pachner, voting no, motion carried 4-2.

X. New Business – Request to approve MDOT Title VI Non-discrimination Plan Update.

- a. Trustee Gunther made a motion with support from President Pro Tem Jackson to approve MDOT Title VI Non-discrimination Plan Update, motion carried 6-0.

XI. New Business – Request to approve FY 2024 budget amendment, Police Department

- a. Trustee Beute made a motion with support from Trustee Gunther to approve FY 2024 budget amendment, Police Department, motion carried 6-0.

XII. New Business – Request to approve Abonmarche land survey proposal – northerly side of the railroad through private parcels to the M-51/Edgar Bergen Blvd/Delaware Street.

- a. President Pro Tem Jackson made a motion with support from Trustee Gunther to approve Abonmarche land survey proposal – northerly side of the railroad through private parcels to the M-51/Edgar Bergen Blvd/Delaware Street, motion carried 6-0.

XIII. Department Reports

- a. Clerk/Treasurer Megan Duncan, Chief of Police, Thomas VanDerWoude, and DPW Forman, James Ebeling provided Department Reports to the Council. Each department report was provided in the agenda packet. A general discussion ensued regarding the department reports.

XIII. Public Comments

- a. No public comment was given.

XIV. Council Comments & Additional Public Comments

- a. Trustee Pachner stated her thanks to President Elwaer for leading this community.

XV. Adjournment

- a. Trustee Pachner made a motion with the support of Trustee Beute to adjourn the meeting at 7:02 P.M., motion carried 6-0. Minutes submitted by Megan Duncan, Village Clerk/Treasurer.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: May 1, 2023

SUBJECT: Accounts Payable – Payroll – April 2023

Action Requested:

It is requested that the Village Council approve Accounts Payable and Payroll for period ending April 30, 2023, in the amount of \$166,146.15.

Background:

Attached is the Accounts Payable and Payroll for the period ending April 30, 2023.

Attachments:

Accounts Payable and Payroll

CHECK DATE	VENDOR NAME	CHECK#	AMOUNT PAID	DESCRIPTION
04/03/2023	BEUTE, HARVEY N	29971	108.50	PAYROLL
04/03/2023	ELWAER, ALI M	29972	167.00	PAYROLL
04/03/2023	GUNTHER, KIM M	29973	108.50	PAYROLL
04/03/2023	MEAD JR, ROBERT H	29974	108.50	PAYROLL
04/03/2023	PACHNER, CYNTHIA A	29975	108.50	PAYROLL
04/03/2023	PELFREY, JESSICA L	29976	108.50	PAYROLL
04/03/2023	BLUE CARE NETWORK,	29978	11,731.97	PAYROLL
04/03/2023	MISDU,	29980	54.48	PAYROLL
04/03/2023	INTERNAL REVENUE SERVICE,	EFT982	6,776.19	PAYROLL
04/03/2023	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT983	3,908.48	PAYROLL
04/03/2023	STATE OF MICHIGAN,	EFT984	1,013.17	PAYROLL
04/04/2023	MYERS, GORDY J	29977	1,567.00	PAYROLL
04/04/2023	TAPPER, CHRISTOPHER C	DD499	3,076.80	PAYROLL
04/04/2023	DUNCAN, MEGAN M	DD500	1,725.00	PAYROLL
04/04/2023	BUSH, DOMINIC J	DD501	2,139.48	PAYROLL
04/04/2023	DAHLQUIST, THOMAS L	DD502	2,605.52	PAYROLL
04/04/2023	FRANK, ZACKERY A	DD503	2,311.43	PAYROLL
04/04/2023	RIGG, THEODORE A	DD504	2,589.32	PAYROLL
04/04/2023	VANDERWOUDE, THOMAS C	DD505	2,800.00	PAYROLL
04/04/2023	BRIDGES, DEBRA J	DD506	280.00	PAYROLL
04/04/2023	MANN, ELESIA F	DD507	280.00	PAYROLL
04/04/2023	BOITNOTT, PATRICK A	DD508	1,449.00	PAYROLL
04/04/2023	DRISCOLL, DAVID J	DD509	1,537.00	PAYROLL
04/04/2023	EBELING, JAMES S	DD510	3,265.13	PAYROLL
04/04/2023	SHROYER, TIMOTHY J	DD511	1,813.75	PAYROLL
04/04/2023	PENTLAND, SHANTEL M	DD512	1,368.00	PAYROLL
04/07/2023	VANDERWOUDE, THOMAS C	29981	1,951.25	PAYROLL
04/07/2023	INTERNAL REVENUE SERVICE,	EFT985	502.89	PAYROLL
04/07/2023	STATE OF MICHIGAN,	EFT986	82.93	PAYROLL
04/12/2023	DELTA DENTAL	GEN 1017(E)	630.15	DENTAL PREMIUMS FOR EMPLOYEES
04/12/2023	UNUM	GEN 1020(E)	866.84	SHORT/LONG/AD&D/LIFE INSURANCE PREMIUMS
04/12/2023	VERIZON WIRELESS	GEN 1021(E)	268.62	CELL PHONE SERVICES
04/12/2023	INVOICE CLOUD	GEN 1019(E)	179.65	INVOICE PRESENTMENT FOR PAPERLESS CUSTOMERS
04/12/2023	CONSUMERS ENERGY	GEN 1016(E)	1,239.33	HEATING SERVICES
04/12/2023	AMERICAN ELECTRIC POWER	GEN 1015(E)	3,667.67	ELECTRICAL SERVICES
04/12/2023	MICHIGAN MUNICIPAL LEAGUE	GEN 29998	720.41	MUNICIPAL UNEMPLOYMENT COMP QUARTER 1
04/12/2023	ATLANTIS GLOBAL LLC	GEN 29982	192.80	CITATION PAPER FOR PD
04/12/2023	AUSRA KUBOTA INC	GEN 29983	259.21	DRIVESHAFT REPLACEMENT ON KABOTA
04/12/2023	ROYAL PUBLISHING	GEN 30007	150.00	AD FOR BOYS AND GIRLS TRACK DPS
04/12/2023	PLEUNE SERVICE CO INC	GEN 30001	363.00	MAINTENANCE AND REPAIR OF GARAGE HEATER PD
04/12/2023	HAAS SYSTEMS	GEN 29992	96.00	QUARTERLY ALARMS MONITORING FOR DPW
04/12/2023	PRI MAR PETROLEUM INC	GEN 30002	3,509.85	DIESEL AND GASOLINE FOR DPW
04/12/2023	REPUBLIC SERVICES	GEN 30006	931.13	GARBAGE SERVICES
04/12/2023	PV BUSINESS SOLUTIONS	GEN 30003	298.50	2023 OSHA COMPLIANCE JOURNAL
04/12/2023	MIKE NORTHRUP	GEN 29999	132.50	REPAIR OF LEAF VAC
04/12/2023	STEENSMA LAWN & POWER EQUIPMENT	GEN 30009	478.00	CUTTING EDGE KIT DPW
04/12/2023	LAW OFFICE OF CRYSTAL MORGAN, PLLC	GEN 29997	1,131.00	PROFESSIONAL ATTORNEY SERVICES ORDINANCES ENFORCEMENT
04/12/2023	QUADIENT LEASING USA, INC.	GEN 30004	565.45	QUARTERLY LEASE OF MAIL MACHINE
04/12/2023	PAW PAW LABORATORY	GEN 30000	150.00	DRINKING WATER TESTING
04/12/2023	RC AUTOMOTIVE SUPPLY	GEN 30005	75.19	REISSUING INVOICE CHECK NEVER CLEARED
04/12/2023	RC AUTOMOTIVE SUPPLY	GEN 30005	74.51	SUPPLIES FOR DPW
04/12/2023	DECATUR DO IT CENTER	GEN 29990	167.97	REISSUING INVOICE CHECK NEVER CLEARED
04/12/2023	DECATUR LUMBER COMPANY	GEN 29991	351.34	REISSUING INVOICE CHECK NEVER CLEARED
04/12/2023	DECATUR LUMBER COMPANY	GEN 29991	626.62	SUPPLIES FOR DPW, PARKS, AND MOTOR POOL
04/12/2023	DECATUR DO IT CENTER	GEN 29990	16.99	SUPPLIES FOR DPW
04/12/2023	HYDROCORP, INC	GEN 29994	342.50	CROSS CONNECTION CONTROL PROGRAM
04/12/2023	J.C. AND SONS INC.	GEN 29995	336.00	TREE REMOVAL AT VFW AND SHERWOOD ST
04/12/2023	HONOR CREDIT UNION	GEN 29993	3,047.47	CREDIT CARD CHARGES
04/12/2023	JACK DOHENY COMPANY	GEN 29996	2,223.17	REPAIR AND MAINTENANCE ON JETTER
04/12/2023	REPUBLIC SERVICES	GEN 30006	10,504.32	GARBAGE SERVICES
04/12/2023	BLOOMINGDALE COMMUNICATIONS	GEN 29985	614.86	VOIP AND INTERNET AT VILLAGE HALL AND DPW
04/12/2023	BRONSON HEALTHCARE GROUP	GEN 29987	85.00	DOT PHYSICAL FOR CDL
04/12/2023	SIEGFRIED, CRANDALL	GEN 30008	1,100.00	PROFESSIONAL SERVICES ON BANK RECS
04/12/2023	THE CLOTHES BASKET	GEN 30010	112.50	DRY CLEANING FOR PD
04/12/2023	THE CLOTHES BASKET	GEN 30010	118.75	DRY CLEANING FOR PD
04/12/2023	CAPITAL TIRE	GEN 29988	642.48	REPLACEMENT TIRES ON 2020 PATROL CAR
04/12/2023	CCP IND	GEN 29989	86.96	CLEANING WIPES FOR DPW
04/12/2023	BLUE TO GOLD LLC	GEN 29986	790.00	TRAINING FOR OFFICERS BUSH AND FRANK
04/12/2023	J.C. AND SONS INC.	GEN 29995	15,000.00	GRIND WOOD AND DEBRIS FROM YARD WASTE
04/12/2023	AXON ENTERPRISES, INC	GEN 29984	372.10	TASER HOLSTER AND CARTRIDGES FOR PD
04/17/2023	BLUE CARE NETWORK,	30012	1,303.56	PAYROLL
04/17/2023	MISDU,	30014	54.48	PAYROLL

04/17/2023	FOPLC,	30015	148.00	PAYROLL
04/17/2023	INTERNAL REVENUE SERVICE,	EFT987	6,373.69	PAYROLL
04/17/2023	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT988	3,866.85	PAYROLL
04/17/2023	STATE OF MICHIGAN,	EFT989	942.74	PAYROLL
04/18/2023	MYERS, GORDY J	30011	1,542.00	PAYROLL
04/18/2023	TAPPER, CHRISTOPHER C	DD513	3,076.80	PAYROLL
04/18/2023	DUNCAN, MEGAN M	DD514	1,700.00	PAYROLL
04/18/2023	BUSH, DOMINIC J	DD515	2,056.71	PAYROLL
04/18/2023	DAHLQUIST, THOMAS L	DD516	2,654.27	PAYROLL
04/18/2023	FRANK, ZACKERY A	DD517	2,209.55	PAYROLL
04/18/2023	RIGG, THEODORE A	DD518	2,506.04	PAYROLL
04/18/2023	VANDERWOUDE, THOMAS C	DD519	2,800.00	PAYROLL
04/18/2023	BRIDGES, DEBRA J	DD520	126.00	PAYROLL
04/18/2023	CLENDENIN, KAREN R	DD521	14.00	PAYROLL
04/18/2023	MANN, ELESIA F	DD522	98.00	PAYROLL
04/18/2023	BOITNOTT, PATRICK A	DD523	1,497.35	PAYROLL
04/18/2023	DRISCOLL, DAVID J	DD524	1,512.00	PAYROLL
04/18/2023	EBELING, JAMES S	DD525	3,211.50	PAYROLL
04/18/2023	SHROYER, TIMOTHY J	DD526	1,711.50	PAYROLL
04/18/2023	PENTLAND, SHANTEL M	DD527	1,351.50	PAYROLL
04/19/2023	VANDERWOUDE, THOMAS C	30016	2,560.00	PAYROLL
04/19/2023	INTERNAL REVENUE SERVICE,	EFT990	729.98	PAYROLL
04/19/2023	STATE OF MICHIGAN,	EFT991	108.80	PAYROLL
04/19/2023	PJ PRINTING	GEN 30024	60.10	BUSINESS CARDS FOR D BUSH
04/19/2023	ROOP GURLEEN PATROLEUM	GEN 30026	952.99	GASOLINE FOR PATROL CARS
04/19/2023	BRONSON HEALTHCARE GROUP	GEN 30018	173.02	MEDICAL CLAIM FOR P BOITNOTT FOR CDL CERT
04/19/2023	SAFEBUILT LLC	GEN 30027	2,391.24	BUILDING INSPECTIONS AND ORDINANCE VIOLATIONS
04/19/2023	QUADIENT LEASING USA, INC	GEN 30025	461.56	UTILITY BILLING FOR RESIDENTS
04/19/2023	MCKENNA	GEN 30021	185.00	REVISIONS TO DRAFT DDA PLANS AND PUBLIC ENGAGEMENT
04/19/2023	STATE OF MICHIGAN-MDOT	GEN 30028	1,831.96	PRAIRIE RONDE IMPROVEMENTS
04/19/2023	QUADIENT LEASING USA, INC	GEN 30025	250.00	POSTAGE FOR MAIL MACHINE
04/19/2023	TUTTLE FLORAL CO	GEN 30029	449.00	50% DOWNPAYMENTS FOR FLOWERS DOWNTOWN
04/19/2023	JACK DOHENY COMPANY	GEN 30019	6,000.00	RENTAL OF JETTER
04/19/2023	AXON ENTERPRISES, INC	GEN 30017	144.00	SMART CARTRIDGES FOR TASER PD
04/19/2023	JOE BENNETT	GEN 30020	400.00	2 HOUR WALK AROUND MAGIC SHOW 7/3/23
04/19/2023	DALE MOEN	GEN 30022	54.00	WINDOW CLEANING AT VILLAGE HALL
04/19/2023	WEST MICHIGAN CRIMINAL	GEN 30030	170.16	SPRING PAYMENT TO TRAINING CONSORTIUM
04/19/2023	PARRETT COMPANY	GEN 30023	410.67	PRINTER AND COPYING SERVICES
		TOTAL:	166,146.15	



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY: N/A

DATE: May 1, 2022

SUBJECT: Special Event & Festival application from Kevin Christensen, Midwest Festival for July 2023.

Action Requested:

Presentation and guest, Kevin Christensen, Midwest Festival special events request for July 2023. Kevin will be in attendance, to present and discuss, with Council, the pending application for special events. The below information is from last year's request. At this time of this memo, Village Staff has not received an application for special events, but Mr. Christensen requested to be on the May 1, 2023.

Memo June 2022

It is requested that Village Council approve the Special Event & Festival application from Kevin Christensen, Midwest Festival for July 30, 2022, along with the local government resolution to the Michigan Department of Licensing and Regulatory Affairs (MLCC), furthermore the following conditions must be met before Tuesday, July 5, 2022;

1. Police Department approval, including Incident Action Plan
2. Department of Public Works approval.
3. Fire & Quick Response Department approval.
4. Submittal of additional security services for the event.
5. Submittal of complete map outlining event fencing, entertainment stage, dumpster/trash container locations, portable toilet facilities, utility services requested, proof of insurance certification, disclosure of charitable non-profit organization,

Background:

The Village Council requested staff to update the Special Event & Festival application along with addressing the formal process of reviewing applications for events held in the Village.



VILLAGE OF DECATUR

Special Events & Festivals Application

FOR OFFICE USE ONLY

Special Event # _____

Date Received _____

The Special Events & Festivals Information Application must be read before filling out this application. A non-refundable application fee of \$150 is required to submit this application.

A new application must be submitted each year.

I have read the Special Events & Festivals Information and will fill out this application completely. I agree to follow all policies and regulations set by the Village of Decatur.

KL
Initial

4/15/2023
Date

CONTACT INFORMATION

Event Title: Midwest Fest

Sponsoring Organization: Final Gravity Brewing Co

Applicants Name: Kevin Christensen

Telephone #: 269-674-9500 Phone # During Event: _____

E-mail Address: finalgravitybrewing@gmail.com

Other contacts for/during event

Name: Amber Chopp Telephone: 269 944-9638

Name: _____ Telephone: _____

EVENT SPECIFIC INFORMATION

Event Location: The block of North Phelps from stoplight

Date(s) Requested: July /29th Alternative Date(s): none

Start Time: 4:00 PM End Time: 11:00 PM

Any event that exceeds 10:00 P.M. must have to be approved by Village Council

Number of people expected to attend: 2500 - 3000

EVENT DESCRIPTION

Please give a description of the event (Please attach a separate sheet with details if there is not enough space below).

music / beer fest 10-15 breweries, market Van Buren as
non profit for alcohol, four band's including Kylee Seas,
Robert Fedderson, Kyle Jennings and Austin
Edward's a runner up on America's got talent

MAPS/LOCATION – MARK EVENT ITEMS ON MAP(S)

Check items below that apply to your event. **All items checked below must be indicated on the MAP(S).** Maps can be found on the Village's website. Please note, **map(s) must be submitted with the Special Events & Festivals Application.**

- ☐ **Village property or Village Park use. Show locations of fencing, barriers, or barricades. Include streets and/or sidewalks to be closed or barricaded on map(s).** To ensure requested items, such as cones or barricades are reserved and available for the day of the event, please complete the **CONES AND BARRICADE REQUEST FORM** and submit it with the Special Events & Festival Application. Requested items are available Monday through Friday during office hours between 8:00am and 3:00pm; the office is closed during lunch from 12:00pm to 1:00pm. Should you require an alternate time a **\$50 After Hour Charge** will be assessed. Please note, if the Cones and Barricade Request Form is not submitted, the Village of Decatur cannot guarantee the requested items will be available for the event. These items are on a **first come - first served basis and limited quantities are available.**

- ☐ Barricade Request: Mark locations on maps. Barricades that are damaged or not returned to the Public Works Department will be charged \$100.00 per barricade.

- ☐ Cone Request: Mark locations on maps. Cones that are damaged or not returned to the Public Works Department will be charged \$25.00 per cone.

Explain closure: Road closure Fri July 28th @ 7:00 PM - Till July 29th 2AM

- ☒ Entertainment, dance, tent or stage. Mark locations on maps. Event Command Post.
- ☒ Dumpsters and/or trash containers. Mark location on maps.
- ☒ Portable toilet facilities. Mark locations on maps. How many? 16 The Village requires the use of portable facilities for events expecting over 100 attendants.
- ☐ Under part 117 of Act, 1994 PA 451, Waste servicers must dispose of their waste at a wastewater treatment plant with an approved receiving facility. The Village of Decatur Wastewater Treatment Plant is **NOT** an approved facility.

Approved facility being used _____.

☐ Parade. Mark beginning area, the route (with arrows), and finish area on maps.

*If Business Route M-51 needs to be closed for the Parade you will need to contact MDOT at 269-375-8900 to obtain a MDOT permit for road closure.

☐ Participants. Mark parking areas and bus locations on maps.

☐ Relay event. Indicate "hand-off" points and areas of participant equipment impact.

☐ Aircraft landing / hot air balloons. Mark location on maps. Fireworks/pyrotechnics site. Mark location on maps.

☐ Vendors/General Merchandise concession areas. Mark areas on maps. Name of contact person for vendor(s) _____

Name: _____ Telephone: _____.

Note: Number will be given for all vendor inquiries. It is suggested that the sponsoring organization issue a paper permit to be displayed by vendor to let Village and event staff know they are an approved vendor.

☒ First Aid facilities. Mark location on maps. List agency providing staff and equipment.

Name: _____ Telephone: _____.

☐ Live animal sites. Mark location on maps and describe: _____

☐ _____
Any other item(s) that should be included on maps. Explain: _____

ADDITIONAL EVENT INFORMATION

☒ Liquor License

The sale and consumption of alcoholic beverages may occur on publicly owned property located within the approved area, The policy requires that an application be filed with the Village of Decatur and the Michigan Liquor Control Commission. These applications can be found here: Village [Michigan Liquor Control Commission Website](#)

Liquor license application must be submitted before the Village will process this special event application.

☐ Noise: Please describe i.e., music, sound, amplification and any other noise that impacts surrounding area. Provide dates and times noise will occur. **All noise must stay within the Village's noise ordinance. Noise Ordinance Sec. 22-53. Village Noise Ordinance will be enforced, unless waived by Village Council action.** If you have any questions about the noise ordinance, please contact the local police department 269-423-6114.

Date: _____ Time: _____

Date: _____ Time: _____

☐ Signage: Prior to the event a list of all signage (example: sandwich boards, banners, etc.) and placement of the signage needs to be turned in to the Village's Village Manager. Upon submission the signage requests will be reviewed by the Village Manager; additional approval may be required by Village Council. ***Due to limited space for banners, they will be placed on a first come first served basis*. Please refer to the Special Events & Festivals Information Application for further details regarding banners.**

☐ Street Marking: Marking on roads and sidewalks should be held to a minimum. Only spray landscape chalk, specifically designed to wear away in a short period of time, will be approved by the Village. Please contact the Village Manager for questions regarding street marking.

VILLAGE SERVICES

Are you requesting any utility services to be provided: ☒ Yes ☐ No

If yes, explain: Electric From PDA Park

If electric utilities requested, name of festival person or electrician who will be responsible:

Name: _____ Telephone: _____

Will vendors be using electric utilities: ☒ Yes ☐ No

If yes, the Village's Electrical Inspector will be making inspections of all vendors using electric during events. A charge of \$100.00 per vendor will be billed to the **sponsoring organization** (NOT the vendor) following the event.

Will you require additional police services: ☐ Yes ☐ No

If yes, the applicant is agreeable to be invoiced for administrative support services to cover the expenses of the departments, time, equipment and any additional expenses for providing police services to this event explain:

Will you require additional fire/ambulance services: ☐ Yes ☒ No

If yes, explain: _____ Additional fire information: Mark all that apply.

- | | | | | |
|-------------------------------------|---|---------------------------------|---|--|
| <input type="checkbox"/> Tents | <input type="checkbox"/> Concessions | <input type="checkbox"/> Exits | <input type="checkbox"/> Compressed Gases | <input type="checkbox"/> Extinguishers |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Exposed Flames | <input type="checkbox"/> Other: | | |
| <input type="checkbox"/> _____ | | | | |

If you checked any box in the "Additional fire information" section, you **MUST** obtain and abide by the **"FIRE & LIFE SAFETY REQUIREMENTS FOR VENDORS PARTICIPATING IN FESTIVALS, FAIRS, AND ALL OTHER OUTSIDE EVENTS/ACTIVITIES"** document You can find a link to this document on our web site. Please contact the Decatur Hamilton Emergency Services with any questions or concerns regarding this document.

The primary concern during any event is public safety. In the event of inclement weather, the Village of Decatur or its designees have the right to cancel or postpone any special event.

INSURANCE

The Village requires proof of insurance (\$1,000,000) naming the Village of Decatur as "additionally insured". The Proof of Insurance Certification needs to be turned in with the Special Event application.

Is the Proof of Insurance Certification Provided with Special Event Application? ☐ Yes ☒ No

REMINDERS

Please make sure the following items are turned in with the Special Events & Festivals Application

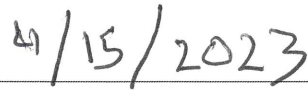
- ☒ Map(s)
- ☐ Proof of Insurance Certification
- ☐ Cones and Barricade Request Form (if applicable)
- ☐ Submitted liquor license application (if applicable)

INDEMNIFICATION AGREEMENT

The undersigned agrees and promises, as a condition of approval of this Special Events & Festivals Application to defend, indemnify, and save harmless the Village of Decatur, its agents, officials and employees from all suits, claims, damages, causes of action or demands of any kind and character arising out of resulting from or in connection with the use of said Public Property

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Applicants Signature

A handwritten date in black ink, reading "4/15/2023".

Date



DEPARTMENT OF PUBLIC WORKS

•114 N Phelps Street. • Decatur, Michigan 49045

Telephone (269) 423-6114

CONES AND BARRICADES REQUEST FORM

Requester's Name _____

Date Requested _____

Organization/Committee _____

Mailing Address _____

Office/Main Phone _____

Cell Phone _____

DATE of EVENT _____

CONES	Quantity	Who will pick up cones (Please Print Legibly)	Cell Phone	Pick Up Date/Time	Return Date/Time
				AM PM	AM PM

Please note: Street cones that are damaged or not returned to the Public Works Department will be charged \$25.00 per cone.

BARRICADES	Quantity	Drop Off Location (Please Print Legibly)	Contact Person	Drop Off Date/Time	Pick Up Date/Time
			Cell Phone		
				AM PM	AM PM

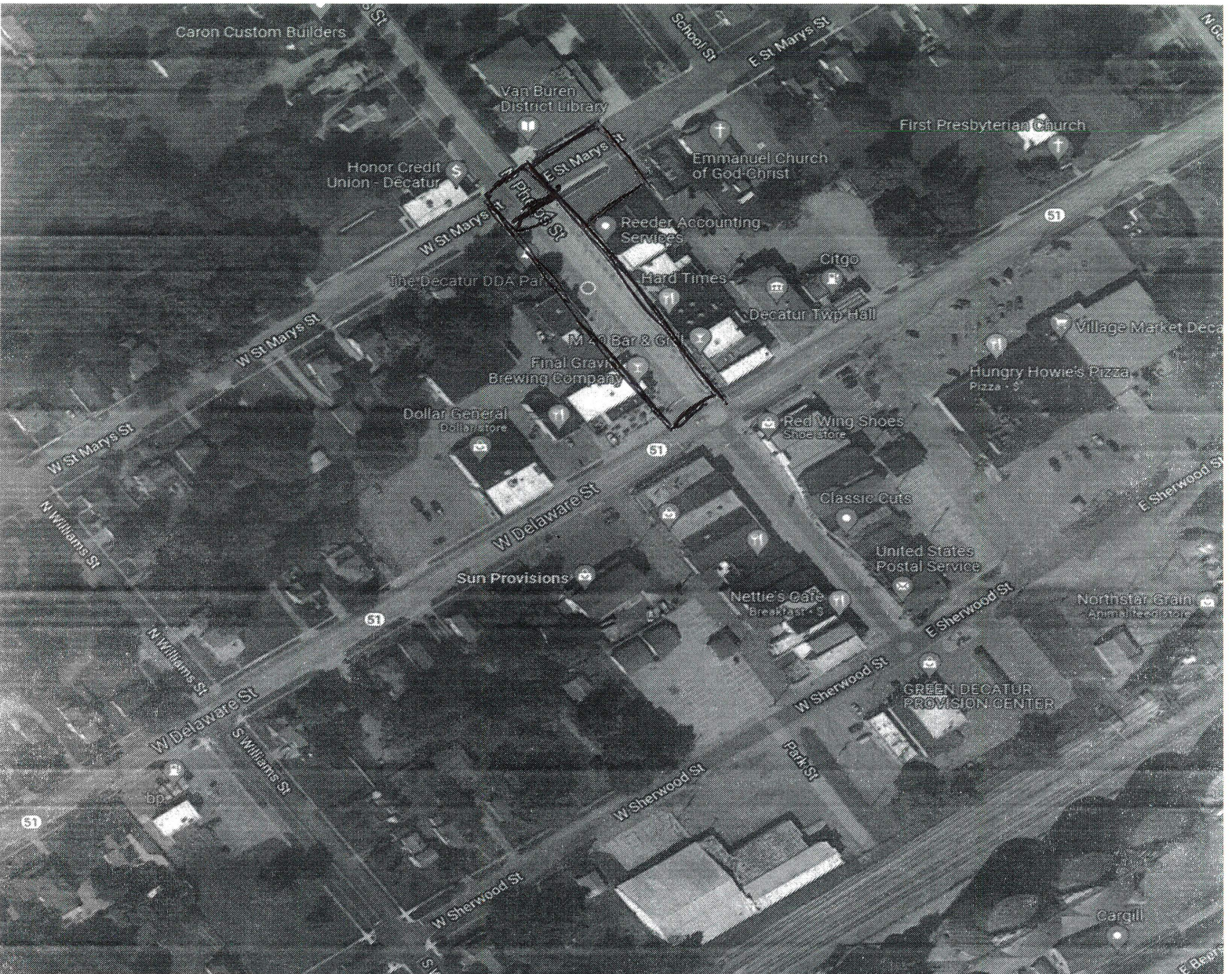
Please note: Barricades that are damaged or not returned to the Public Works Department will be charged \$100.00 per barricade.

ANY ADDITIONAL INFORMATION.

PLEASE RETURN APPLICATION TO:

VILLAGE MANAGER
VILLAGE OF DECATUR
114 N PHELPS STREET
DECATUR, MI 49045
ctapper@decaturmi.us

DOWNTOWN – N & S Phelps Street





S. WILLAMS STREET – SKATE PARK



W DELAWARE STREET – TENNIS COURT



RED WOOLFE PARK – PINE DRIVE



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: May 1, 2023

SUBJECT: Request to approve Bloomingdale Communications quote for broadband installation for Red Woolfe Park and Raider Romp.

Action Requested:

It is requested that Village Council approve Bloomingdale Communications quote for broadband installation at Red Woolfe Park and Raider Romp.

Background:

Over the last several months the Parks and Recreation Committee have been working on upgrades to Red Woolfe Park and Raider Romp. Wireless internet is just one of these upgrades. Installing wireless internet to the parks will allow for better security surveillance and allows the public to have wireless internet access while enjoying the parks.

The proposed project would be funded by the Village of Decatur – ARPA funds. Council will recall receiving a total of \$182,132.42 for funding such projects including expanding broadband connectivity within the community.

Attachment(s):

Email – BTC-BCI



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

From: Josh Dros <joshd@bcistaff.com>
Sent: Monday, April 17, 2023 11:43 AM
To: Megan Duncan <mduncan@decaturmi.us>
Cc: Brian Tibbs <briant@bcistaff.com>
Subject: Re: Village Quote

Hello Megan,

Brian and I will be attending the Counsel Meeting on May 1st. Here is the overall plan.

Red Wolf Park is about 2500 feet away from our current plant. We would work closely with Wightman and Associates who would be installing our provided conduit. Once the conduit is buried we will pull our fiber through and splice. This route will cost \$6500. Wightman and Associates will need to adjust their engineering plans and permits to accommodate our conduit.

Raider Romp park is 475 feet away from our closest handhole. This drop will be done by our outside contractor. A pedestal will be placed in front of the park between the road and the sidewalk. A drop will be buried from the new pedestal to the park building. Our contractor will need to bore the entire job. I will have to pull permits and provide the engineering plan to the county. This route will cost \$7,500.

We will need to meet with Wightman and Associates before any construction begins, so we are all on the same page and to have a plan written up. Please reach out if you have any questions.

--

Joshua Dros
Technical Operations Manager
Bloomingdale Communications
(269) 521-7341



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: May 1, 2023

SUBJECT: Request to approve the Memorandum of Understanding for a grant from the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE).

Action Requested:

It is requested that Village Council approve the Memorandum of Understanding between Village of Decatur, Decatur township, Hamilton Township, and Van Buren Conservation District for grant funding.

Background:

The Van Buren Conservation District will be applying for a grant from the State of Michigan Department of Environment, Great Lakes, and Energy ("EGLE") to provide funding for infrastructure to improve and increase recycling collection at drop off locations.

This MOU will establish financial responsibility in the event that infrastructure costs exceed projections. This memorandum applies to the construction projects and infrastructure purchases for a Transfer Station project by the Municipalities (Village of Decatur, Decatur township, Hamilton township, and Van Buren Conservation District).

Attachment(s):

Memorandum of Understanding between the Village of Decatur, Decatur township, Hamilton township, and Van Buren Conservation District.

Memorandum of Understanding

Between

Decatur Township, Hamilton

Township, Village of Decatur

and

Van Buren Conservation District

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Decatur Township, Hamilton Township, Village of Decatur (“Municipalities”) and the Van Buren Conservation District (“District”), to cover certain financial responsibilities in relation to the State of Michigan, Department of Environment, Great Lakes, and Energy 2023 Michigan Recycling Infrastructure and Small Community Education Grant (the “Grant”).

Background

The Van Buren Conservation District has applied for a grant from the State of Michigan Department of Environment, Great Lakes, and Energy (“EGLE”) to provide funding for infrastructure to improve and increase recycling collection at drop off locations. The District has sought partnerships with local municipalities, including the Municipalities, to provide this opportunity to add additional and/or improve existing transfer stations in Van Buren County Michigan. The Municipalities have agreed to jointly execute the infrastructure project and make purchases as part of this Grant with the District remaining as the primary grantee.

Purpose

This MOU will establish financial responsibility in the event that infrastructure costs exceed projections. This memorandum applies to the construction projects and infrastructure purchases for a Transfer Station project by the Municipalities. In the event that costs incurred are more than the permitted cost recovery permitted by the Grant for any infrastructure or construction costs at the Municipalities’ Transfer Station, the Municipalities will be responsible for disposal costs in excess of the permitted Grant amounts. This memorandum does not address costs incurred at any other participating transfer station location.

Specificity

This memorandum applies to the District’s allocation of Grant funds to the Municipalities under the State of Michigan, Department of Environment, Great Lakes, and Energy 2023 Michigan Recycling Infrastructure and Small Community Education Grant.

Funding Liability

Per the 2023 Michigan Recycling Infrastructure and Small Community Education Grant, grant funding is disbursed on a reimbursement basis. For Grant eligible expenses, the Municipalities will each be responsible for 1/3rd of the initial payment of invoices and submitting required documentation to the District (i.e. copy of the PAID invoice(s) from the vendor or front and

back of the canceled check from your financial institution, etc.) as required for reimbursement from the District. The District will be responsible for submitting grant reporting, required documentation, and reimbursement requests to EGLE. The District will reimburse the Municipalities for approved reimbursement requests up to 80% of the approved expenses when funding is received from EGLE.

The Municipalities agree to provide a financial grant match in the amount of not less than 20% of total grant budget for their project, to be distributed evenly among the Municipalities (with each Municipality 1/3rd of the match amount). This amount will not be reimbursed to the Municipalities by the District or EGLE.

The Municipalities agree to pay any fees and/or costs associated with construction and infrastructure that are above and beyond what is covered by the Grant. This includes and is not limited to construction costs, labor costs, transportation costs, and materials beyond the agreement amount. Any costs incurred at the Municipalities' Transfer Station not covered by the Grant are the responsibility of the Municipalities.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the District and a representative from each of the Municipalities. This MOU shall become effective upon signature by the authorized officials from the District and the Township and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the District and the Township, this MOU shall end at the conclusion of the State of Michigan, Department of Environment, Great Lakes, and Energy 2023 Michigan Recycling Infrastructure and Small Community Education Grant.

Authority

Each individual signing this MOU directly and expressly warrants that they have been granted the authority to sign and execute this MOU on behalf of the entity for whom they have signed, and further have been expressly granted authority to enter into this binding MOU on behalf of such entity with respect to the matters contained herein and as stated herein.

Contact Information

William VanTassel, Chairperson
Van Buren Conservation District

Date:

Municipality 1

Name: Kevin Kusmack
Supervisor, Decatur Township

Date:

Municipality 2

Name: Carl Druskovich
Supervisor, Hamilton Township

Date:

Municipality 3

Name: Ali Elwaer
Village President, Village of Decatur

Date:



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY:
DATE: May 1, 2023

SUBJECT: Request approval approve Abonmarche, Drinking Water Asset Management (DWAM) and Distribution System Materials Inventory (DSMI) proposal

Action Requested:

It is requested that Village Council approval approve Abonmarche, Drinking Water Asset Management (DWAM) and Distribution System Materials Inventory (DSMI) proposal.

Background:

Abonmarche is the engineer of record for the Village of Decatur. The Village of Decatur has been awarded through EGLE DWAM the amount of \$220,230. The funding will assist with modifications and updates to the existing asset management plan. The Village of Decatur is required to report inventory of lead service lines, to EGLE. The goal of DSMI is to determine the likelihood of lead water services in the water system with a degree of confidence to meet the 2025 DSMI requirements imposed by EGLE.

Abonmarche has previously assisted the City of Benton Harbor, replacing virtually all of the lead water service lines in the city. Due to this degree of workmanship, Abonmarche received the [2023 Honorable Conceptor Award](#).

The following proposal details include the following. The grant funding will cover all cost associated with this update to the Drinking Water Asset Management and Distribution System Materials Inventory.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

Fees

Abonmarche will provide the Scope of Services above for the following fees:

	Task	Fee
1	Asset Management Plan Update	\$18,000
2	Distribution System Materials Inventory	\$42,000*
	ABONMARCHE FEE TOTAL	\$60,000

*Note: Task 2 also includes \$148,230 that will be incurred by an independent contractor for potholing existing water services and \$12,000 of estimated Force Account services completed by Village Staff which will bring the entire project total to the grant amount of \$220,230.

Attachment(s):

Abonmarche – proposal

Wightman - proposal



DRINKING WATER ASSET MANAGEMENT (DWAM) GRANT APPLICATION

Sec. 1001, 2019 PA 57

Public Act 57 of 2019 was made effective on September 29, 2019. Section 1001 denotes language to provide grants for asset management plan creation and distribution system materials inventory.

Grants may be awarded for Asset Management Plan (AMP) development or updates, and/or distribution system materials inventory (DSMI) related activities. The maximum grant amount allowable per applicant is \$1 million. There are no local match requirements. Applications will be accepted continuously until funding is exhausted. Applications will be awarded on a quarterly funding cycle. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) may reevaluate program and system needs after one year. Grant applications must be received by close of business on these dates to be funded in the applicable quarterly funding cycle:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Application Deadline	January 1, 2021	April 1, 2021	July 1, 2021	October 1, 2021
Anticipated Grant Award Date (on or before)	March 15, 2021	June 15, 2021	September 15, 2021	December 15, 2021

Type I Community Water Supplies and Type II Nontransient Noncommunity Water Supplies are eligible to apply. Applicants must not appear on the federal Debarment and Suspension List and must be in good standing with EGLE programs (i.e., no EGLE grant revoked or terminated and no demonstrated inability to manage a grant or meet obligations in a project contract with EGLE).

Application for DWAM Grant

Applicant Name: <div>Village of Decatur</div>		Project Name: <div>Water Asset Management Plan</div>	
Project Location (City or Village or Township, and County): <div>Village of Decatur</div> <div>Van Buren</div>		Population Served by System: <div>1830</div>	
Estimated Project Start Date (month/year): <div>03/23</div>		Estimated Project End Date (month/date/year): <div>12/31/2024</div>	
Project Contact #1 (Authorized Signatory): Name: <div>Christopher Tapper</div> Title: <div>Village Manager</div> Telephone: <div>(269) 423-6114</div> Address: <div>114 N. Phelps Street</div> <div>Decatur</div> <div>MI</div> <div>49045</div> E-mail address: <div>ctapper@decaturmi.org</div>		Project Contact #2 (Consulting Engineer or other): Name: <div>Mickey E. Bittner, P.E.</div> Title: <div>Village Engineer</div> Telephone: <div>(269) 266-2159</div> Address: <div>1670 Lincoln Road</div> <div>Allegan</div> <div>MI</div> <div>49010</div> E-mail address: <div>mbittner@gowightman.com</div>	

Project Summary: Attach project workplan or summary pages; should include project need, what will be addressed and how, and map(s) illustrating project work areas.

Project Cost Information: Attach documentation of estimated project costs in project workplan/summary (may include vendor estimates/quotes, contracts, etc.). Grant eligible costs are those that are associated with AMP creation/update and/or DSMI. This may include asset inventory and condition assessment, level of service, criticality assessment, revenue structure review/development, and Capital Improvement Planning as part of AMP creation/update; equipment purchase if needed and used as a direct interface for asset management or materials assessment; and verification of materials for Final DSMI, including potholing/hydrovacu/trenching for inventory/planning purposes. Additional eligibility items as related to equipment purchases is discussed on the [DWAM Grant Overview Guidance Document](#).

Eligibility is project specific and determined on a case-by-case basis by EGLE. Costs not eligible for grant inclusion include, but are not limited to, tangible permanent construction.

Provide Estimated Project Costs:

1. AMP Costs	14,000.00
2. DSMI Costs	206,230.00
3. Equipment Purchase Costs	0.00
4. Project Cost Subtotal	220,230.00
5. Requested Grant Amount*	220,230.00

*Total grant amount cannot exceed \$1,000,000.

Ranking/Scoring: Projects will be batched and scored in each quarterly funding cycle. Scores will be based on the criteria established in the [DWAM Grant Overview Guidance Document](#).

Fill in the appropriate response below:

- Has the water supply had a lead or copper Action Level Exceedance (ALE) in the past three years?
☐ Yes ☒ No
- Did the water supply submit its Preliminary DSMI to EGLE? ☒ Yes ☐ No If yes:

Number of service lines that are 'unknown-likely contains lead' that need to be verified for Final DSMI:

0

Number of service lines that are 'unknown-likely does not contain lead' that need to be verified for Final DSMI: 0

Number of service lines that are 'material unknown' that need to be verified for Final DSMI: **757**

Total number of service lines in the water supply: **788**

3. Has the water supply implemented an EGLE-approved AMP? ☒ Yes ☐ No
4. Has the water supply entered into an Administrative Consent Order with EGLE related to AMP deficiencies that will be addressed as part of the awarded grant? ☐ Yes ☒ No
5. Was the water supply's most recent Sanitary Survey completed with no deficiencies? ☐ Yes ☒ No
6. Did the water supply complete the Michigan Infrastructure Council's [Asset Maturity Assessment](#)?
☐ Yes ☒ No

I certify that the information provided in this application is complete, true, and accurate to the best of my knowledge.

Printed Name and Title:		Signature:	Date:
Christopher Tapper	Village Manager		2/23/23

Submit completed form and applicable attachments to EGLE-DWGrants@michigan.gov.

Or via U.S. mail to: Michigan Department of Environment, Great Lakes, and Energy
Finance Division – Water Infrastructure Financing Section
525 West Allegan Street
P.O. Box 30457
Lansing, Michigan 48909-7957

For information or assistance on this publication, please contact the program, through EGLE Environmental Assistance Center at 800-662-9278. This publication is available in alternative formats upon request.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

April 11, 2023

Christopher Tapper, Village Manager
Village of Decatur
114 N Phelps Street
Decatur, MI 49045

RE: EGLE Drinking Water Asset Management (DWAM) Plan and
Distribution System Materials Inventory (DSMI)

Dear Mr. Tapper,

Abonmarche Consultants Inc is pleased to present this proposal of our services to update the Village of Decatur's Distribution System Materials Inventory (DSMI). We were pleased to hear that the Village of Decatur is the recipient of an EGLE DWAM grant in the amount of \$220,230 to assist with this update and to modify the existing asset management plan previously completed by the Village. Below is our understanding and proposed approach to the project.

Project Understanding

The Village of Decatur's water system assets consist of approximately 17.5 miles of water mains, hydrants, valves, water services, meters, source locations (wells) and a 200,000 gallon storage tank. A Water System Asset Management Plan was previously completed in 2017 for the system.

A preliminary distribution system materials inventory (DSMI) was completed and submitted by the Village to EGLE. The DSMI indicated that 726 water service lines were "Unknown – Likely Not Lead". For these reasons additional investigation is needed to provide an accurate assessment of the service lines, methods used to verify service line material, and plans for lead service line (LSL) replacement before the 2025 deadline to provide the complete DSMI.

Based on our knowledge of the Village's infrastructure and the DWAM Grant requirements, we anticipate the following scope of services will meet the Village's needs.

Scope of Services

Drinking Water Asset Management (DWAM) Plan

1. Asset Management Plan Update

Abonmarche will meet with the Village to kick-off the project and obtain background information to assist us in better understanding the Village's water system. This will include reviewing the previous Water Asset Management plan that has been recently completed by the Village. Updates to the records in the Village's GIS system are expected as part of the DWAM service investigation work after visually verifying service lines materials on

location. Abonmarche utilizes GIS application tools to help streamline the capturing of data in real time to update the Village's system inventory. This allows the public education period to be completed in real time when service lines are identified as a lead service or containing lead and galvanized components.

1. Distribution System Materials Inventory (DSMI)

The goal of DSMI is to determine the likelihood of lead water services in the water system with a degree of confidence to meet the 2025 DSMI requirements imposed by EGLE. A 2-step approach is proposed to accomplish this.

Point of Entry (POE) inspections

The following tasks will be undertaken for the POE inspections:

1. Obtain property owner list from Village assessor.
2. Development of a master tracking list for water services including property owner information, attempts to make contact, material inventory and other relevant notes.
3. Initial contact letter – this letter will be mailed to each property owner and will describe the requirements for the DSMI related to lead water services, introduce Abonmarche staff to property owners, and set property owner expectations.
4. After the initial mailing, Abonmarche staff will schedule appointments for the POE inspections for 145 random water services. This is the number required by EGLE according to the Minimum Service Line Material Verification Requirements document (20% of “unknown” lines). This will include door hangers, telephone calls, etc.
5. POE inspections will be conducted including pipe material documentation at the wall and from the wall to the meter/shutoff, along with photos. This data will be entered into the GIS database for documentation and further review.
6. A 2nd contact letter will be mailed to non-responding property owners.
7. A 3rd contact letter will be mailed to non-responding property owners.
8. If no response is received after the 3rd contact letter, we will commence with pot holing at the curb stop to verify materials.

Potholing (to be completed by an independent contractor)

For services that have not discovered lead or galvanized water services as a result of the POE inspections, or non-responsive property owners, additional investigation will be undertaken at the curb stop. Through potholing (partial excavation), hydro-excavation, tap sampling, records review, and Village staff knowledge the Village will be able to update its GIS water system atlas to include the type, size and location of watermain and water services. The focus initially will be to confirm areas known or suspected to be candidates for the presence of lead and then proceed throughout the Village as funding allows so that a more complete inventory of service lines will be available for use in efficiently and cost effectively replacing lead services per the 2025 Complete DSMI requirements. We will prepare bidding plans for potential contractors, attend a bid opening, provide a recommendation for award, and oversee and document the potholing work provided by an independent contractor. The total work to be completed by the contractor is estimated at \$148,230, or \$1,022 per service.



Once the magnitude of necessary lead service replacement is confirmed, the Village can proceed with updating budgets and rate methodologies to address the situation. Abonmarche will prepare an estimated cost and rate for Service Line Replacement in accordance with the EGLE requirements. This cost will help the Village decide if water rates need to be adjusted to meet the requirements by EGLE on replacing Lead Service lines, or will allow them to utilize the estimated cost to seek funding alternatives.

Data Management

The Village already maintains a GIS system for work completed as part of previous studies. We will work with the Village to update their GIS system for water service materials that will be maintained and updated by the Village once the project is complete and be expanded to meet the growing needs of the Village, while meeting the requirements of the EGLE.

Fees

Abonmarche will provide the Scope of Services above for the following fees:

	Task	Fee
1	Asset Management Plan Update	\$18,000
2	Distribution System Materials Inventory	\$42,000*
	ABONMARCHE FEE TOTAL	\$60,000

*Note: Task 2 also includes \$148,230 that will be incurred by an independent contractor for potholing existing water services and \$12,000 of estimated Force Account services completed by Village Staff which will bring the entire project total to the grant amount of \$220,230.

Exclusions

The following services are not included as a part of this project, but could be added as additional services upon request:

- Boundary and Topographic surveying
- Permitting
- Rate Analysis
- Lead Service Replacement Construction Documents

Schedule

Per the EGLE DWAM Grant Agreement, the end date for this project is December 1, 2025. We are available to start on this project immediately. Due to several unknowns such as responsiveness of property owners and contractor availability for potholing we will prepare a more defined schedule as we progress with the project.



Thank you for this opportunity to assist the Village with its water management needs. Please feel free to contact me with any questions. Your signature on the attached Professional Services Agreement will serve as authorization to proceed as outlined above.

Sincerely,
ABONMARCHE

Jason W Marquardt, PE
Senior Project Engineer



February 15, 2023

Village of Decatur
Drinking Water Asset Management Grant Application
Project Summary

Introduction:

The Village of Decatur is located in Van Buren County in southwest Michigan. Van Buren County is surrounded by Cass County to the south, Kalamazoo County to the east, Berrien County to the west, and Allegan County to the north. The Village is located approximately 6 miles south of I-94 on M-51. The proposed planning area for this grant application includes the entire Village municipal limits.

The Village owns and operates a Type 1 water supply and distribution system. The system consists of three wells, one 200,000-gallon elevated storage tank, and approximately 17.5 miles of water mains. Mains range from 2-inch to 16-inch diameter. Current system average day usage is 199,500 gpd which serves a total of 788 customers, 49 of which are commercial/industrial or school customers.

Project Need:

The Village has submitted a preliminary Distribution System Materials Inventory (DSMI) to EGLE. However, based on revised guidance documents by EGLE, the Village has determined it has 757 "unknown" services. Available historical as-recorded documents for the Village water system have been linked to the Village's GIS, however they have not been reviewed in detail to determine areas unlikely to contain lead services.

The primary need to be addressed as part of this project is the investigation and subsequent identification, documentation, and recording of service line materials by visual inspection. Based on EGLE's random sampling guidance, 20% of the "unknown" services, or 152 services, would be investigated and the results will be used to project the total number of replacements required.

Subsequently, once the investigation of random services is completed, the secondary need to be addressed by this project is an update to the Village's existing Water Asset Management Plan. This update will account for the final estimated number of service line replacements including updates to capital improvement planning and a revenue structure review.

Proposed Work Plan:

The Village has 757 services that meet the definition of "unknown" material per EGLE. It is unknown whether all the mains have been replaced since the original construction of the system and this work plan includes investigations at Points 1, 2, and 3. A project map is attached as Appendix A; detailed locations of investigations will be identified following project approval. Village DPW staff will conduct the investigations at Point 1. The Village will solicit bids for Points 2 and 3. The Village does not intend to investigate Point 4 for any of the services.

It has been assumed a final DSMI will require excavations and visual confirmation of every service whose material cannot be identified by record drawings. By following this assumption, all of the Village's 757 services

ALLEGAN

▲ 1670 LINCOLN RD. (M-40)
ALLEGAN, MI 49010

○ 269.673.8465

BENTON HARBOR

▲ 2303 PIPESTONE RD.
BENTON HARBOR, MI 49022

○ 269.927.0100

KALAMAZOO

▲ 433 E. RANSOM ST.
KALAMAZOO, MI 49007

○ 269.327.3532

ROYAL OAK

▲ 306 S. WASHINGTON AVE., SUITE 200
ROYAL OAK, MI 48067

○ 248.791.1371

require visual inspection. However, if a group of services can be identified as having been constructed during the same period and a significant portion of those services are investigated and found to meet the criteria requiring replacement, the remaining services in the group will be assumed to require replacement and would not be inspected. Due to the revised guidance by EGLE, 152 random water services have been included in the application for investigation and physical inspection. According to EGLE, this will provide a 95% confidence level in estimating the total number of services requiring replacement throughout the system. All findings will be documented in the Village's GIS platform for ease of access and perpetual records.

Service line materials will be recorded and Wightman will use this information to make a projection of total water services to be replaced and remaining investigations. Following this projection, an update to the Village's Water Asset Management Plan will be completed to account for service line replacements in both capital improvement planning and rate structure analysis.

Estimated Schedule:

The Village desires to move forward with service line investigations as soon as possible. If a grant is awarded, work on specifications and bidding documents for service line investigations would begin immediately. Contracted investigations to determine service line materials would likely be issued for bids in Q2 2023 and be completed by Q2 2024. An update to the Water Asset Management Plan would then be completed and submitted by Q4 of 2024.

Cost Summary:

Detailed estimates for the proposed project have been created and are attached as Appendix B. A summary of these costs is shown below.

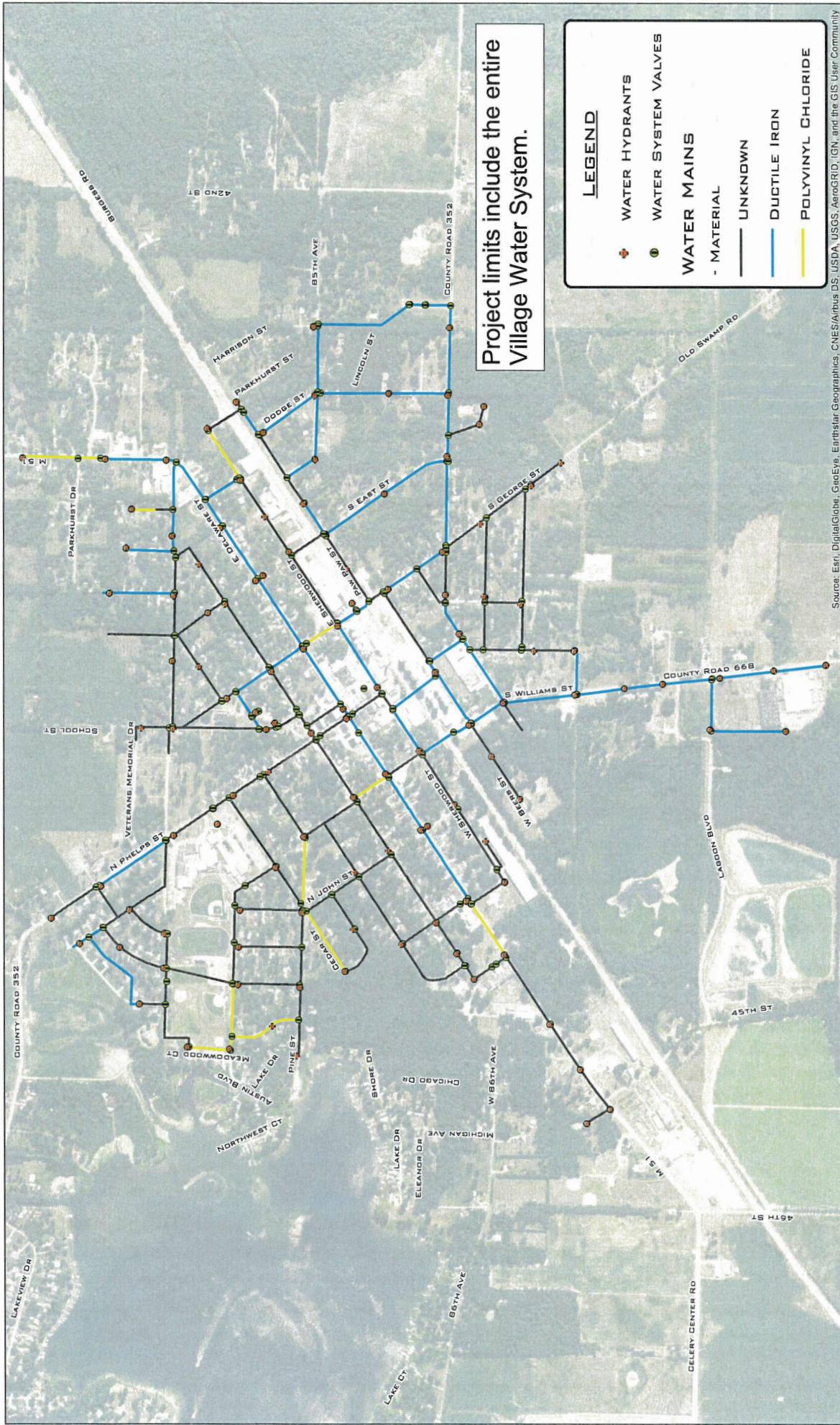
Cost Category	
Asset Management Planning:	\$ 14,000
Distribution System Materials Inventory:	\$ 195,100
Force Account – Village Labor	\$ 11,130
Total Requested Grant Amount:	\$ 220,230



APPENDIX A

Project Location Map





VILLAGE OF DECATUR

WATER AMP

APPENDIX B

Engineer's Estimate of Probable Cost



ENGINEER'S ESTIMATE

PROJECT: **Drinking Water Asset Management Grant Application**

OWNER: **Village of Decatur**

DATE: **February 15, 2023**

This estimate includes costs for contract and specifications for investigating drinking water service materials, contractor fees for service line investigations, as well as costs to update the Village's existing Asset Management Plan including the Capital Improvements Plan and Rate Analysis if lead services are found. The estimate is based on 757 "unknown" services and in accordance with EGLE's *Minimum Service Line Material Verification Requirements*. It is assumed that approximately 5% of the service investigations will occur in a sidewalk and approximately 3% will be in driveways, necessitating removal and replacement of a patch.

Asset Management Planning:

1	LS	Update Inventory (GIS to Include Service Findings & Projections)	@	\$4,500	\$4,500
1	LS	Update Capital Improvements Plan		5,500	5,500
1	LS	Update Water Rate Analysis		4,000	<u>4,000</u>

Subtotal Asset Management Plan Update \$14,000

Distribution System Materials Inventory:

152	Ea	2-Point Visual Inspection	@	\$800	\$121,600
8	Ea	Sidewalk Replacement	@	2,000	16,000
5	Ea	Driveway Replacement	@	2,500	12,500
1	LS	Bidding and Construction Administration	@	45,000	45,000
1	LS	Force Account	@	11,130	<u>11,130</u>

Subtotal DSMI \$206,230

TOTAL ESTIMATED PROJECT COST: **\$220,230**

Force Account Breakdown

<u>Force Account Breakdown</u>				<u>Rate</u>	<u>Amt. w/Fringe</u>
180	Hr	Jimmy Ebeling	@	\$30.00	\$7,560
40	Hr	Timothy Shroyer	@	20.00	1,120
30	Hr	Gordy Myers	@	18.00	756
30	Hr	David Driscoll	@	18.00	756
40	Hr	Patrick Boitnott	@	16.75	938

Subtotal Estimated Force Account Work \$11,130



APPENDIX C

Supporting Documents

For Estimate of Probable Cost





February 15, 2023

Village of Decatur
114 N. Phelps Street
Decatur, MI 49045

Attention: Mr. Christopher Tapper, Village Manager

**RE: PROPOSAL FOR ENGINEERING SERVICES –CONTRACT DOCUMENTS FOR DSMI
VERIFICATION PROJECT AND WATER ASSET MANAGEMENT PLAN REVISIONS**

Dear Mr. Tapper:

Wightman is a full-service consulting firm that exists to serve people and the communities we live in. Our dynamic team of over 160 professionals works to analyze, advise, design, and deliver successful projects in partnership with governments, businesses, and institutions in our communities. Becoming trusted advisors and true partners guides our actions.

Section I – Project Goals

This project consists of two primary goals: 1) investigation and documentation of service line materials such that the Village's final DSMI can be better projected. To accomplish this, specifications, bidding documents and a project contract are required; and 2) revision of the Village's existing Water Asset Management Plan (AMP) such that lead service lines are addressed, replacements are included in the capital improvements plan, and the proposed rate structure supports the addition of lead service line replacements to the capital improvements plan.

Section II – Scope of Services

Upon approval of this proposal, Wightman will begin creation of project specifications which will describe how water services are to be investigated, including excavation, inspection, and restoration. In addition, data collection requirements will also be defined, and a detailed inspection location map will be created. Based on data provided by the Village, there are 757 "unknown" services according to EGLE's *Minimum Service Line Material Verification Requirements*. For the purpose of this project, 152 random services will be investigated. Bidding and contract documents will also be created for the procurement of a contractor via the typical public bidding process. It is our understanding that Village staff will perform interior service investigations.

Wightman will utilize investigation findings to record service line materials and estimate the number of lead service lines to be replaced throughout the system. Wightman will use projected DSMI information to revise the Water AMP capital improvements plan addressing replacement of confirmed lead service lines as necessary according to EGLE requirements. Following the revisions to the capital improvements plan, Wightman will revise the *Rate Analysis* section of the AMP to reflect the additional projects associated with lead service line replacement and the impact to the utility's financials.

While investigations are underway, a minimum of monthly site visits will be completed along with the required monthly reporting to EGLE.

ALLEGAN

▲ 1670 LINCOLN RD. (M-40)
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BENTON HARBOR

▲ 2303 PIPESTONE RD.
BENTON HARBOR, MI 49022

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○ 269.327.3532

ROYAL OAK

▲ 306 S. WASHINGTON AVE., SUITE 200
ROYAL OAK, MI 48067

○ 248.791.1371

GOWIGHTMAN.COM

Section III - Fees

We propose to complete the above scope of services in this proposal on a time and materials basis for the estimated cost as follows:

<u>Distribution Materials Inventory:</u>	\$45,000
Project Documents for Service Investigations	
Monthly Progress Meeting and Reporting to EGLE	
Compile Results of Inventory & Estimate Replacements	

<u>Asset Management Plan Revisions:</u>	\$14,000
Update GIS with Service Line Materials	
Revise Capital Improvements Plan	
Revise Rate Analysis	

You should budget an additional 4% to 6% of the fee listed above for reimbursable expenses. A schedule of eligible expenses is listed in the attached Terms and Conditions document.

Section IV – Schedule

Wightman can begin work immediately upon receipt of approval to proceed. Project specifications and contract document creation will be completed within two months of approval and receipt of the “unknown” services list.

Water AMP revisions can begin following completion of the Village’s service line materials verification and locations containing lead have been identified. The AMP revisions can be completed within two months.

Section V – Terms and Conditions

Our Standard Terms and Conditions are attached.

If you have any questions, please feel free to contact the undersigned at your convenience.

Sincerely,

WIGHTMAN

Mickey Bittner, P.E.
mbittner@gowightman.com

Enclosure

This proposal is approved and accepted by the Village of Decatur:

By: _____
Signature

Date: _____

By: _____
Printed Name

Title: _____



Standard Terms and Conditions

Updated 8/15/2022

1. Agreement. Wightman & Associates, Inc. (hereinafter "Consultant") shall provide to the Client the scope of services described in Consultant's Proposal attached hereto. These Standard Terms and Conditions are incorporated into Consultant's Proposal, and together may be referred to as the "Agreement" and shall reflect the professional services (or "Project") for which Consultant is responsible. This Agreement shall be the full extent of the Consultant's obligations. The Consultant shall not be responsible for any obligations or costs except as contained in the Agreement.
2. Authorization. Client shall provide Consultant written authorization to proceed, provided that this signed Agreement by Client shall give the Consultant the right to proceed with the Project.
3. Standard of Care. The Consultant's Standard of Care for the purposes of this Agreement shall be that consistent with the level of care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in similar locations.
4. Terms of Payment/Late Payment Actions/Fees. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, whichever is less, on past due accounts.
5. Scope of Services/Additional Services/Changes. If the services covered by this Agreement have not been completed within twelve (12) months of the date of this Agreement (unless otherwise stipulated in the proposal), through no fault of Consultant, extension of Consultant's services beyond that time shall be compensated as "Additional Services." All Additional Services shall be billed separately and the scope of the services and compensation shall be mutually agreed between the parties, but in any case, not less than Consultant's Hourly Rate, and all of Consultant's Reimbursable Expenses shall also be paid by Client to Consultant, in the amounts set forth below.
6. Hidden Conditions. Consultant is not responsible for latent deficiencies or hidden or concealed conditions not discovered by Consultant within the scope of its services. If Consultant has reason to believe that such a condition may exist, it will advise Client as to the nature of the suspected condition and its significance. Client will be responsible for all risks associated with this condition and for undertaking, at its sole cost and expense, additional investigation and corrective work, if required. If Consultant repairs or corrects any such deficiencies or conditions, Consultant shall be compensated for the same, as Additional Services.
7. Betterment. If, due to Consultant's negligence, a required item or component of the project is omitted from Consultant's construction documents, Consultant shall not be responsible for paying the cost required to add such item or component to the extent that such item or component should have been included in the original construction documents. Consultant shall not be responsible or liable for any cost or expense that provides betterment or upgrades or enhances the value of the Project.
8. Opinions of Cost. Consultant's opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, other contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Client's budget or from Consultant's opinions or estimates of probable construction cost.
9. Code Interpretations. The Client acknowledges that the requirements of the Americans with Disabilities Act, as amended ("ADA") (as well as all state and local laws, codes, or ordinances), will be subject to various and possibly contradictory interpretations. Consultant will endeavor to use reasonable professional efforts to interpret applicable ADA and other building code requirements as they may apply to Consultant's services. Consultant cannot and does not promise, warrant, or guarantee that its services will comply with interpretations of building code requirements as they apply currently or in the future and unless the Consultant is negligent, the Client shall pay for any additional costs or expenses which are necessary to keep the Project in compliance with the ADA and all other laws, codes, or ordinances. Any changes made by Consultant shall be billed as Additional Services.
10. Use of Drawings, Specifications, and Other Documents. The drawings, specifications and other documents prepared by Consultant for this project are instruments of Consultant's services for use solely with respect to this Project and, unless otherwise provided, Consultant shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyright.
11. Retaining Records. Consultant will retain pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to Client at reasonable times.
12. Insurance Coverage. Consultant shall maintain the following types of insurance: (a) Professional Liability; (b) Commercial General Liability; (c) Workers' Compensation; (d) Employers' Liability; (e) Hired and non-owned automobiles. Client shall be responsible for purchasing and maintaining its own commercial liability and property insurance, including an all-risk policy covering all damages or casualty which occurred to the Project in an amount not less than the then full replacement cost of the Project. The Client's commercial liability insurance policy shall be written for an amount of not less than \$1 million, single-limit coverage. The Client's commercial liability and property insurance policy shall not be cancelled or modified without Consultant having received not less than thirty (30) days prior written notice. Consultant shall be named an additional insured on the Client's insurance policies. Client and Consultant waive rights against each other for loss, damage and/or liability to the extent covered by the insurance policies required to be maintained hereunder and each insurance policy hereunder shall contain a waiver of the insurer's rights of subrogation.
13. Limitations/Exclusions. Client agrees that Consultant's total, aggregate liability to Client and any third parties arising from Consultant's professional acts, errors or omissions, shall not exceed Consultant's total fee received for the Project.
14. The Law/Suspension/Termination/Non-Severability. All obligations arising prior to termination of this Agreement shall survive the completion of the services and termination of this



WIGHTMAN

it's all about people

Agreement. This Agreement shall be governed in all respects by the laws of the State of Michigan.

15. **Indemnity.** Except for the limitations set forth herein, Consultant agrees to indemnify and hold the Client harmless from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by Consultant's negligent acts, errors, or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom the Consultant is legally liable. The Client agrees to indemnify and hold Consultant harmless, from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and by those for whom the Client is legally liable.
16. **Force Majeure Clause.** Neither party will be liable or responsible to the other party, or be deemed to have breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by any: (i) flood, fire, or explosion; (ii) war, terrorism, invasion, riot, or other civil unrest; (iii) embargoes or blockades in effect on or after the date of this Agreement; (iv) national or regional emergency – including, but not limited to, pandemic, uncontrollable, and/or imminent spread of contagious disease; or (v) strikes, labor stoppages or slowdowns, or other industrial disturbances (each of the foregoing, a "Force Majeure").
17. **Certificate of Merit Requirement.** Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Consultant, unless Client has first provided Consultant with a written certification executed by an independent consultant currently practicing in the same discipline as Consultant and licensed in the state where the Project issue is located. This certification shall: (a) contain the name and license number of the certifier; (b) specify the acts or omissions that the certifier contends are not in conformance with the Standard of Care for a consultant performing professional services under similar circumstances; and (c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the Standard of Care. This certificate shall be provided to Consultant not less than thirty (30) calendar days prior to the filing of any claim. This Certificate of Merit clause will take precedence over any existing state law in force at the time of any claim.
18. **Jurisdiction and Venue.** Notwithstanding anything in this Agreement to the contrary, Client agrees that any suit related to any dispute related to this Agreement shall be heard in the appropriate Court in the county of the Project. Client agrees that the appropriate County court shall have the subject matter jurisdiction and will be the appropriate venue for any interpretation or dispute related to this Agreement.
19. **Termination.** Consultant may terminate this Agreement for convenience by written notice to Client and in such event, the Consultant shall be paid only for all work under this Agreement that Consultant has completed to the date of termination on a prorated, equitable basis as reasonably determined by Consultant and which shall include Consultant's prorated profits, general conditions, and overhead.

20. **Billing Rates.***

Principal	\$250.00/hour
Licensed Staff VII	\$225.00/hour
Licensed Staff VI	\$210.00/hour
Licensed Staff V	\$190.00/hour
Licensed Staff IV	\$175.00/hour
Licensed Staff III	\$155.00/hour
Licensed Staff II	\$140.00/hour
Licensed Staff I	\$125.00/hour
Professional Staff VI	\$175.00/hour
Professional Staff V	\$150.00/hour
Professional Staff IV	\$135.00/hour
Professional Staff III	\$115.00/hour
Professional Staff II	\$100.00/hour
Professional Staff I	\$90.00/hour
Technician VI	\$120.00/hour
Technician V	\$110.00/hour
Technician IV	\$100.00/hour
Technician III	\$90.00/hour
Technician II	\$80.00/hour
Technician I	\$70.00/hour
Administrative	\$75.00/hour
3-Person Survey Crew	\$195.00/hour
2-Person Survey Crew	\$170.00/hour
1-Person Survey Crew	\$140.00/hour
3-Person Survey Crew (Construction Staking)	\$210.00/hour
2-Person Survey Crew (Construction Staking)	\$185.00/hour
1-Person Survey Crew (Construction Staking)	\$155.00/hour
Expert Witness/Testimony	\$400.00/hour
Drone Pilot/Technician	\$150.00/hour
High Definition Laser Scanning Technician	\$150.00/hour
High Definition Laser Scanner Fee	\$150.00/hour
Aerial Drone Equipment	\$150.00/hour

Reimbursable Expenses.* Compensation for reimbursable expenses shall be computed as a multiple of 1.1 times the expense incurred for the following: Outside Consultants, Travel, Lodging, Postage, UPS, FedEx, Messenger, and Outside Reproduction. Compensation for mileage expenses shall be computed as a multiple of 1.1 times the Federal Rate. In-House Prints/Copies/Plots shall be charged as follows:

• Black & White Prints/Copies	
○ 8 ½ x 11	\$0.19/sheet
○ 8 ½ x 14	\$0.19/sheet
○ 11 x 17	\$0.19/sheet
• Color Prints/Copies	
○ 8 ½ x 11	\$0.85/sheet
○ 8 ½ x 14	\$0.85/sheet
○ 11 x 17	\$1.25/sheet
• Black & White Plots	
○ 12 x 18	\$1.50/sheet
○ 18 x 24	\$2.75/sheet
○ 24 x 36	\$5.00/sheet
○ 30 x 42+	\$7.50/sheet
• Color Plots	
○ 12 x 18	\$9.00/sheet
○ 18 x 24	\$18.00/sheet
○ 24 x 36	\$30.00/sheet
○ 30 x 42+	\$42.00/sheet

*Rates subject to change.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: May 1, 2023

SUBJECT: Request to approve the purchase of a new server for the Police Department

Action Requested:

It is requested that Village Council approve the purchase of a new server for the Police Department with the estimated cost quote of \$7,169.18

Background:

On Thursday, April 20th, the Police Department server was presenting offline. VC3 offered remote support and was unable to reconnect the server to resolve the issue. A technician from I.T. Right came to the office to further troubleshoot the issue and found that the current server was unrepairable. Chief VanDerWoude authorized the purchase of new equipment, estimated to be \$7,169.18.

Attachment(s):

Email correspondence between Chief VanDerWoude, Manager Tapper, Clerk/Treasurer Duncan, and IT Right, and VC3 Support

Estimate for new server, required hardware, and installation services

Thomas VanDerWoude

From: Christopher Tapper
Sent: Tuesday, April 25, 2023 9:07 AM
To: Thomas VanDerWoude; Megan Duncan
Subject: Re: Budget Amendment?

Chief,
Have this presentation at the next meeting May1.

In the request for approval of the new server, indicate to the Council staff is also asking for a budget amendment to cover the capital expenditure.

Christopher Tapper
Village Manager, Village of Decatur
269-423-6114

From: Thomas VanDerWoude <vanderwoudet@decaturmi.us>
Sent: Tuesday, April 25, 2023 9:04:49 AM
To: Megan Duncan <mduncan@decaturmi.us>
Cc: Christopher Tapper <ctapper@decaturmi.us>
Subject: Budget Amendment?

Megan,

I'm typing this so I don't forget to let you know.
I don't know if we'll need to do a budget amendment now or when Chris returns.

As you and Chris are aware, we had a server failure of the PD Server.
I authorized the purchase of a new server.
I had them go over the old server and try to repair it. It was not repairable.

The server costs \$7,169.18.
This is not a budgeted cost.
I don't know if there are other costs and I have yet to receive the invoice.
When I get invoiced, I'll let you know what the actual cost is.

Just wanted to give you a heads up.

Tom

Tom VanDerWoude
Chief of Police
Village of Decatur
114 N. Phelps St.
Decatur, MI 49045
vanderwoudet@decaturmi.us
269-423-2171



www.vc3.com

855-487-4448

5815 Clark Rd Bath, MI 48808

Quote VC3Q21903

Valid through May 4, 2023

Prepared For:

Village of Decatur, MI
Thomas VanDerWoude
Phone: (269) 423-2171
114 N. Phelps
Decatur, MI 49045
VanDerWoudeT@decaturmi.org

Prepared By:

Jon Thelen
Phone:
Fax:
Email: Jon.Thelen@vc3.com



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

*Quotes are Subject to Availability. Prices may vary if substitutions become necessary. Shipping charges included upon invoice.

Line Item Detail

Qty	Description	Picture	Unit Price	Ext Price
Replace Police Server				
1	5501 Server Basic Certera T2304 w/RAID card - ASUS MB P12R-M C252 S1200 Max1 - Quad-Core Intel Xeon E-2314 Processor 2.8GHz 8MB Cache (65W) - Supermicro SNK-P0046A4 Heatsink - 2 x 16GB PC4-25600 3200MHz DDR4 ECC UDIMM - Chenbro SR209 Series - ATX Tower Server Chassis - Black - Seasonic S12III - 80 PLUS Bronze Certified - 650W Power Supply - 2 x 240GB Micron 5300 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive - LG 24x Super Multi DVD+/-RW with M-DISC (SATA) - 2 x 6TB SATA 6.0Gb/s 7200RPM - 3.5" - Ultrastar DC HC310 (512e) - Integrated Video (Included with Motherboard) - Broadcom MegaRAID 9540-8i SAS3/SATA 8-Port RAID Controller - PCIe 4.0 x8 - AC Power Cord (North America), C13, NEMA 5-15P, 2.1m CAB-AC - Microsoft Windows Server 2022 Standard (16-core)		\$3,924.00	\$3,924.00
1	APC by Schneider Electric Smart-UPS 1500VA LCD 120V with SmartConnect - Tower - 3 Hour Recharge - 7 Minute Stand-by - 120 V AC Input - 120 V AC, 110 V AC, 127 V AC Output - Sine Wave - 8 x NEMA 5-15R		\$680.75	\$680.75
1	Tripp Lite 10ft Cat6 Gigabit Snagless Molded Patch Cable RJ45 M/M Black 10' - 10ft - 1 x RJ-45 Male - 1 x RJ-45 Male - Black		\$4.43	\$4.43
16	Professional Services - Fixed Fee Scope: Migrate files, DC, and Event Sentry off PD2k12		\$160.00	\$2,560.00

SubTotal: \$7,169.18
Shipping: \$0.00
Sales Tax: \$0.00

Total: \$7,169.18

✦ Acceptance Detail

Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

☒ I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

IP Address 198.47.60.105

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

I have verbal approval from Chief VanDerWoude to move forward in the purchase of a new server.

Email Address VanDerWoudeT@decaturmi.org

Printed Name Sgt. T. Rigg

Signature

"signatures" could include: /john smith/; /js/; /js123/, etc

[Click to Accept](#)

This document was accepted on April 21, 2023.
An email confirmation was sent to VanDerWoudeT@decaturmi.org.

[Download a copy](#) of what you've signed.

✦ Uploads Area

✦ Have Questions?

Quote Accepted. Have additional questions?

Submit

(Note, you will receive a copy of your message by email.)

No questions posted yet.

Time expressed in Eastern Daylight Time UTC-04:00

This page was created using [QuoteValet](#) - The online quote delivery and acceptance vehicle for [QuoteWerks](#).



Estimate For

Village of Decatur, MI
Thomas VanDerWoude
114 N. Phelps
Decatur, MI 49045
United States

Phone (269) 423-2171
Fax

QUOTE

Number VC3Q21903

Date Apr 8, 2022

Here is the quote you requested.

From The Desk Of	Phone	Ship Via	Terms
Jon Thelen			Net 15

Line	Qty	Description	Unit Price	Ext. Price
1		Replace Police Server		
2	1	5501 Server Basic Certera T2304 w/RAID card - ASUS MB P12R-M C252 S1200 Max1 - Quad-Core Intel Xeon E-2314 Processor 2.8GHz 8MB Cache (65W) - Supermicro SNK-P0046A4 Heatsink - 2 x 16GB PC4-25600 3200MHz DDR4 ECC UDIMM - Chenbro SR209 Series - ATX Tower Server Chassis - Black - Seasonic S12III - 80 PLUS Bronze Certified - 650W Power Supply - 2 x 240GB Micron 5300 PRO Series 2.5" SATA 6.0Gb/s Solid State Drive - LG 24x Super Multi DVD+/-RW with M-DISC (SATA) - 2 x 6TB SATA 6.0Gb/s 7200RPM - 3.5" - Ultrastar DC HC310 (512e) - Integrated Video (Included with Motherboard) - Broadcom MegaRAID 9540-8i SAS3/SATA 8-Port RAID Controller - PCIe 4.0 x8 - AC Power Cord (North America), C13, NEMA 5-15P, 2.1m CAB-AC - Microsoft Windows Server 2022 Standard (16-core)	\$3,924.00	\$3,924.00
3	1	APC by Schneider Electric Smart-UPS 1500VA LCD 120V with SmartConnect - Tower - 3 Hour Recharge - 7 Minute Stand-by - 120 V AC Input - 120 V AC, 110 V AC, 127 V AC Output - Sine Wave - 8 x NEMA 5-15R	\$680.75	\$680.75
4	1	Tripp Lite 10ft Cat6 Gigabit Snagless Molded Patch Cable RJ45 M/M Black 10' - 10ft - 1 x RJ-45 Male - 1 x RJ-45 Male - Black	\$4.43	\$4.43
5	16	Professional Services - Fixed Fee	\$160.00	\$2,560.00
6		Scope: Migrate files, DC, and Event Sentry off PD2k12		

*Quotes are Subject to Availability. Prices may vary if substitutions become necessary.
Shipping charges included upon invoice.

5815 Clark Rd, Bath MI 48808
1.855.487.4448

Line	Qty	Description	Unit Price	Ext. Price
------	-----	-------------	------------	------------

Please contact me if I can be of further assistance.

SubTotal	\$7,169.18
Tax	\$0.00
Shipping	\$0.00
Total	\$7,169.18



**Quotes are Subject to Availability. Prices may vary if substitutions become necessary.
Shipping charges included upon invoice.*

5815 Clark Rd, Bath MI 48808
1.855.487.4448

Thomas VanDerWoude

From: Christopher Tapper
Sent: Thursday, April 20, 2023 1:02 PM
To: Megan Duncan; Thomas VanDerWoude
Subject: Fw: Ticket #2776007 / Village of Decatur, MI - Server pd2k12 is showing offline. has been updated

From: VC3 Support <service@vc3.com>
Sent: Thursday, April 20, 2023 12:25 PM
To: Christopher Tapper <ctapper@decaturmi.us>
Subject: Ticket #2776007 / Village of Decatur, MI - Server pd2k12 is showing offline. has been updated

--REPLY above this line to respond--

We are in progress on your service request. We will contact you as soon as we have more information. You can also check the status of any Service Requests by simply logging in through the Customer portal at <http://connect.vc3.com/support?company=vc3>.

Village of Decatur, MI - Server pd2k12 is showing offline.

Thu 4/20/2023/3:59 AM UTC-04/ LabTech Software-

The Offline Computer Monitor Detected Village of Decatur, MI\PD2K12 at Police is OFFLINE. \r\nThe Error was Detected on 4/20/2023 3:58:59 AM and the last time the Agent contacted the server was 4/20/2023 3:49:48 AM If the agent is offline in Automate but the server is currently online, you must troubleshoot why the agent is offline. Do not close this ticket until checking into Automate.\r\n\r\n\r\n

Thu 4/20/2023/6:29 AM UTC-04/ automation-

Outage Description: VC3 has confirmed that your organization is experiencing issues with server pd2k12.

We apologize for the impact this issue is having on your organization and are working diligently to resolve this issue as quickly as possible. When someone onsite is able please verify power and reboot the server.

Impact / Scope: Staff at the affected locations will be unable to access the Internet, shares or applications until this issue is resolved.

Thank you,
VC3 Technical Assistance Center
800.422.5941

Thu 4/20/2023/8:37 AM UTC-04/ John Fernandez (time)-

- Had restarted the server several times already > usually fixes issue after it comes back up
- Other computers and devices are appearing online > as previous notes suggest should not be an ISP issue
- Reached out to team mi for updated notes / escalation > Isaac informed me to just add notes to existing outage > adding notes
- Good CB: 269 423 6114 | ASAP

Thu 4/20/2023/11:31 AM UTC-04/ Tradd Seyle (time)-

Caller's Name: Megan Duncan

Callback Number: 269 423 6114

Actions taken:

- Police server PD2k12 is offline
- Police chief was able to restart server and the server powered on but no internet connection or phone connection
- Reached out to team and Reid to see if any updates
- Reid was working on this.
- Megan asked for a CB asap with any updates

Preventing work?: Yes

Issue resolved?: No

Thu 4/20/2023/11:39 AM UTC-04/ Reid Battjes (time)-

Able to connect to firewall through ssh.

Firewall is able to reach and ping everything up to the switch that is in front of the server, but not the server itself.

Chief reports that the wifi appears to be working.

Server was fully power cycled multiple times.

Server still showing offline.

Server does not have a monitor connected to it.

Requesting onsite for additional server troubleshooting.

114 N South St, Decatur Michigan, 49045

Best Contact: Chief Vanderwoude - 269 655 7023

Availability: Onsite today til 6 pm.

[View Ticket](#)



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: May 1, 2023

SUBJECT: Request to approve FY 24 Budget Amendments

Action Requested:

It is requested that Village Council approve the FY 24 Budget Amendments for the Police Department due to an unexpected I.T. expenditure

Background:

On Thursday, April 20th, the Police Department began experiencing issues with their server. After numerous attempts at repair, both remotely and in person, it was found that the server is unrepairable and must be replaced. Chief VanDerWoude approved the purchase of a new server, necessary hardware, and installation with an estimated quote of \$7,169.18.

The account for the requested amendment will be provided upon Megan Duncan, Clerk/Treasurer's return to office.

Attachment(s):



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

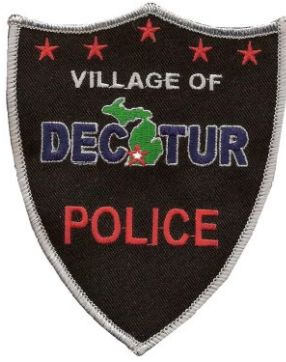
MEMORANDUM – MONTHLY REPORT

TO: Village Council
FROM: Jimmy Ebeling, DPW
REVIEWED BY: Christopher Tapper, Village Manager
DATE: May 1, 2023

SUBJECT: April 2023 Monthly Report from DPW

April 2023 – Jobs completed

- Marked 6 Miss Digs
- Completed 1 Work Orders
- Completed 1 Shut-off
- Completed 1 Turn-On
- Read water meters for billing
- Replace hydrant on Pine & Douglas
- Cleaned, mowed and opened Parks for the season
- Assisted with the George St. Project
- Turned on water at cemetery
- Completed March wastewater DMR
- Leaf and brush pickup throughout Village limits
- Edged sidewalks N. Phelps St.
- Did water samples for Monthly Analysis Report – took to Paw Paw Lab – sent results to Egle
- Collected wastewater samples
- Equipment/vehicle/salt spreader maintenance
- Tree trimming
- Clean up dump area at 300 W. Beers St. in preparation for Dump Day
- Clean up 45th at yard waste area
- Cold patched pot holes throughout Village
- Sewer main jetting maintenance
- Prepped/maintenance summer equipment- mowers



Thomas VanDerWoude, Chief of Police
114 N. Phelps St.
Decatur, MI 49045
Phone: (269) 423-2171
Fax: (269) 423-7814
Email: vanderwoudet@decaturmi.org

To: Village Manager Chris Tapper
Fr: Chief Tom VanDerWoude
Date: April 25, 2023
Ref: Monthly Report for the Month of April 2023

Meetings / Events / Information:

- Council Meeting
- Special Council Meeting
- Meeting with Police Officer Applicant
- Fire Board Meeting
- Chief's Association Meeting

Training:

- 4-13-23, Officer Bush, Training – Michigan Liquor Law Enforcement Training Seminar

Please see the below activity occurring in our community over the past month.

Arrests: March 28, 2023, to April 25, 2023

- 3-31-23, Male, Warrant
- 4-3-23, Male, Warrant
- 4-3-23, Female, Two Warrants
- 4-10-23, Male, Two Warrants
- 4-13-23, Male, Warrant
- 4-13-23, Male, Warrant
- 4-22-23, Male, Domestic Violence and Criminal Sexual Conduct

Calls for Service / Reports Taken: March 28, 2023, to April 25, 2023

- Unlicensed Driver
- Expired License, No Insurance
- Assist Medical
- Dog at Large, Unlicensed Dog
- PBT Calibrations
- Salvage
- Blight
- Trespass

- Warrant Arrest
- General Assist
- Welfare Check
- Assist Medical
- Unlicensed Driver
- General Assist
- MDOP
- Health and Safety
- Warrant Arrest
- Assist Medical
- Driving Law Violation
- Careless Driving
- Trespass
- Health and Safety
- Domestic
- Trespass
- General Assist
- MDOP
- Suspicious Person
- Welfare Check
- Lost Handgun
- Blight
- Suspicious Situation
- Trespass
- Trespass
- Civil Dispute
- Unwanted Subject
- Illegal Burning
- Assist Medical
- 911 hangup
- B&E
- Mental Investigation
- Assist Medical
- Illegal Burning
- Blight
- General Assist
- Salvage
- Salvage
- Traffic Policing
- Domestic
- Warrant Arrest
- Suspicious Situation
- Assist Fire Department
- Assist Medical
- Welfare Check

- Blight
- General Assist
- Assist Another Agency
- Traffic Policing
- Assist Fire Department
- General Assist
- General Assist
- Illegal Burning
- No Dog License
- Assist Medical
- Fleeing and Eluding
- Attempt Warrant Pickup
- Traffic Policing
- Warrant Arrest
- FOIA Request
- Background Check
- Warrant Arrest
- Assist Medical
- Assist VBCS
- Alarm
- Missing Person
- Assist CPS
- Trespass
- Attempt Warrant Pickup
- PPO Service
- Assist VBCS
- Assist DHFD
- Suspicious Situation
- Barking Dog
- Salvage
- PI Accident
- Suspicious Situation
- PD Accident
- Fraud
- Assist VBCS
- Background Check
- Improper Use of 911
- Salvage
- Salvage
- Assist Medical
- Welfare Check
- DWLS
- Alarm
- Salvage
- Salvage

- Salvage
- Lost Property
- General Assist
- General Assist
- Salvage
- Salvage
- Criminal Sexual Conduct
- Traffic Policing
- VIN Inspection
- Dog at Large
- Domestic / Parole Violation
- Suspicious Vehicle
- Domestic Violence / Criminal Sexual Conduct
- Misuse of 911
- Trespass
- Check Security of Property
- Dog at Large
- Traffic Violation
- General Assist
- Building Security Check
- Salvage
- Assist Fire Department
- General Assist
- General Assist
- Suspicious Vehicle

Thank you! Please stay safe!

Chief Tom VanDerWoude



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: May 1, 2023

SUBJECT: Request to review Decatur-Hamilton Fire & QR Reports

Action Requested:

It is requested that Village Council review Decatur-Hamilton Fire & QR Reports, For April 2023.

Background:

The Decatur-Hamilton Fire & QR Departments met Monday, April 24, 2023. Notable items from the Fire Department include, treasurer's report, officers reports, discussion on building repairs needed, the repair of the Tornado Siren, and Treasurer compensation.

Notable items from the Quick Response Department include, treasurer's report, officers reports, and the approval of Treasurer stipend.

Attachment(s):

Decatur-Hamilton Fire & QR Reports

DECATUR-HAMILTON FIRE DEPARTMENT

Board Meeting

April 24, 2023

1. Call to Order/ Roll call
2. Public Comment
3. Additions/Deletions to Agenda
4. Approval of Agenda
5. Approval of Minutes of the Previous Meeting
6. Bills
7. Treasurer's Report
8. Officer Reports
 - a. Chief Report
 - b. Secretary Report
 - c. Training Report
 - d. Truck Captain Report
 - e. Building Report
9. Auxiliary Report *May 4, 5, 6 Garage sale to fire dept.*
10. Personnel
11. Unfinished Business
 - a. Audit
- SIKEN? - still a week in progress -
12. New Business
 - A. *change meeting to Tuesday May 30th - (next meeting)*
 - B. *Thank You*
 - C. *Lawn care*

13. Public Comment

14. Adjournment

DECATUR-HAMILTON FIRE BOARD

MEETING MINUTES

March 27, 2023

1. Call to order 6:23PM all present but M Kusmack excused
2. Public Comment N/A
3. Additions/Deletions to Agenda:
 - a. Personnel: Mark A Flowers II new member
4. Agenda Motion by M Flowers to approve as amended support by M Gateley pass 6
5. Minutes: line 7 support by Newell added- motion to table minutes as amended by Newell support K Kusmack jpass 6-0 as no \$ recorded
6. Bills. Presented Druskovich delete check 11269 for 1036.30 as wrong equipment and sent back total 11565.65 motion to approve Gateley support by Flowers pass 6-0
7. Treasurer's Report. Table to next month
8. Officers Reports: Motion Newell support Gateley to approve as presented 6-0.
 - a. Chief – bids for driveway being taken
 - b. Secretary – Add PI in village add PI and CO₂ alarm in Decatur Twp. 5 calls 19 for year
 - c. Training – written
 - d. Trucks – 1430 pumper radio connection fixed no bill yet
 - e. Building – written
9. Auxiliary – N/A
10. Personnel Motion by Gateley support by newell to follow officers recommendation and have new member Mark A Flowers II on dept with one year standard probation pass 5 with Flowers abstaining
11. Unfinished Business
 - a. Building Repair – Jay Newell has bid for repair is waiting for adjuster to get back to him
 - b. Siren – repair being done and C Comm figuring out system to activate and turn off M Tom Bush reported also that county is starting up wide spread tone for warning which will go to all EMS on same frequency in county
 - c. Audit – Close to being done – thank you for effort by Reeder Accounting -Cate for extra work to complete as well as treasurer M Kusmack
12. New Business
 - a. Treasurer compensation – motion for \$500 stipend for audit and 300 monthly for regular board work motion by Flowers support Newell to approve 5-0 with K Kusmack abstaining
13. Public Comment – K Kusmack informed the board he forgot to check on grate for QR building but will do so. Druskovich thanks both departments as well as police for making Decatur such a good place to live

14. Adjournment – Motion Newell support Flowers at 6:40PM pass 6-0

HAMILTON DECATUR FIRE
Check Detail

April 2, 2023 - May 1, 2023

Type	Date	Num	Name	Split	Debit	Credit
HAMILTON FIRE						
Check	04/02/2023	eft	Village of Decatur	Util		66.48
Check	04/02/2023	eft	Consumers	Util		616.03
Check	04/02/2023	eft	COMCAST	Util		213.49
Check	04/11/2023	eft	Wells Fargo	Equipment		50.70
Deposit	04/14/2023			Int Inc	9.21	
Liability Check	04/17/2023	eftps	Internal Revenue Service	-SPLIT-		244.06
Deposit	04/20/2023			Building Lease	1,000.00	
Check	04/20/2023	11284	Bauchham, Sparks, Thall, Seeber & Kaufman	Prof Fee		308.00
Check	04/20/2023	11285	REEDER ACCOUNTING SERVICES	Prof Fee		325.00
Check	04/20/2023	11286	Decatur Lumber	Bldg		24.98
Check	04/20/2023	11287	Best Way Disposal	Util		96.39
Check	04/20/2023	11288	Decatur Hardware	Supplies		107.91
Check	04/20/2023	11289	NYE UNIFORM	Supplies		324.00
Check	04/20/2023	11290	First State Bank	-SPLIT-		153,369.27
Paycheck	04/20/2023	11283	Amy M Jimenez	-SPLIT-		927.69
Check	04/20/2023		AEP	Util		421.20
Check	05/01/2023	11291	DECATUR HAMILTON FIRE DEPARTMENT	Contracted Serv		500.00
Check	05/01/2023	11292	Matt Kusmack	Salaries		300.00
Total HAMILTON FIRE					1,009.21	157,895.20
TOTAL					1,009.21	157,895.20

\$ 119,356.04

HAMILTON DECATUR FIRE
Annual Budget vs. Fiscal Year to Date
 July 1, 2022 through May 1, 2023

	07/01/2023 - 05/01/2023	Annual Budget	\$ Over Budget
Income			
Tax Rev			
Decatur Twp	159,259.51	168,000.00	-8,740.49
Hamilton	111,001.47	108,000.00	3,001.47
Total Tax Rev	270,260.98	276,000.00	-5,739.02
Building Lease	10,000.00	23,000.00	-13,000.00
Insurance Payout	6,319.00	0.00	6,319.00
Int Inc	46.02	350.00	-303.98
Misc Inc	0.00	11,500.00	-11,500.00
Total Income	286,626.00	310,850.00	-24,224.00
Expense			
Repairs			
Vehicles	29,377.64	25,000.00	4,377.64
Equip	12,589.33	5,000.00	7,589.33
Bldg	9,310.41	12,000.00	-2,689.59
Other	220.00	1,000.00	-780.00
Radio	0.00	1,000.00	-1,000.00
Total Repairs	51,497.38	44,000.00	7,497.38
Supplies Turnout Gear	41,970.01	40,000.00	1,970.01
Trav,Train,Misc	14,318.59	3,000.00	11,318.59
Supplies	13,557.45	15,000.00	-1,442.55
Salaries	13,550.00	19,000.00	-5,450.00
66000 - Payroll Expenses	12,876.03	0.00	12,876.03
Prof Fee	11,990.21	6,000.00	5,990.21
Util	8,689.79	8,000.00	689.79
Audit	7,690.00	6,000.00	1,690.00
Contracted Serv	6,250.00	6,000.00	250.00
Insur	4,270.76	21,500.00	-17,229.24
Supplies Pagers- Radios	3,862.87	4,500.00	-637.13
Interest Expense	3,438.96	0.00	3,438.96
Supplies Hoses	3,427.04	6,500.00	-3,072.96
Fuel & Oil	2,796.20	3,000.00	-203.80
Travel Fire Prevention	2,357.00	2,000.00	357.00
Capital outlay/Reserve	548.68	14,500.00	-13,951.32
Supplies Uniforms	0.00	1,500.00	-1,500.00
Loan Payment- Truck Purchase	149,930.31	153,353.94	-3,423.63
Total Expense	353,021.28	353,853.94	-832.66
Net Income	-66,395.28	-43,003.94	-23,391.34

HAMILTON & DECATUR FIRE

Balance Sheet

As of May 1, 2023

	May 1, 23
ASSETS	
Current Assets	
Other Current Assets	
Accts Receivable - Other	570.00
Prepaid insurance	15,142.46
Total Other Current Assets	15,712.46
Checking/Savings	
Savings 14986	640.17
Savings - Restitutions	699.29
Savings - Donation Fund 17883	1,235.51
HAMILTON FIRE	73,247.06
Total Checking/Savings	75,822.03
Total Current Assets	91,534.49
Fixed Assets	
Fixed assets	11,681.00
Equipment	836,574.20
Total Fixed Assets	848,255.20
TOTAL ASSETS	939,789.69
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	375.33
Accts payable	1,464.00
Total Other Current Liabilities	1,839.33
Total Current Liabilities	1,839.33
Long Term Liabilities	
Deferred Revenue	104,500.00
Total Long Term Liabilities	104,500.00
Total Liabilities	106,339.33
Equity	
Net Income	83,535.03
3000 · Open Bal Equity	269,167.50
3900 · Retained Earnings	480,747.83
Total Equity	833,450.36
TOTAL LIABILITIES & EQUITY	939,789.69

HAMILTON & DECATUR FIRE

Profit & Loss

April 2 through May 1, 2023

	Apr 2 - May 1, 23
Income	
Building Lease	1,000.00
Int Inc	9.21
Total Income	1,009.21
Expense	
Interest Expense	3,438.96
Util	1,413.59
66000 · Payroll Expenses	1,133.56
Prof Fee	633.00
Contracted Serv	500.00
Supplies	431.91
Salaries	300.00
Repairs	
Bldg	24.98
Total Repairs	24.98
Total Expense	7,876.00
Net Income	-6,866.79

**WELCOME TO
OUR STORE**

00014085007
DECATUR CITGO ONE STOP
107 E DELAWARE ST
DECATUR MI 49045

< DUPLICATE RECEIPT >

Description	Qty	Amount
UNLD CA #03	7.5676	26.48
SELF @ 3.499/ G		
Subtotal		26.48
Tax		0.00
TOTAL		26.48
LOC \$		26.48

DEALER#: 00014085007 Term ID: 10

THANKS COME AGAIN

ST# AB123 TILL XXXX DR# 1 TRAN# 1012314
CSH: 16 3/6/23 7:35:49 PM



STATEMENT OF ACCOUNT

Dinges Fire Company
243 East Main Street
Amboy, IL 61310

Bill To: Decatur Hamilton Fire Dept (Decatur, MI)
Attn: Decatur Hamilton Fire Dept (Decatur, MI)
420 West Delaware Street
Decatur, MI 49045

This is not an invoice.

DATE	DOCUMENT	DOC AMOUNT	CHARGES	PAYMENTS
01/02/2023	Available invoice credit 35354	\$(120.73)	\$(120.73)	
03/15/2023	38107 <i>Disregard this invoice - crossed in mail was returned.</i>	\$1,036.30	\$1,036.30	
				Total Due: \$915.57

Current	1 - 30	31 - 60	61 - 90	Over 91 days	Total due
0.00	1,036.30	0.00	(120.73)	0.00	915.57

THIS DOCUMENT IS NOT AN INVOICE.
IT IS A STATEMENT DETAILING ALL OPEN ITEMS ON YOUR ACCOUNT.

To make a payment, please visit our NEW Online Payment Portal at DingesFire.com or mail a check to 243 East Main Street, Amboy, IL 61310. Please reference the invoice number on your check.

To view copies of these invoices, please visit our Online Payment Portal at DingesFire.com, email customerservice@dingesfire.com and include your company name, or call (815) 857-2000 during business hours.

Decatur Hardware
105 S Phelps St
Decatur MI, 49045

PHONE: (269) 423-8818

CUST NO: 1129	ACB NO: 000	PURCHASE ORDER:	REFERENCE:	TERMS: NET EOM	CLERK: MP	DATE/TIME: 4/18/23 3:59
------------------	----------------	-----------------	------------	-------------------	--------------	----------------------------

TERMINAL: 555

SHIP TO:
DECATUR HAMILTON FIRE PREVENT
120 N PHELPS
DECATUR MI 49045

TAX: 001 MICHIGAN SALES TAX

INVOICE: 11293 /1

LINE	SHIPPED	QUANTITY	UNIT	SKU	DESCRIPTION	SLUG	UNITS	PRICE	PER EXTENSION
1		1	EA	803825	CANOPY 10X10 GRAY	109.99	1	109.99	EA 109.99

TAXABLE	109.99
NON-TAXABLE	0.00
SUBTOTAL	109.99

** AMOUNT CHARGED TO STORE ACCOUNT **

116.59

TAX AMOUNT

8.90

TOTAL

116.59

F/P account
4-18-23
H.O

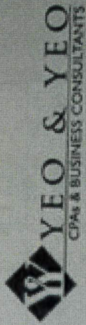
TOT WT: 33.00

Henry Dineen
Received By

* Parts and labor are warranted for 30 days from date of installation only.

Client ID: 071808490
Invoice: 572203
Date: 03/31/2023

Matthew Kusmack
Decatur-Hamilton Joint Fire Department
420 West Delaware
Decatur, MI 49045



710 E. Milham
Portage, MI 49002
(269) 328-7007

For professional services rendered through: March 31, 2023
Other Additional Assurance Services related to implementation of the new lease standard
- GASB 87.

\$700.00

Progress billing for annual audit ending 6/30/2022

\$5,500.00

Invoice Total

\$6,200.00

Please return this portion with payment.

ID: 071808490

Decatur-Hamilton Joint Fire Department

Card #

Exp Date:

Signature:

CVV #

Invoice: 572203

Date: 03/31/2023

Invoice Amount Due: \$6,200.00

Amount Enclosed: \$

Invoices due upon receipt. Balances over 30 days are assessed a finance charge of 1.5% per month (18% annually). Credit card payments incur a 3.5% service charge. ACH & other online payment options available at <https://www.yeoandyeo.com/payment-forms>

Remit mailed payments to: Yeo & Yeo, P.C., 710 E. Milham, Portage, MI 49002



Jones & Bartlett Learning, LLC

25 Mall Road, Burlington, MA 01803

Toll Free: 800-832-0034 | Fax: 978-443-8000

www.jblearning.com | info@jblearning.com

INVOICE

Date	Customer	Purchase Order	Invoice	Total Amount Due
04-17-2023	00981247	14APR23	690516	\$560.47

Billing Address

Decatur Hamilton Fire Dept
420 W Delaware St
DECATUR MI 49045

Shipping Address

Decatur Hamilton Fire Dept
420 W Delaware St
DECATUR MI 49045

Page	Terms	Sales Rep	Ship Via
1	Net 30 Day		FedEx Ground

ISBN	Item	Qty	Description	Price	Disc %	Amount
9781284151428	15142-8	4	NVPM: FUND FIRE FIGHT SKILLS & HAZM Thank you for your business. please provide a copy of your state sales tax exempt certificate/letter if applicable for taxes to be removed.	\$170.95	25.00	\$512.85

All invoices are payable in US dollar/drawn on US bank. Please note which invoice(s) will be paid with your remittance.
Remit to address: PO Box 417289, Boston, MA 02241-7289

All claims must be made within 30 days after receipt of shipment. For return policy and instructions see
www.jblearning.com/booksellers/returns.

Secretary Report for April 2023

7 calls for month

Village 1-CO2 Alarm

Decatur Twp 1-PI Accident
1-Electrical Hazard

Hamilton Twp 1-Grass Fire
1-CO2 Alarm
1-Structure Fire

1 Mutual aid call to Paw Paw Fire Department

Reported as of April 16, 2023

Submitted by Secretary,

Amy M. Jimenez

Check list for Trucks "X" for ok note if other wise, reports to be completed by ON OR BEFORE
3RD MONDAY OF EACH MONTH unless requested due another date.

Truck number 1420
Mileage 5266.5
Engine Hours 494.5
Pump Hours 92.27
Fuel Level Full

Number of runs since last report 42

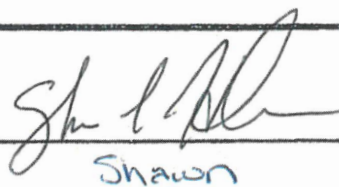
Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒
Cab lights Exterior ☒ Cab lights Interior ☒
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒
Horn ☒ Siren ☒
Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒
Pump Check List: Drains Left Side ☒ Drains Right Side ☒
Run Pump: Set relief valve at 100PSI ☒ Transfer valve check ☒
Water Level Lights full
Engine Oil Level ☒ Radiator Fluid Level ☒
Hose Beds ☒ Cross Lays ☒ Speed Lays ☒
Hydrant fittings ☒
Air Packs ☒ Alarm Batteries ☒ Jaws ☒ Spare Bottles: 11
Fluid Levels in generator: Gas f Oil f
Portable Lights TESTED NO ISSUE
Spare Electric Cables ☒
Electric meter covers should be two on each engine and several on rescue ☒
Emergency Flares 4 Portable Radios 2 Run Sheets ☒ Maps ☒
Condition of Truck: Clean Exterior CLEAN Clean Interior CLEAN

Complaints _____

Needs _____

Truck Captain

Building Chief Signature


Shawn

Date 4-16-23

Check list for Trucks "X" for ok note if other wise, reports to be completed by ON OR BEFORE
3RD MONDAY OF EACH MONTH unless requested due another date.

Truck number 1421
Mileage 318270
Engine Hours 25753
Pump Hours 6715
Fuel Level FULL

Number of runs since last report 2 trips

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒
Cab lights Exterior ☒ Cab lights Interior ☒
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒
Horn ☒ Siren ☒
Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒
Pump Check List: Drains Left Side ☒ Drains Right Side ☒
Run Pump: Set relief valve at 100PSI ☒ Transfer valve check ☒
Water Level Lights ☒
Engine Oil Level ☒ Radiator Fluid Level ☒
Hose Beds ☒ Cross Lays ☒ Speed Lays ☒
Hydrant fittings ☒
Air Packs ☒ Alarm Batteries ☒ Jaws N/A Spare Bottles: ☒
Fluid Levels in generator: Gas ☒ Oil ☒
Portable Lights ☒
Spare Electric Cables ☒
Electric meter covers should be two on each engine and several on rescue ☒
Emergency Flares ☒ Portable Radios ☒ Run Sheets ☒ Maps ☒
Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints _____

Needs top light bar red light out,

Truck Captain

Building Chief Signature

Y. H. T. B. H.

Date 4-12-23

Check list for Trucks "X" for ok note if other wise, reports to be completed by ON OR BEFORE
3RD MONDAY OF EACH MONTH unless requested due another date.

Truck number 1422
Mileage 142193
Engine Hours 12261
Pump Hours 2178
Fuel Level Full

Number of runs since last report 2

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒
Cab lights Exterior ☒ Cab lights Interior ☒
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒
Horn ☒ Siren ☒
Tires and pressure: LEFT FRONT 100 RIGHT FRONT 100 LEFT REAR 100 RIGHT REAR 100
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒
Pump Check List: Drains Left Side ☒ Drains Right Side ☒
Run Pump: Set relief valve at 100PSI ☒ Transfer valve check ☒
Water Level Lights ☒
Engine Oil Level ☒ Radiator Fluid Level ☒
Hose Beds ☒ Cross Lays ☒ Speed Lays ☒
Hydrant fittings ☒
Air Packs ☒ Alarm Batteries ☒ Jaws ☒ Spare Bottles: ☒
Fluid Levels in generator: Gas ☒ Oil ☒
Portable Lights ☒
Spare Electric Cables ☒
Electric meter covers should be two on each engine and several on rescue ☒
Emergency Flares ☒ Portable Radios ☒ Run Sheets ☒ Maps ☒
Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints Light Flood Light out
Generator Fuel Gauge off
Ruido check Did not go see (Back)

Needs _____

Truck Captain

Building Chief Signature

Date 4/16/23 Ken

DUNKERLEY DRAGONIK

Front

Left

emergency LIGHT out

2

Slate

BATTERIES

need

HYDRO

Check list for Trucks "X" for ok note if other wise, reports to be completed by ON OR BEFORE
3RD MONDAY OF EACH MONTH unless requested due another date.

Truck number 1430
Mileage 11717.7
Engine Hours 1118.7
Pump Hours —
Fuel Level Full

Number of runs since last report 1

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒
Cab lights Exterior ☒ Cab lights Interior ☒
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒
Horn ☒ Siren ☒
Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒
Pump Check List: Drains Left Side ☒ Drains Right Side ☒
Run Pump: Set relief valve at 100PSI NA Transfer valve check ☒
Water Level Lights ☒
Engine Oil Level ☒ Radiator Fluid Level ☒
Hose Beds NA Cross Lays NA Speed Lays NA
Hydrant fittings ☒
Air Packs NA Alarm Batteries NA Jaws NA Spare Bottles: NA
Fluid Levels in generator: Gas ☒ Oil ☒
Portable Lights NA
Spare Electric Cables NA
Electric meter covers should be two on each engine and several on rescue NA
Emergency Flares ☒ Portable Radios ☒ Run Sheets ☒ Maps ☒
Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints _____

Needs _____

Truck Captain

Building Chief Signature

Date

4-6-23

Share McBride

Check list for Trucks "X" for ok note if other wise, reports to be completed by ON OR BEFORE
3RD MONDAY OF EACH MONTH unless requested due another date.

Truck number 1464
Mileage 12144
Engine Hours 1189
Pump Hours 129
Fuel Level Full

Number of runs since last report 2

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒
Cab lights Exterior ☒ Cab lights Interior ☒
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒
Horn ☒ Siren ☒
Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒
Pump Check List: Drains Left Side ☒ Drains Right Side ☒
Run Pump: Set relief valve at 100PSI ☒ Transfer valve check ☒
Water Level Lights Full
Engine Oil Level Full Radiator Fluid Level full
Hose Beds ☒ Cross Lays ☒ Speed Lays ☒
Hydrant fittings ☒
Air Packs ☒ Alarm Batteries ☒ Jaws ☒ Spare Bottles: ☒
Fluid Levels in generator: Gas ☒ Oil ☒
Portable Lights Bain work
Spare Electric Cables ☒
Electric meter covers should be two on each engine and several on rescue ☒
Emergency Flares need Portable Radios ☒ Run Sheets ☒ Maps ☒
Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints _____

Needs needs new side marker light Right front fender

Truck Captain

Building Chief Signature

Jesse Harris

Date 4/16/23

Jesse Harris

Check list for Trucks "X" for ok note if other wise, reports to be completed by ON OR BEFORE
3RD MONDAY OF EACH MONTH unless requested due another date.

Truck number 14165
Mileage 2510
Engine Hours 276
Pump Hours —
Fuel Level Full

Number of runs since last report 0

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒
Cab lights Exterior ☒ Cab lights Interior ☒
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒
Horn ☒ Siren ☒
Tires and pressure: LEFT FRONT 34 RIGHT FRONT 35 LEFT REAR 35 RIGHT REAR 35
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒
Pump Check List: Drains Left Side ☒ Drains Right Side ☒
Run Pump: Set relief valve at 100PSI ☒ Transfer valve check ☒
Water Level Lights ☒
Engine Oil Level ☒ Radiator Fluid Level ☒
Hose Beds ☒ Cross Lays ☒ Speed Lays ☒
Hydrant fittings ☒
Air Packs ☒ Alarm Batteries ☒ Jaws ☒ Spare Bottles: ☒
Fluid Levels in generator: Gas ☒ Oil ☒
Portable Lights ☒
Spare Electric Cables ☒
Electric meter covers should be two on each engine and several on rescue ☒
Emergency Flares ☒ Portable Radios ☒ Run Sheets ☒ Maps ☒
Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints N/A

Needs N/A

Truck Captain
Building Chief Signature Ken Dunkerley

Date 4/12/23 Ken Dunkerley

Check list for Trucks "X" for ok note if other wise, reports to be completed by ON OR BEFORE
3RD MONDAY OF EACH MONTH unless requested due another date.

Truck number 1471
Mileage 8386.1
Engine Hours 1253.7
Pump Hours N/A
Fuel Level Full

Number of runs since last report 0

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒
Cab lights Exterior ☒ Cab lights Interior ☒
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒
Horn ☒ Siren ☒
Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒
Pump Check List: Drains Left Side N/A Drains Right Side N/A
Run Pump: Set relief valve at 100PSI N/A Transfer valve check N/A
Water Level Lights N/A
Engine Oil Level ☒ Radiator Fluid Level ☒
Hose Beds N/A Cross Lays N/A Speed Lays N/A
Hydrant fittings N/A
Air Packs ☒ Alarm Batteries ☒ Jaws ☒ Spare Bottles: ☒
Fluid Levels in generator: Gas N/A Oil ☒
Portable Lights ☒
Spare Electric Cables ☒
Electric meter covers should be two on each engine and several on rescue ☒
Emergency Flares none Portable Radios none Run Sheets ☒ Maps ☒
Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints _____

Needs _____

Truck Captain

Building Chief Signature

Dustin Kroll

Date

4-13-23

Marshall Wellin

Check list for Trucks "X" for ok note if other wise, reports to be completed by ON OR BEFORE
3RD MONDAY OF EACH MONTH unless requested due another date.

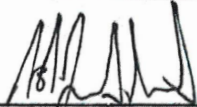
Truck number 1472
Mileage 773
Engine Hours 101.9
Pump Hours N/A
Fuel Level Full

Number of runs since last report 1

Lights Check List: Head Lights / Tail Lights / Side Marker / Seat Belts /
Cab lights Exterior / Cab lights Interior /
Radio Check / Emergency Lights: TOP / SIDE / FRONT / REAR /
Horn / Siren /
Tires and pressure: LEFT FRONT / RIGHT FRONT / LEFT REAR / RIGHT REAR /
Tire Wear: Normal / Even / Uneven X Side Walls /
Pump Check List: Drains Left Side N/A Drains Right Side N/A
Run Pump: Set relief valve at 100PSI N/A Transfer valve check N/A
Water Level Lights N/A
Engine Oil Level / Radiator Fluid Level /
Hose Beds N/A Cross Lays N/A Speed Lays N/A
Hydrant fittings N/A
Air Packs N/A Alarm Batteries N/A Jaws N/A Spare Bottles: N/A
Fluid Levels in generator: Gas / Oil /
Portable Lights N/A
Spare Electric Cables N/A
Electric meter covers should be two on each engine and several on rescue
Emergency Flares / Portable Radios / Run Sheets / Maps /
Condition of Truck: Clean Exterior / Clean Interior /

Complaints Saw Needs to Be Ran more often

Needs

Truck Captain
Building Chief Signature 
Date 4/6/23 Austin Mead

DECATUR-HAMILTON QUICK RESPONSE

Board Meeting

April 24, 2023

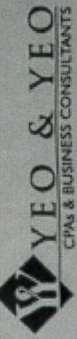
1. Call to Order/ Roll call
2. Public Comment
3. Additions/Deletions to Agenda
4. Approval of Agenda
5. Approval of Minutes of the Previous Meeting
6. Bills
7. Treasurer's Report
8. Team Leader Report
9. Personnel - *open session, sick time, At Will, uniform cleaning, get going*
- *Contract* - *next week, several topics -*
10. Unfinished Business
 - a. Audit
11. New Business - *Tuesday - May 30th - next meeting date (day after Memorial Day)*
12. Public Comment
13. Adjournment

DECATUR-HAMILTON QUICK RESPONSE BOARD

MEETING MINUTES

Monday March 27 2023

1. Call to order at 6:00PM and pledge. All present but Kusmack M. excused.
2. Public Comment
 - a. Dale Avery from Decatur VFW present QR with plaque of appreciation
 - b. Police Chief Thomas VanDer Woude asked for help recruiting new officer for Decatur dept – will pay for training
3. Additions/Deletions to the Agenda
 - a. Personnel, Shane McBride, William Arnold, Nychole Flowers new members, Randy Haun promotion.
4. Motion to approve agenda as amended. Motion T Newell, Support M Flowers. Pass 6
5. Minutes – line 6 105359.52 one 9 deleted. Line 13 Gateley mot Newell support motion minutes passed as amended K Kusmack Support M Gateley pass-6
6. Bills: Druskovich presented for 6653.14 M Gateley support M Flowers to pay as presented
7. Treasurers Report: Tabled to next month
8. Team Leader's Report
 - a. C Benson presented 12/35 calls. Vehicles are being outfitted and May 01 expected to be in service. Need uniforms and bags for new members. Need increase for visas to buy bags, uniforms, laptops. Motion K Kusmack support Newell to raise to \$3500 each for 30 days. Pass 6
9. Personnel: Motion M Flowers Support T Newell to accept Shane McBride as new member pass 6. Motion K Kusmack support M Gateley to accept William Arnold as new member pass 6. Motion Polomcak support Newell to accept Nychole Flowers as new member pass 5 with M Flowers abstaining as it his daughter. Motion K Kusmack support Polomcak to promote Randy Haun to full time position with C Benson and C Druskovich working out contract with approval of Attorney Seeber pass 5 with M Flowers abstaining as is son in law.
10. Unfinished Business
11. New Business
 - a. Motion by Newell support by Flowers to give treasurer M Kusmack stipend \$500 for work on audit pass 5 Kusmack K abstain
 - b. Motion Flowers support by Gateley to give treasurer \$150 per month stipend for board work for QR pass 5 Kusmack K abstain
12. No public comment was given.
13. Adjourn motion Flowers support K Kusmack at 6:21PM.



Client ID: 071808500
Invoice: 572190
Date: 03/31/2023

710 E. Milham
Portage, MI 49002
(269) 328-7007

Matthew Kusmack
Decatur-Hamilton Quick Response Unit
420 West Delaware
Decatur, MI 49045

For professional services rendered through March 31, 2023
Progress billing for annual audit ending 6/30/2022

Services rendered to implement the lease standard, including the digital product used to calculate and track the entity's leases

\$4,000.00

\$1,250.00

Invoice Total

\$5,250.00

Please return this portion with payment.

ID: 071808500

Decatur-Hamilton Quick Response Unit

Card #

Exp Date

Signature

CW #

Invoice: 572190

Date: 03/31/2023

Invoice Amount Due: \$5,250.00

Amount Enclosed: \$

Invoices due upon receipt. Balances over 30 days are assessed a finance charge of 1.5% per month (18% annually). Credit card payments incur a 3.5% service charge. ACH & other online payment options available at <https://www.yeandyeo.com/payment-forms>

Remit mailed payments to: Yeo & Yeo, P.C., 710 E. Milham, Portage, MI 49002

Decatur-Hamilton Quick Response

Check Detail

April 2, 2023 - May 1, 2023

Type	Date	Num	Name	Split	Debit	Credit
Check	04/02/2023	eft	Village Of Decatur	Utilities		71.76
Check	04/02/2023	eft	Consumers	Utilities		260.29
Check	04/07/2023	eft	Comcast	Utilities		384.55
Deposit	04/14/2023			Interest Income	5.21	
Check	04/20/2023	5561	AEP- Indiana Michigan Power	Utilities		187.38
Check	04/20/2023	5562	REEDER ACCOUNTING SERVICES	Contracted Services		175.00
Check	04/20/2023	5563	Haas Systems	Building Repairs		81.00
Check	04/20/2023	5564	C-Comm of Kazoo	Equipment & Supplys		95.71
Check	04/20/2023	5565	EMP	-SPLIT-		1,707.61
Check	04/20/2023	5566	Merchantile Bank	Merchantile Bank		1,065.28
Check	05/01/2023	5567	Christina Benson	Salaries		150.00
Check	05/01/2023	5568	DH Fire Board	Building Rental		1,000.00
Check	05/01/2023	5569	Matt Kusmack	Salaries		150.00
Check	05/01/2023	5570	Terry Burns	Salaries		300.00
					5.21	5,628.58
					5.21	5,628.58

Total Cash - Checking 34599

TOTAL

Year-End Audit \$5,850

wife unitem - \$324

+5550.00

+324

Decatur-Hamilton Quick Response Annual Budget vs. Fiscal Year to Date July 1, 2022 through May 1, 2023

Ordinary Income/Expense	07/01/2022 - 05/01/2023	Annual Budget	\$ Over Budget
Income			
Tax Revenue - Decatur Township	121,884.27	40,000.00	81,884.27
Tax Revenue - Hamilton Township	79,444.59	32,000.00	47,444.59
Misc. Inc	3,180.00	10,000.00	-6,820.00
Interest Income	93.57	125.00	-31.43
Total Income	204,602.43	82,125.00	122,477.43
Gross Profit	204,602.43	82,125.00	122,477.43
Expense			
Capital - Equipment	96,978.00	194,000.00	-97,022.00
Vehicle & Equip. Repairs	57,114.13	2,000.00	55,114.13
Equipment & Supplys	13,183.99	12,000.00	1,183.99
Building Rental	11,000.00	23,000.00	-12,000.00
Utilities	9,334.39	10,250.00	-915.61
Salaries	8,520.00	12,000.00	-3,480.00
Insurance	6,348.38	5,800.00	548.38
Audit	5,520.00	4,200.00	1,320.00
Building Repairs	4,074.00	1,500.00	2,574.00
Contracted Services	2,748.95	1,800.00	948.95
Bank Service Fee	6.00		
Training	0.00	2,500.00	-2,500.00
Fuel & Oil	0.00	750.00	-750.00
Total Expense	214,827.84	269,800.00	-54,972.16
Net Ordinary Income	-10,225.41	-187,675.00	177,449.59
Net Income	-10,225.41	-187,675.00	177,449.59

Decatur-Hamilton Quick Response
Balance Sheet
As of May 1, 2023

	<u>May 1, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking 34599	126,763.61
Cash - Savings - Vehicle 16696	113,292.13
Merchantile Bank	6,060.98
Cash - Savings - Member 15771	443.46
Total Checking/Savings	<u>246,560.18</u>
Other Current Assets	
Prepaid Insurance	1,458.52
Accts Receivable - Other	600.00
Total Other Current Assets	<u>2,058.52</u>
Total Current Assets	248,618.70
Other Assets	
Prepaid Building Rent	<u>104,500.00</u>
Total Other Assets	<u>104,500.00</u>
TOTAL ASSETS	<u>353,118.70</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts payable - year end acc	<u>3,344.00</u>
Total Other Current Liabilities	<u>3,344.00</u>
Total Current Liabilities	<u>3,344.00</u>
Total Liabilities	3,344.00
Equity	
Retained Earnings	304,757.59
Opening Bal Equity	55,242.52
Net Income	<u>-10,225.41</u>
Total Equity	<u>349,774.70</u>
TOTAL LIABILITIES & EQUITY	<u>353,118.70</u>

Decatur-Hamilton Quick Response

Profit & Loss

April 2 through May 1, 2023

	Apr 2 - May 1, 23
Ordinary Income/Expense	
Income	
Interest Income	5.21
Total Income	5.21
Gross Profit	5.21
Expense	
Equipment & Supplys	1,803.32
Building Rental	1,000.00
Utilities	903.98
Salaries	600.00
Contracted Services	175.00
Building Repairs	81.00
Total Expense	4,563.30
Net Ordinary Income	-4,558.09
Net Income	-4,558.09



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: May 1, 2023

SUBJECT: Financial Statement – April 2023

Action Requested:

It is requested that the Village Council review Revenue & Expense along with the Cash Balance Report for the period ending April 30, 2023.

Background:

Attached is the Revenue & Expense Report along with the Cash Balance report.

April updates:

- Processed payments, opening, and closing Utility accounts. Applying penalties, shut off notices, and creating the Utility bills.
- Attended Council meeting and prepared meeting minutes.
- Attended Special Council Meeting and prepared meeting minutes.
- Attended DDA meeting.
- Worked with Manager Tapper in General Ledger for educational purposes.
- Processed building permit payments and revenue deposits in cash receipting.
- Interview with Deputy Clerk/Treasurer candidates
- Hired Natalie Davis as Deputy Clerk/Treasurer
- Worked with BS&A and VC3 for employee onboarding. Worked in payroll and MERS adding new employee.
- Started Natalie's trainings in BS&A Utility Billing, Cash Receipting, Miss Digs, and work orders.
- Working with Kalli Marshall, Van Buren Conservation District, gathering documents and information for transfer station Grant.
- Worked with AEP for additional services at the transfer station located at 300 W Beers for Kalli Marshall
- Worked on FOIA Requests



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

- Processed Miscellaneous Receivables and Account Payables for Village Hall, DPW, and PD.
- Processed payroll and remittance checks.
- Attended the treasurer-to-treasurer monthly zoom meeting.
- Attended a BS&A webinar for the Tax program.
- Worked on and created May's Council meeting Agenda.
- Met with Brian Tibbs from Bloomingdale Communication.
- Attended Year 2 of Michigan Municipal Treasurer's Association (MMTA) Institute.
Educational sessions taken at institute:

- ✓ Mandatory Orientation
- ✓ Your Power in a Political Environment
- ✓ Treasury Language 101
- ✓ Fraud and Minimizing Risk
- ✓ De-escalation, Active Shooter, and ALICE Training
- ✓ Ethics and "The Good Place"
- ✓ Basics of Governmental/Fund Accounting
- ✓ Budgeting
- ✓ Dealing with the media
- ✓ Fundamentals of Debt Management
- ✓ Investing Public Funds
- ✓ Cash Handling
- ✓ The Real Problems with Real Property Taxes
- ✓ Special Captures Part 1 and 2
- ✓ Revenue Collections
- ✓ Group Discussion and Project Presentations
- ✓ Nine Strategies for Better Government

Attachment(s):

Cash Balances

Revenue & Expense Report

04/19/2023 10:19 AM

User: MEGAN

DB: Decatur

REVENUE AND EXPENDITURE REPORT

Page: 1/24

PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 16.67

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	REAL ESTATE TAXES	368,000.00	0.00	0.00	368,000.00	0.00
101-000-410.000	PERSONAL PROPERTY TAX	62,000.00	0.00	0.00	62,000.00	0.00
101-000-411.000	DELINQUENT TAX	20,000.00	0.00	0.00	20,000.00	0.00
101-000-411.001	DELINQUENT ADMIN FEE	100.00	0.00	0.00	100.00	0.00
101-000-432.000	PILOT	6,800.00	0.00	0.00	6,800.00	0.00
101-000-439.000	STATE OF MI MARIJUANA PAYMENTS	112,900.00	0.00	0.00	112,900.00	0.00
101-000-445.000	REAL ESTATE TAX INTEREST	200.00	0.00	0.00	200.00	0.00
101-000-447.000	ADMIN. FEE TREASURER	6,000.00	0.00	0.00	6,000.00	0.00
101-000-477.000	CABLE TV FEES	15,000.00	0.00	0.00	15,000.00	0.00
101-000-478.000	LIQUOR LICENSE	2,000.00	0.00	0.00	2,000.00	0.00
101-000-491.000	BUILDING PERMIT FEES	15,000.00	1,789.00	0.00	13,211.00	11.93
101-000-492.000	RENTAL INSPECTION FEE	3,000.00	1,000.00	0.00	2,000.00	33.33
101-000-494.000	MARIHUANA LICENSE FEES	40,000.00	0.00	0.00	40,000.00	0.00
101-000-495.000	ZONING LICENSES & PERMITS	1,000.00	85.00	0.00	915.00	8.50
101-000-496.000	SELLING PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-497.000	FENCE PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-543.000	POLICE TRAINING-STATE	600.00	486.18	486.18	113.82	81.03
101-000-573.001	METRO ACT	11,500.00	0.00	0.00	11,500.00	0.00
101-000-574.000	STATE REVENUE SHARING	220,000.00	0.00	0.00	220,000.00	0.00
101-000-606.000	PARKING FEES/FINES	800.00	425.00	75.00	375.00	53.13
101-000-607.000	POLICE REPORTS	200.00	15.00	0.00	185.00	7.50
101-000-647.000	CROSSING GUARDS-SCHOOL	13,000.00	0.00	0.00	13,000.00	0.00
101-000-664.100	INTEREST CHECKING	200.00	21.83	0.00	178.17	10.92
101-000-664.200	INTEREST EARNED	1,500.00	0.00	0.00	1,500.00	0.00
101-000-668.000	COMM. TOWER LEASE	1,200.00	0.00	0.00	1,200.00	0.00
101-000-669.610	ADMIN TRANSFER-MOTOR POOL	8,000.00	0.00	0.00	8,000.00	0.00
101-000-675.000	OTHER REVENUE	9,000.00	153.34	23.50	8,846.66	1.70
101-000-699.248	ADMIN TRANSFER DDA	2,500.00	0.00	0.00	2,500.00	0.00
101-000-699.596	ADMIN TRANSFER GARBAGE COLLECTION	6,500.00	0.00	0.00	6,500.00	0.00
Total Dept 000		927,200.00	3,975.35	584.68	923,224.65	0.43
TOTAL REVENUES		927,200.00	3,975.35	584.68	923,224.65	0.43
Expenditures						
Dept 101 - VILLAGE COUNCIL						
101-101-703.000	COUNCIL SALARY	9,900.00	1,636.00	818.00	8,264.00	16.53
101-101-715.000	FICA/MEDICARE	760.00	125.16	62.59	634.84	16.47
101-101-717.000	WORKMAN'S COMP.	50.00	0.00	0.00	50.00	0.00
101-101-807.000	AUDIT	3,000.00	0.00	0.00	3,000.00	0.00
101-101-822.000	CONTRACTUAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-101-901.000	PRINTING/PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00
101-101-936.000	TECH SERVICES	1,500.00	560.25	0.00	939.75	37.35
101-101-958.001	DUES/MEMBERSHIPS	1,600.00	1,572.00	0.00	28.00	98.25
Total Dept 101 - VILLAGE COUNCIL		20,810.00	3,893.41	880.59	16,916.59	18.71
Dept 137 - MUNICIPAL ATTORNEY						
101-137-828.000	ORDINANCE ENFORECMENT ATTORNEY FEES	4,000.00	1,131.00	0.00	2,869.00	28.28
Total Dept 137 - MUNICIPAL ATTORNEY		4,000.00	1,131.00	0.00	2,869.00	28.28

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		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 04/30/2023	BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 172 - VILLAGE MANAGER						
101-172-703.000	SALARY-MANAGER	34,000.00	4,922.80	2,461.39	29,077.20	14.48
101-172-715.000	FICA/MEDICARE	2,500.00	376.58	188.29	2,123.42	15.06
101-172-716.000	UNEMPLOYMENT COMPENSATION	20.00	72.04	72.04	(52.04)	360.20
101-172-717.000	WORKMAN'S COMPENSATION	100.00	0.00	0.00	100.00	0.00
101-172-718.000	PENSION	1,800.00	295.36	147.68	1,504.64	16.41
101-172-719.500	DISABILITY INSURANCE	1,880.00	156.00	78.00	1,724.00	8.30
101-172-720.000	LIFE INSURANCE	250.00	20.40	10.20	229.60	8.16
101-172-721.000	TUITION REIMBURSEMENT	7,500.00	0.00	0.00	7,500.00	0.00
101-172-728.000	SUPPLIES	200.00	0.00	0.00	200.00	0.00
101-172-853.000	TELEPHONE	1,500.00	122.98	61.49	1,377.02	8.20
101-172-853.020	CELL PHONE	650.00	53.67	53.67	596.33	8.26
101-172-864.000	CONFERENCES/WORKSHOPS	3,000.00	152.16	0.00	2,847.84	5.07
101-172-936.000	TECH SERVICES	2,000.00	812.60	0.00	1,187.40	40.63
101-172-958.001	DUES/MEMBERSHIPS	950.00	0.00	0.00	950.00	0.00
Total Dept 172 - VILLAGE MANAGER		56,350.00	6,984.59	3,072.76	49,365.41	12.40
Dept 215 - VILLAGE CLERK						
101-215-703.000	SALARY-ADMIN. CLERK	12,800.00	2,017.15	1,020.01	10,782.85	15.76
101-215-715.000	FICA/MEDICARE	1,050.00	154.29	78.02	895.71	14.69
101-215-716.000	UNEMPLOYMENT COMPENSATION	15.00	72.04	72.04	(57.04)	480.27
101-215-717.000	WORKERS COMP. FUND.	120.00	0.00	0.00	120.00	0.00
101-215-718.000	PENSION-ADMIN. CLERK	780.00	121.03	61.20	658.97	15.52
101-215-719.000	HEALTH INSURANCE	5,000.00	851.76	425.79	4,148.24	17.04
101-215-719.500	DISABILITY INSURANCE	600.00	103.84	51.92	496.16	17.31
101-215-720.000	LIFE INSURANCE	130.00	20.40	10.20	109.60	15.69
101-215-728.000	SUPPLIES	200.00	47.94	0.00	152.06	23.97
101-215-730.000	POSTAGE	500.00	127.70	81.54	372.30	25.54
101-215-830.000	BANK SERVICE CHGS	200.00	20.00	0.00	180.00	10.00
101-215-853.000	TELEPHONE	720.00	122.98	61.49	597.02	17.08
101-215-853.020	CELL PHONE	340.00	25.00	12.50	315.00	7.35
101-215-864.000	CONFERENCES/WORKSHOPS	3,000.00	716.50	0.00	2,283.50	23.88
101-215-901.000	PRINTING	80.00	0.00	0.00	80.00	0.00
101-215-936.000	TECH SERVICES	5,000.00	162.22	0.00	4,837.78	3.24
Total Dept 215 - VILLAGE CLERK		30,535.00	4,562.85	1,874.71	25,972.15	14.94
Dept 253 - VILLAGE TREASURER						
101-253-703.000	SALARY-TREASURER	4,500.00	672.38	339.99	3,827.62	14.94
101-253-715.000	FICA/MEDICARE	340.00	51.45	26.02	288.55	15.13
101-253-717.000	WORKMAN'S COMP.	60.00	0.00	0.00	60.00	0.00
101-253-718.000	PENSION	270.00	40.34	20.40	229.66	14.94
101-253-719.000	HEALTH INSURANCE	2,000.00	298.90	149.28	1,701.10	14.95
101-253-728.000	SUPPLIES	300.00	47.94	0.00	252.06	15.98
101-253-730.000	POSTAGE	2,500.00	510.80	326.18	1,989.20	20.43
101-253-807.000	AUDIT	6,000.00	110.00	0.00	5,890.00	1.83
101-253-853.020	CELL PHONE	500.00	86.48	43.24	413.52	17.30
101-253-864.000	CONFERENCES/WORKSHOPS	2,800.00	599.00	0.00	2,201.00	21.39
101-253-936.000	TECH SERVICES	900.00	162.22	0.00	737.78	18.02
Total Dept 253 - VILLAGE TREASURER		20,170.00	2,579.51	905.11	17,590.49	12.79

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 265 - VILLAGE HALL						
101-265-776.000	SUPPLIES	1,600.00	90.83	0.00	1,509.17	5.68
101-265-822.000	CONTRACTUAL SERVICES	1,500.00	81.00	54.00	1,419.00	5.40
101-265-921.000	ELECTRIC	5,500.00	0.00	0.00	5,500.00	0.00
101-265-923.000	HEAT	2,500.00	0.00	0.00	2,500.00	0.00
101-265-931.000	REPAIRS & MAINTENANCE	1,000.00	590.00	0.00	410.00	59.00
101-265-936.000	TECH SERVICES	200.00	31.25	0.00	168.75	15.63
Total Dept 265 - VILLAGE HALL		12,300.00	793.08	54.00	11,506.92	6.45
Dept 266 - MUNICIPAL ATTORNEY						
101-266-826.000	ATTORNEY FEES	8,500.00	0.00	0.00	8,500.00	0.00
101-266-826.100	ATTORNEY EXPENSES	900.00	0.00	0.00	900.00	0.00
Total Dept 266 - MUNICIPAL ATTORNEY		9,400.00	0.00	0.00	9,400.00	0.00
Dept 301 - POLICE DEPARTMENT						
101-301-703.000	POLICE SALARY	300,000.00	48,484.41	25,490.09	251,515.59	16.16
101-301-703.010	OVERTIME PAY	10,000.00	2,451.04	1,035.49	7,548.96	24.51
101-301-703.050	PART TIME SALARIES	1,000.00	0.00	0.00	1,000.00	0.00
101-301-715.000	FICA/MEDICARE	26,000.00	4,187.76	2,219.22	21,812.24	16.11
101-301-716.000	UNEMPLOYMENT INSURANCE	50.00	216.12	216.12	(166.12)	432.24
101-301-717.000	WORKMAN'S COMP	8,500.00	0.00	0.00	8,500.00	0.00
101-301-718.000	PENSION	38,000.00	5,065.58	2,467.23	32,934.42	13.33
101-301-719.000	HEALTH INSURANCE	54,000.00	9,860.53	4,939.04	44,139.47	18.26
101-301-719.500	DISABILITY INSURANCE	3,500.00	603.04	301.52	2,896.96	17.23
101-301-720.000	LIFE INSURANCE	1,500.00	204.00	102.00	1,296.00	13.60
101-301-728.000	SUPPLIES	1,700.00	555.34	471.40	1,144.66	32.67
101-301-730.000	POSTAGE	500.00	127.71	81.55	372.29	25.54
101-301-768.000	UNIFORMS/BOOTS/ETC	3,000.00	104.80	104.80	2,895.20	3.49
101-301-768.100	UNIFORM CLEANING	1,000.00	118.75	0.00	881.25	11.88
101-301-853.000	TELEPHONE	1,500.00	245.94	122.97	1,254.06	16.40
101-301-853.020	CELL PHONE	1,500.00	157.34	132.34	1,342.66	10.49
101-301-865.000	MILEAGE/TRAVEL EXP	2,000.00	1,342.67	148.75	657.33	67.13
101-301-901.000	PRINTING	40.00	0.00	0.00	40.00	0.00
101-301-936.000	TECH SERVICES	4,500.00	253.96	0.00	4,246.04	5.64
101-301-955.000	TRAINING FUNDS-STATE	1,200.00	1,295.16	170.16	(95.16)	107.93
101-301-956.000	TRAINING FUNDS-VILLAGE	4,000.00	1,215.00	790.00	2,785.00	30.38
101-301-958.001	DUES/MEMBERSHIPS	100.00	0.00	0.00	100.00	0.00
101-301-959.000	LEIN SERVICE	1,000.00	0.00	0.00	1,000.00	0.00
101-301-965.000	EQUIPMENT PURCHASE	3,000.00	0.00	0.00	3,000.00	0.00
101-301-981.000	CAPITAL OUTLAY	8,000.00	0.00	0.00	8,000.00	0.00
101-301-995.610	PD EQUIP RENTAL TO MOTOR POOL	10,000.00	2,000.00	2,000.00	8,000.00	20.00
Total Dept 301 - POLICE DEPARTMENT		485,590.00	78,489.15	40,792.68	407,100.85	16.16
Dept 302 - CROSSING GUARDS						
101-302-703.050	SALARIES PART-TIME	10,500.00	1,834.00	798.00	8,666.00	17.47
101-302-715.000	FICA/MEDICARE	800.00	140.30	61.05	659.70	17.54
101-302-717.000	WORKMAN'S COMP	300.00	0.00	0.00	300.00	0.00
Total Dept 302 - CROSSING GUARDS		11,600.00	1,974.30	859.05	9,625.70	17.02

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 371 - BUILDING INSPECTOR						
101-371-802.000	CODE ENFORCE/CONTRACTUAL	0.00	682.24	0.00	(682.24)	100.00
101-371-822.000	BUILDING INSPECTOR FEES	20,000.00	1,709.00	0.00	18,291.00	8.55
101-371-823.000	RENTAL INSPECTION FEE	4,500.00	0.00	0.00	4,500.00	0.00
Total Dept 371 - BUILDING INSPECTOR		24,500.00	2,391.24	0.00	22,108.76	9.76
Dept 441 - DPW						
101-441-703.000	SALARIES	41,000.00	8,942.58	4,253.40	32,057.42	21.81
101-441-703.010	OVERTIME PAY	2,500.00	372.00	220.50	2,128.00	14.88
101-441-715.000	FICA/MEDICARE	16,000.00	2,965.62	1,453.97	13,034.38	18.54
101-441-716.000	UNEMPLOYMENT INSURANCE	60.00	288.16	288.16	(228.16)	480.27
101-441-717.000	WORKMAN'S COMP	3,000.00	0.00	0.00	3,000.00	0.00
101-441-718.000	PENSION	12,000.00	2,297.19	1,125.98	9,702.81	19.14
101-441-719.000	HEALTH INSURANCE	6,000.00	2,868.47	1,599.51	3,131.53	47.81
101-441-776.000	SUPPLIES	4,000.00	942.29	86.96	3,057.71	23.56
101-441-801.000	PROFESSIONAL/CONTRACT SERVICES	2,000.00	162.22	0.00	1,837.78	8.11
101-441-853.000	TELEPHONE	1,000.00	184.46	92.23	815.54	18.45
101-441-860.000	CDL EXPENSES	1,500.00	258.02	0.00	1,241.98	17.20
101-441-921.000	ELECTRIC	3,000.00	0.00	0.00	3,000.00	0.00
101-441-923.000	HEAT	3,000.00	0.00	0.00	3,000.00	0.00
101-441-926.000	STREET LIGHTS	16,000.00	0.00	0.00	16,000.00	0.00
101-441-931.000	BUILDING REPAIRS & MAINT.	4,800.00	0.00	0.00	4,800.00	0.00
101-441-934.000	CONTRACTUAL SERVICES	2,000.00	1,143.13	561.57	856.87	57.16
101-441-943.000	PW EQUIPMENT RENTALGENERAL FUN	10,000.00	3,574.29	1,380.48	6,425.71	35.74
Total Dept 441 - DPW		127,860.00	23,998.43	11,062.76	103,861.57	18.77
Dept 721 - PLANNING COMMISSION						
101-721-826.000	VILLAGE PLANNER FEES	3,000.00	0.00	0.00	3,000.00	0.00
101-721-901.000	PRINTING/PUBLISHING	100.00	0.00	0.00	100.00	0.00
101-721-936.000	TECH SERVICES	100.00	0.00	0.00	100.00	0.00
101-721-958.000	DUES/MEMBERSHIPS/EDU	100.00	0.00	0.00	100.00	0.00
Total Dept 721 - PLANNING COMMISSION		3,300.00	0.00	0.00	3,300.00	0.00
Dept 751 - PARKS AND RECREATION						
101-751-703.000	SALARIES-LEISURE SERVICES	22,000.00	2,804.50	2,132.20	19,195.50	12.75
101-751-703.010	OVERTIME	500.00	13.35	13.35	486.65	2.67
101-751-717.000	WORKMAN'S COMP.	400.00	0.00	0.00	400.00	0.00
101-751-719.000	HEALTH INSURANCE	5,000.00	914.77	520.52	4,085.23	18.30
101-751-756.000	SUPPLIES & MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
101-751-921.000	ELECTRIC	600.00	0.00	0.00	600.00	0.00
101-751-930.000	REPAIRS	1,000.00	0.00	0.00	1,000.00	0.00
101-751-931.000	CONTRACTUAL	4,500.00	937.12	465.56	3,562.88	20.82
101-751-943.000	EQUIP.RENTAL TRANSFER	13,600.00	1,501.81	902.12	12,098.19	11.04
101-751-985.000	COMMUNITY PROJECTS	60,685.00	0.00	0.00	60,685.00	0.00
Total Dept 751 - PARKS AND RECREATION		118,285.00	6,171.55	4,033.75	112,113.45	5.22
TOTAL EXPENDITURES		924,700.00	132,969.11	63,535.41	791,730.89	14.38

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		AMENDED BUDGET	04/30/2023	MONTH	04/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND							
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		927,200.00	3,975.35		584.68	923,224.65	0.43
TOTAL EXPENDITURES		924,700.00	132,969.11		63,535.41	791,730.89	14.38
NET OF REVENUES & EXPENDITURES		2,500.00	(128,993.76)		(62,950.73)	131,493.76	5,159.75

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GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED	BUDGET	04/30/2023 (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)		
Fund 202 - MAJOR ROADS									
Revenues									
Dept 000									
202-000-546.000	STATE OF MICHIGAN	200,000.00		32,110.53		16,674.14		167,889.47	16.06
202-000-664.100	INTEREST ON INVESTMENT	160.00		27.47		0.00		132.53	17.17
Total Dept 000		200,160.00		32,138.00		16,674.14		168,022.00	16.06
TOTAL REVENUES		200,160.00		32,138.00		16,674.14		168,022.00	16.06
Expenditures									
Dept 463 - MAINTENANCE									
202-463-703.000	SALARIES-MAINTENANCE	6,000.00		978.75		414.60		5,021.25	16.31
202-463-703.010	OVERTIME PAY	180.00		0.00		0.00		180.00	0.00
202-463-717.000	WORKMAN'S COMP.	3,700.00		0.00		0.00		3,700.00	0.00
202-463-719.000	HEALTH INSURANCE	1,500.00		277.88		140.56		1,222.12	18.53
202-463-782.000	MATERIALS	4,500.00		1,584.60		0.00		2,915.40	35.21
202-463-812.000	ENGINEERING	65,000.00		5,320.00		0.00		59,680.00	8.18
202-463-943.000	EQUIPMENT RENTAL	8,500.00		802.18		198.18		7,697.82	9.44
202-463-981.000	CAPITAL OUTLAY	170,000.00		79,199.16		9,667.96		90,800.84	46.59
Total Dept 463 - MAINTENANCE		259,380.00		88,162.57		10,421.30		171,217.43	33.99
Dept 474 - TRAFFIC									
202-474-940.000	LEASE/RENTAL	7,900.00		0.00		0.00		7,900.00	0.00
Total Dept 474 - TRAFFIC		7,900.00		0.00		0.00		7,900.00	0.00
Dept 479 - ICE/SNOW									
202-479-703.000	SALARIES-SNOW & ICE REMOVAL	1,000.00		386.50		0.00		613.50	38.65
202-479-703.010	OVERTIME PAY	2,000.00		1,160.55		47.25		839.45	58.03
202-479-719.000	HEALTH INSURANCE	300.00		261.43		19.03		38.57	87.14
202-479-782.000	MATERIALS	5,000.00		0.00		0.00		5,000.00	0.00
202-479-943.000	EQUIPMENT RENTAL	2,500.00		996.38		0.00		1,503.62	39.86
Total Dept 479 - ICE/SNOW		10,800.00		2,804.86		66.28		7,995.14	25.97
Dept 483 - ADMINISTRATION									
202-483-703.172	MANAGER SALARY	8,500.00		1,230.78		615.39		7,269.22	14.48
202-483-703.215	CLERK SALARY	3,500.00		504.31		255.02		2,995.69	14.41
202-483-715.000	SOCIAL SECURITY	800.00		132.76		66.60		667.24	16.60
202-483-718.000	PENSION	500.00		104.10		52.22		395.90	20.82
202-483-719.000	HEALTH INSURANCE	1,000.00		207.05		103.56		792.95	20.71
202-483-807.000	AUDIT	4,000.00		382.22		0.00		3,617.78	9.56
Total Dept 483 - ADMINISTRATION		18,300.00		2,561.22		1,092.79		15,738.78	14.00
TOTAL EXPENDITURES		296,380.00		93,528.65		11,580.37		202,851.35	31.56

Fund 202 - MAJOR ROADS:

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	04/30/2023	MONTH	04/30/2023	NORMAL	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 202 - MAJOR ROADS								
	TOTAL REVENUES	200,160.00	32,138.00		16,674.14		168,022.00	16.06
	TOTAL EXPENDITURES	296,380.00	93,528.65		11,580.37		202,851.35	31.56
	NET OF REVENUES & EXPENDITURES	(96,220.00)	(61,390.65)		5,093.77		(34,829.35)	63.80

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		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 04/30/2023	BALANCE	% BDGT USED
Fund 203 - LOCAL ROADS						
Revenues						
Dept 000						
203-000-546.000	STATE OF MICHIGAN	74,000.00	14,108.30	7,326.06	59,891.70	19.07
203-000-547.000	STATE OF MICHIGAN - SIB	529,000.00	0.00	0.00	529,000.00	0.00
203-000-581.000	COUNTY ROAD MILLAGE	27,000.00	0.00	0.00	27,000.00	0.00
203-000-664.100	INTEREST ON INVESTMENT	60.00	(6.21)	0.00	66.21	(10.35)
203-000-699.230	TRANSFER FROM STREETS	200,000.00	0.00	0.00	200,000.00	0.00
Total Dept 000		830,060.00	14,102.09	7,326.06	815,957.91	1.70
TOTAL REVENUES		830,060.00	14,102.09	7,326.06	815,957.91	1.70
Expenditures						
Dept 463 - MAINTENANCE						
203-463-703.000	SALARIES-MAINTENANCE	37,000.00	6,508.98	3,674.35	30,491.02	17.59
203-463-703.010	OVERTIME PAY	960.00	0.00	0.00	960.00	0.00
203-463-717.000	WORKMAN'S COMP.	3,700.00	0.00	0.00	3,700.00	0.00
203-463-719.000	HEALTH INSURANCE	9,500.00	2,822.58	1,235.48	6,677.42	29.71
203-463-782.000	MATERIALS	5,000.00	1,584.59	0.00	3,415.41	31.69
203-463-812.000	ENGINEERING	10,000.00	0.00	0.00	10,000.00	0.00
203-463-822.000	CONTRACTUAL	10,000.00	0.00	0.00	10,000.00	0.00
203-463-943.000	EQUIPMENT RENTAL	58,000.00	7,264.58	4,491.94	50,735.42	12.53
203-463-981.000	CAPITAL OUTLAY	170,000.00	7,500.00	7,500.00	162,500.00	4.41
Total Dept 463 - MAINTENANCE		304,160.00	25,680.73	16,901.77	278,479.27	8.44
Dept 474 - TRAFFIC						
203-474-921.000	ELECTRIC	400.00	0.00	0.00	400.00	0.00
Total Dept 474 - TRAFFIC		400.00	0.00	0.00	400.00	0.00
Dept 479 - ICE/SNOW						
203-479-703.000	SALARIES-SNOW & ICE REMOVAL	0.00	424.20	0.00	(424.20)	100.00
203-479-703.010	OVERTIME PAY	0.00	277.43	31.50	(277.43)	100.00
203-479-719.000	HEALTH INSURANCE	0.00	203.40	12.69	(203.40)	100.00
203-479-943.000	EQUIPMENT RENTAL	1,000.00	378.43	0.00	621.57	37.84
Total Dept 479 - ICE/SNOW		1,000.00	1,283.46	44.19	(283.46)	128.35
Dept 482 - ADMINISTRATION - USDA						
203-482-971.000	MDOT SIB LOAN	62,808.74	0.00	0.00	62,808.74	0.00
Total Dept 482 - ADMINISTRATION - USDA		62,808.74	0.00	0.00	62,808.74	0.00
Dept 483 - ADMINISTRATION						
203-483-703.172	MANAGER SALARY	8,000.00	1,230.75	615.38	6,769.25	15.38
203-483-703.215	CLERK SALARY	4,000.00	504.25	254.98	3,495.75	12.61
203-483-715.000	SOCIAL SECURITY	800.00	132.73	66.58	667.27	16.59
203-483-718.000	PENSION	500.00	104.10	52.22	395.90	20.82
203-483-719.000	HEALTH INSURANCE	900.00	207.05	103.56	692.95	23.01
203-483-807.000	AUDIT	5,000.00	382.22	0.00	4,617.78	7.64

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH	04/30/2023 (DECREASE)	NORMAL	(ABNORMAL)	
Fund 203 - LOCAL ROADS								
Expenditures								
Total Dept 483 - ADMINISTRATION		19,200.00	2,561.10		1,092.72		16,638.90	13.34
TOTAL EXPENDITURES		387,568.74	29,525.29		18,038.68		358,043.45	7.62
Fund 203 - LOCAL ROADS:								
TOTAL REVENUES		830,060.00	14,102.09		7,326.06		815,957.91	1.70
TOTAL EXPENDITURES		387,568.74	29,525.29		18,038.68		358,043.45	7.62
NET OF REVENUES & EXPENDITURES		442,491.26	(15,423.20)		(10,712.62)		457,914.46	3.49

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED		
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 204 - MUNICIPAL STREET FUND								
Revenues								
Dept 000								
204-000-403.000	STREETS-PROPERTY TAXES	130,000.00	0.00	0.00	130,000.00	0.00		
204-000-410.000	PERSONAL PROPERTY TAX	25,000.00	0.00	0.00	25,000.00	0.00		
204-000-411.000	DELINQUENT TAX	13,000.00	0.00	0.00	13,000.00	0.00		
204-000-445.000	REAL ESTATE TAX INTEREST	100.00	0.00	0.00	100.00	0.00		
204-000-664.100	INTEREST INCOME	100.00	15.91	0.00	84.09	15.91		
Total Dept 000		168,200.00	15.91	0.00	168,184.09	0.01		
TOTAL REVENUES		168,200.00	15.91	0.00	168,184.09	0.01		
Expenditures								
Dept 728 - ECONOMIC DEVELOPMENT								
204-728-995.030	TRANSFER TO LOCAL ROADS	200,000.00	0.00	0.00	200,000.00	0.00		
Total Dept 728 - ECONOMIC DEVELOPMENT		200,000.00	0.00	0.00	200,000.00	0.00		
TOTAL EXPENDITURES		200,000.00	0.00	0.00	200,000.00	0.00		
Fund 204 - MUNICIPAL STREET FUND:								
TOTAL REVENUES		168,200.00	15.91	0.00	168,184.09	0.01		
TOTAL EXPENDITURES		200,000.00	0.00	0.00	200,000.00	0.00		
NET OF REVENUES & EXPENDITURES		(31,800.00)	15.91	0.00	(31,815.91)	0.05		

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2023	MONTH	04/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE INSURANCE PROCEEDS							
Revenues							
Dept 000							
206-000-664.100	INTEREST INCOME	0.00	0.03		0.00	(0.03)	100.00
Total Dept 000		0.00	0.03		0.00	(0.03)	100.00
TOTAL REVENUES		0.00	0.03		0.00	(0.03)	100.00
Fund 206 - FIRE INSURANCE PROCEEDS:							
TOTAL REVENUES		0.00	0.03		0.00	(0.03)	100.00
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.03		0.00	(0.03)	100.00

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 213 - SALVAGE VEHICLE INSPECTIONS						
Revenues						
Dept 000						
213-000-610.000	VEHICLE INSPECTION FEE	15,000.00	1,500.00	500.00	13,500.00	10.00
213-000-664.100	INTEREST INCOME	10.00	1.26	0.00	8.74	12.60
Total Dept 000		15,010.00	1,501.26	500.00	13,508.74	10.00
TOTAL REVENUES		15,010.00	1,501.26	500.00	13,508.74	10.00
Expenditures						
Dept 301 - POLICE DEPARTMENT						
213-301-703.011	VEHICLE INSPECTION	15,000.00	1,806.66	484.24	13,193.34	12.04
213-301-715.000	FICA/MEDICARE	10.00	0.00	0.00	10.00	0.00
213-301-719.000	HEALTH INSURANCE	0.00	117.85	50.15	(117.85)	100.00
Total Dept 301 - POLICE DEPARTMENT		15,010.00	1,924.51	534.39	13,085.49	12.82
TOTAL EXPENDITURES		15,010.00	1,924.51	534.39	13,085.49	12.82
Fund 213 - SALVAGE VEHICLE INSPECTIONS:						
TOTAL REVENUES		15,010.00	1,501.26	500.00	13,508.74	10.00
TOTAL EXPENDITURES		15,010.00	1,924.51	534.39	13,085.49	12.82
NET OF REVENUES & EXPENDITURES		0.00	(423.25)	(34.39)	423.25	100.00

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2023	MONTH 04/30/2023	BALANCE		
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 244 - BUSINESS LOANS							
Revenues							
Dept 000							
244-000-664.100	INTEREST INCOME	40.00	5.30	0.00	34.70	13.25	
244-000-685.000	PRINCIPAL ON MORFORD	5,000.00	0.00	0.00	5,000.00	0.00	
Total Dept 000		5,040.00	5.30	0.00	5,034.70	0.11	
TOTAL REVENUES		5,040.00	5.30	0.00	5,034.70	0.11	
Expenditures							
Dept 728 - ECONOMIC DEVELOPMENT							
244-728-807.000	AUDIT	400.00	0.00	0.00	400.00	0.00	
Total Dept 728 - ECONOMIC DEVELOPMENT		400.00	0.00	0.00	400.00	0.00	
TOTAL EXPENDITURES		400.00	0.00	0.00	400.00	0.00	
Fund 244 - BUSINESS LOANS:							
TOTAL REVENUES		5,040.00	5.30	0.00	5,034.70	0.11	
TOTAL EXPENDITURES		400.00	0.00	0.00	400.00	0.00	
NET OF REVENUES & EXPENDITURES		4,640.00	5.30	0.00	4,634.70	0.11	

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 245 - HOME REHAB LOANS							
Revenues							
Dept 000							
245-000-664.100	INTEREST INCOME	50.00	7.38	0.00	42.62	14.76	
245-000-685.000	PRINCIPAL ON MORFORD	1,500.00	0.00	0.00	1,500.00	0.00	
245-000-686.000	PRINCIPAL ON KNISS	1,500.00	0.00	0.00	1,500.00	0.00	
Total Dept 000		3,050.00	7.38	0.00	3,042.62	0.24	
TOTAL REVENUES		3,050.00	7.38	0.00	3,042.62	0.24	
Expenditures							
Dept 728 - ECONOMIC DEVELOPMENT							
245-728-807.000	AUDIT	400.00	0.00	0.00	400.00	0.00	
Total Dept 728 - ECONOMIC DEVELOPMENT		400.00	0.00	0.00	400.00	0.00	
TOTAL EXPENDITURES		400.00	0.00	0.00	400.00	0.00	
Fund 245 - HOME REHAB LOANS:							
TOTAL REVENUES		3,050.00	7.38	0.00	3,042.62	0.24	
TOTAL EXPENDITURES		400.00	0.00	0.00	400.00	0.00	
NET OF REVENUES & EXPENDITURES		2,650.00	7.38	0.00	2,642.62	0.28	

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DDA						
Revenues						
Dept 000						
248-000-404.000	PROPERTY TAXES	11,000.00	0.00	0.00	11,000.00	0.00
248-000-410.000	PERSONAL PROPERTY TAX	3,500.00	0.00	0.00	3,500.00	0.00
248-000-411.000	DELINQUENT TAX	90.00	0.00	0.00	90.00	0.00
248-000-445.000	REAL ESTATE TAX INTEREST	16.00	0.00	0.00	16.00	0.00
248-000-664.100	INTEREST INCOME	0.00	1.08	0.00	(1.08)	100.00
248-000-675.000	OTHER REVENUE	8,000.00	0.00	0.00	8,000.00	0.00
248-000-676.000	VENDOR REVENUE	0.00	180.00	30.00	(180.00)	100.00
Total Dept 000		22,606.00	181.08	30.00	22,424.92	0.80
TOTAL REVENUES		22,606.00	181.08	30.00	22,424.92	0.80
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-756.000	DDA-SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
248-728-801.000	CONSULTING FEES	2,000.00	185.00	0.00	1,815.00	9.25
248-728-901.000	PRINTING/PUBLISHING	900.00	150.00	0.00	750.00	16.67
248-728-958.000	MISCELLANEOUS	200.00	162.22	0.00	37.78	81.11
248-728-981.000	CAPITAL OUTLAY	9,250.00	0.00	0.00	9,250.00	0.00
248-728-985.000	COMMUNITY SERVICE PROJECTS	20,000.00	10,636.62	400.00	9,363.38	53.18
248-728-986.000	DOWNTOWN FLOWERS	4,300.00	449.00	449.00	3,851.00	10.44
248-728-995.010	GEN FUND ADMIN TRANSFER	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		40,150.00	11,582.84	849.00	28,567.16	28.85
TOTAL EXPENDITURES		40,150.00	11,582.84	849.00	28,567.16	28.85
Fund 248 - DDA:						
TOTAL REVENUES		22,606.00	181.08	30.00	22,424.92	0.80
TOTAL EXPENDITURES		40,150.00	11,582.84	849.00	28,567.16	28.85
NET OF REVENUES & EXPENDITURES		(17,544.00)	(11,401.76)	(819.00)	(6,142.24)	64.99

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2023	MONTH	04/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 265 - DRUG FORFEITURE							
Revenues							
Dept 000							
265-000-664.100	INTEREST INCOME	0.00	0.09		0.00	(0.09)	100.00
Total Dept 000		0.00	0.09		0.00	(0.09)	100.00
TOTAL REVENUES		0.00	0.09		0.00	(0.09)	100.00
Fund 265 - DRUG FORFEITURE:							
TOTAL REVENUES		0.00	0.09		0.00	(0.09)	100.00
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.09		0.00	(0.09)	100.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)		BALANCE NORMAL (ABNORMAL)		
Fund 282 - APRA FUND								
Revenues								
Dept 000								
282-000-664.100	INTEREST INCOME	60.00	12.03	0.00		47.97	20.05	
Total Dept 000		60.00	12.03	0.00		47.97	20.05	
TOTAL REVENUES		60.00	12.03	0.00		47.97	20.05	
Fund 282 - APRA FUND:								
TOTAL REVENUES		60.00	12.03	0.00		47.97	20.05	
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00	0.00	
NET OF REVENUES & EXPENDITURES		60.00	12.03	0.00		47.97	20.05	

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		AMENDED BUDGET	04/30/2023	MONTH 04/30/2023	BALANCE		
		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 590 - SEWER FUND							
Revenues							
Dept 000							
590-000-626.000	TAP IN FEES	1,000.00	0.00	0.00		1,000.00	0.00
590-000-628.000	SEWER SERVICE CHARGES	306,000.00	46,026.47	24,948.40		259,973.53	15.04
590-000-629.000	PENALTIES	3,000.00	255.54	(1.11)		2,744.46	8.52
590-000-664.000	INTEREST ON CD'S	1,500.00	0.00	0.00		1,500.00	0.00
590-000-664.100	INTEREST ON CHECKING	0.00	(24.52)	0.00		24.52	100.00
590-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	34.02	0.00		165.98	17.01
Total Dept 000		311,700.00	46,291.51	24,947.29		265,408.49	14.85
TOTAL REVENUES		311,700.00	46,291.51	24,947.29		265,408.49	14.85
Expenditures							
Dept 482 - ADMINISTRATION - USDA							
590-482-960.000	USDA - BONDS \$13,130.00	13,130.00	0.00	0.00		13,130.00	0.00
590-482-961.000	USDA - RRI RESERVE - \$11,667.00	11,667.00	0.00	0.00		11,667.00	0.00
590-482-962.000	USDA - ENGINEERING	60,000.00	0.00	0.00		60,000.00	0.00
Total Dept 482 - ADMINISTRATION - USDA		84,797.00	0.00	0.00		84,797.00	0.00
Dept 483 - ADMINISTRATION							
590-483-703.172	MANAGER SALARY	15,000.00	2,153.76	1,076.89		12,846.24	14.36
590-483-703.215	CLERK SALARY	8,400.00	1,344.79	680.01		7,055.21	16.01
590-483-715.000	FICA/MEDICARE	1,600.00	267.64	134.40		1,332.36	16.73
590-483-718.000	PENSION	1,300.00	209.93	105.42		1,090.07	16.15
590-483-719.000	HEALTH INSURANCE	2,500.00	555.00	277.58		1,945.00	22.20
590-483-807.000	AUDIT	1,500.00	0.00	0.00		1,500.00	0.00
Total Dept 483 - ADMINISTRATION		30,300.00	4,531.12	2,274.30		25,768.88	14.95
Dept 548 - SEWER LINE MAINTENANCE							
590-548-768.000	UNIFORMS/BOOTS/ETC	1,000.00	75.00	0.00		925.00	7.50
590-548-820.000	MISS DIG	800.00	0.00	0.00		800.00	0.00
590-548-822.000	CONTRACTUAL SERVICES	1,200.00	0.00	0.00		1,200.00	0.00
590-548-853.020	CELL PHONE	500.00	53.80	53.80		446.20	10.76
590-548-864.000	CONFERENCES/WORKSHOPS	1,000.00	0.00	0.00		1,000.00	0.00
590-548-874.000	LAB TESTING	1,700.00	0.00	0.00		1,700.00	0.00
590-548-934.000	MAINTENANCE	8,000.00	1,455.46	0.00		6,544.54	18.19
590-548-936.000	TECH SERVICES	200.00	162.22	0.00		37.78	81.11
590-548-963.000	LIABILITY INSURANCE	4,700.00	4,615.05	0.00		84.95	98.19
Total Dept 548 - SEWER LINE MAINTENANCE		19,100.00	6,361.53	53.80		12,738.47	33.31
Dept 549 - MAINTENANCE-LIFT STATIONS							
590-549-703.000	SALARIES-MAINTENANCE	40,000.00	7,324.62	3,227.31		32,675.38	18.31
590-549-703.010	OVERTIME PAY	3,000.00	841.50	425.25		2,158.50	28.05
590-549-717.000	WORKMAN'S COMP	300.00	0.00	0.00		300.00	0.00
590-549-719.000	HEALTH INSURANCE	5,000.00	1,932.55	1,155.74		3,067.45	38.65
590-549-719.500	DISABILITY INSURANCE	400.00	164.29	65.50		235.71	41.07
590-549-720.000	LIFE INSURANCE	500.00	33.15	12.75		466.85	6.63
590-549-807.000	AUDIT	1,200.00	0.00	0.00		1,200.00	0.00

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 16.67

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED		
		AMENDED BUDGET	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 590 - SEWER FUND								
Expenditures								
590-549-822.000	CONTRACTUAL SERVICES	700.00	0.00	0.00	700.00	0.00		
590-549-853.000	TELEPHONE	600.00	122.98	61.49	477.02	20.50		
590-549-853.020	CELL PHONE	400.00	75.03	37.50	324.97	18.76		
590-549-921.000	ELECTRIC	3,000.00	0.00	0.00	3,000.00	0.00		
590-549-931.000	MAINTENANCE SERVICE	2,600.00	0.00	0.00	2,600.00	0.00		
590-549-931.010	COUNTY DRAIN MAINTENANCE	570.00	0.00	0.00	570.00	0.00		
590-549-943.000	EQUIPMENT RENTAL	13,000.00	2,376.16	1,228.01	10,623.84	18.28		
590-549-963.000	LIABILITY INSURANCE	4,800.00	4,615.05	0.00	184.95	96.15		
Total Dept 549 - MAINTENANCE-LIFT STATIONS		76,070.00	17,485.33	6,213.55	58,584.67	22.99		
Dept 550 - COLLECTION								
590-550-703.000	SALARIES	35,000.00	2,623.43	1,359.70	32,376.57	7.50		
590-550-703.010	OVERTIME PAY	0.00	68.02	0.00	(68.02)	100.00		
590-550-715.000	FICA/MEDICARE	3,000.00	203.97	103.05	2,796.03	6.80		
590-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	36.02	36.02	(26.02)	360.20		
590-550-717.000	WORKMAN'S COMP.	400.00	0.00	0.00	400.00	0.00		
590-550-718.000	PENSION	1,000.00	159.99	80.83	840.01	16.00		
590-550-719.000	HEALTH INSURANCE	10,000.00	0.00	0.00	10,000.00	0.00		
590-550-719.500	DISABILITY INSURANCE	400.00	164.29	65.50	235.71	41.07		
590-550-720.000	LIFE INSURANCE	500.00	33.15	12.75	466.85	6.63		
590-550-728.000	OFFICE SUPPLIES	600.00	0.00	0.00	600.00	0.00		
590-550-730.000	POSTAGE	1,700.00	255.40	163.09	1,444.60	15.02		
590-550-807.000	AUDIT	2,000.00	0.00	0.00	2,000.00	0.00		
590-550-808.000	PAYMENT PROCESSING FEES	2,000.00	50.30	0.00	1,949.70	2.52		
590-550-853.000	TELEPHONE	800.00	122.98	61.49	677.02	15.37		
590-550-901.000	PRINTING	200.00	0.00	0.00	200.00	0.00		
590-550-934.000	SERVICE CONTRACTS	4,000.00	434.61	0.00	3,565.39	10.87		
590-550-936.000	TECH SERVICES	6,000.00	3,687.74	0.00	2,312.26	61.46		
590-550-964.000	NSF CHECK CHARGES	0.00	2.50	0.00	(2.50)	100.00		
590-550-968.000	DEPRECIATION	58,000.00	0.00	0.00	58,000.00	0.00		
Total Dept 550 - COLLECTION		125,610.00	7,842.40	1,882.43	117,767.60	6.24		
TOTAL EXPENDITURES		335,877.00	36,220.38	10,424.08	299,656.62	10.78		
Fund 590 - SEWER FUND:								
TOTAL REVENUES		311,700.00	46,291.51	24,947.29	265,408.49	14.85		
TOTAL EXPENDITURES		335,877.00	36,220.38	10,424.08	299,656.62	10.78		
NET OF REVENUES & EXPENDITURES		(24,177.00)	10,071.13	14,523.21	(34,248.13)	41.66		

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 16.67

		2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 04/30/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	USED
Fund 591 - WATER FUND								
Revenues								
Dept 000								
591-000-608.000	NSF CHECK FEE	50.00	85.00	35.00		(35.00)		170.00
591-000-629.000	PENALTIES	3,500.00	321.69	(1.37)		3,178.31		9.19
591-000-642.000	WATER TURN ONS	2,600.00	825.00	825.00		1,775.00		31.73
591-000-643.000	METERED SALES	414,575.00	61,335.37	33,236.75		353,239.63		14.79
591-000-645.000	WATER TAP FEES	1,000.00	0.00	0.00		1,000.00		0.00
591-000-664.000	INTEREST ON CD'S-RECEIVING	100.00	0.00	0.00		100.00		0.00
591-000-664.100	INTEREST-WATER OPERATING	100.00	(29.97)	0.00		129.97		(29.97)
591-000-664.120	INTEREST ON CHECKING-RECEIVING	100.00	41.41	0.00		58.59		41.41
Total Dept 000		422,025.00	62,578.50	34,095.38		359,446.50		14.83
TOTAL REVENUES		422,025.00	62,578.50	34,095.38		359,446.50		14.83
Expenditures								
Dept 482 - ADMINISTRATION - USDA								
591-482-960.000	USDA - BONDS \$8,240.00	8,240.00	0.00	0.00		8,240.00		0.00
591-482-961.000	USDA - RRI RESERVE \$16,000.00	16,000.00	0.00	0.00		16,000.00		0.00
591-482-962.000	USDA - ENGINEERING	30,000.00	0.00	0.00		30,000.00		0.00
Total Dept 482 - ADMINISTRATION - USDA		54,240.00	0.00	0.00		54,240.00		0.00
Dept 483 - ADMINISTRATION								
591-483-703.172	MANAGER SALARY	15,000.00	2,153.81	1,076.91		12,846.19		14.36
591-483-703.215	CLERK SALARY	8,400.00	1,344.76	679.99		7,055.24		16.01
591-483-715.000	FICA/MEDICARE	1,500.00	267.64	134.40		1,232.36		17.84
591-483-718.000	PENSION	1,500.00	209.92	105.42		1,290.08		13.99
591-483-719.000	HEALTH INSURANCE	3,000.00	554.98	277.58		2,445.02		18.50
Total Dept 483 - ADMINISTRATION		29,400.00	4,531.11	2,274.30		24,868.89		15.41
Dept 550 - COLLECTION								
591-550-703.000	SALARIES-CLERICAL	35,600.00	2,623.57	1,359.80		32,976.43		7.37
591-550-703.010	OVERTIME PAY	0.00	67.98	0.00		(67.98)		100.00
591-550-715.000	FICA/MEDICARE	1,600.00	204.01	103.08		1,395.99		12.75
591-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	36.03	36.03		(26.03)		360.30
591-550-717.000	WORKMAN'S COMP	100.00	0.00	0.00		100.00		0.00
591-550-718.000	PENSION	2,000.00	159.99	80.84		1,840.01		8.00
591-550-719.000	HEALTH INSURANCE	5,900.00	0.00	0.00		5,900.00		0.00
591-550-719.500	DISABILITY INSURANCE	500.00	164.29	65.50		335.71		32.86
591-550-720.000	LIFE INSURANCE	500.00	33.15	12.75		466.85		6.63
591-550-728.000	OFFICE SUPPLIES	600.00	0.00	0.00		600.00		0.00
591-550-730.000	POSTAGE	1,500.00	255.40	163.09		1,244.60		17.03
591-550-807.000	AUDIT	800.00	0.00	0.00		800.00		0.00
591-550-808.000	PAYMENT PROCESSING FEES	2,000.00	50.30	0.00		1,949.70		2.52
591-550-853.000	TELEPHONE	1,000.00	122.98	61.49		877.02		12.30
591-550-901.000	PRINTING	700.00	0.00	0.00		700.00		0.00
591-550-931.000	MAINT-SERVICES	1,500.00	0.00	0.00		1,500.00		0.00
591-550-934.000	SERVICE CONTRACTS	1,800.00	214.62	0.00		1,585.38		11.92
591-550-936.000	TECH SERVICES	5,000.00	3,127.49	0.00		1,872.51		62.55
591-550-964.000	NSF CHECK CHARGES	0.00	2.50	0.00		(2.50)		100.00
591-550-968.000	DEPRECIATION	54,000.00	0.00	0.00		54,000.00		0.00

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND						
Expenditures						
Total Dept 550 - COLLECTION		115,110.00	7,062.31	1,882.58	108,047.69	6.14
Dept 551 - UTILITY						
591-551-921.000	POWER PUMPING-ELECTRIC	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 551 - UTILITY		10,000.00	0.00	0.00	10,000.00	0.00
Dept 552 - DISTRIBUTION						
591-552-703.000	SALARIES-DISTRIBUTION	50,000.00	7,161.24	3,834.14	42,838.76	14.32
591-552-703.010	OVERTIME PAY	6,000.00	1,570.13	732.38	4,429.87	26.17
591-552-717.000	WORKMAN'S COMP	1,300.00	0.00	0.00	1,300.00	0.00
591-552-719.000	HEALTH INSURANCE	7,000.00	1,052.42	483.22	5,947.58	15.03
591-552-719.500	DISABILITY INSURANCE	1,000.00	142.11	65.50	857.89	14.21
591-552-720.000	LIFE INSURANCE	500.00	55.34	12.75	444.66	11.07
591-552-768.000	UNIFORMS/BOOTS/ETC	100.00	75.00	0.00	25.00	75.00
591-552-776.000	SUPPLIES & MAINTENANCE	10,000.00	1,221.49	0.00	8,778.51	12.21
591-552-807.000	AUDIT	1,000.00	0.00	0.00	1,000.00	0.00
591-552-822.000	CONTRACTUAL SERVICES	6,000.00	562.50	0.00	5,437.50	9.38
591-552-853.020	CELL PHONE	1,700.00	301.72	177.78	1,398.28	17.75
591-552-864.000	CONF/WORKSHOPS	500.00	25.00	0.00	475.00	5.00
591-552-874.000	WATER TESTING	5,000.00	0.00	0.00	5,000.00	0.00
591-552-936.000	TECH SERVICES	1,500.00	722.47	0.00	777.53	48.16
591-552-943.000	EQUIPMENT RENTAL-WATER FUND	15,000.00	1,439.09	789.35	13,560.91	9.59
591-552-958.001	DUES/MEMBERSHIPS	1,000.00	0.00	0.00	1,000.00	0.00
591-552-963.000	LIABILITY INSURANCE	5,000.00	4,615.05	0.00	384.95	92.30
Total Dept 552 - DISTRIBUTION		112,600.00	18,943.56	6,095.12	93,656.44	16.82
Dept 553 - WELLS/TOWER						
591-553-963.000	LIABILITY INSURNACE	4,700.00	4,615.05	0.00	84.95	98.19
591-553-968.000	DEPRECIATION	54,000.00	0.00	0.00	54,000.00	0.00
Total Dept 553 - WELLS/TOWER		58,700.00	4,615.05	0.00	54,084.95	7.86
TOTAL EXPENDITURES		380,050.00	35,152.03	10,252.00	344,897.97	9.25
Fund 591 - WATER FUND:						
TOTAL REVENUES		422,025.00	62,578.50	34,095.38	359,446.50	14.83
TOTAL EXPENDITURES		380,050.00	35,152.03	10,252.00	344,897.97	9.25
NET OF REVENUES & EXPENDITURES		41,975.00	27,426.47	23,843.38	14,548.53	65.34

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 596 - GARBAGE COLLECTION						
Revenues						
Dept 000						
596-000-628.000	TRASH SERVICE CHARGES	130,000.00	21,115.58	10,564.42	108,884.42	16.24
596-000-629.000	PENALTIES	500.00	42.69	(0.25)	457.31	8.54
596-000-664.100	INTEREST INCOME	0.00	(16.53)	0.00	16.53	100.00
596-000-664.120	INTEREST ON CHECKING-RECEIVING	60.00	10.68	0.00	49.32	17.80
Total Dept 000		130,560.00	21,152.42	10,564.17	109,407.58	16.20
TOTAL REVENUES		130,560.00	21,152.42	10,564.17	109,407.58	16.20
Expenditures						
Dept 528 - RUBBISH COLLECTION/DISPOSAL						
596-528-819.000	WASTE AND RUBBISH DISPOSAL	118,000.00	10,666.54	0.00	107,333.46	9.04
596-528-995.596	ADMIN TRANSFER TO GF	6,500.00	0.00	0.00	6,500.00	0.00
Total Dept 528 - RUBBISH COLLECTION/DISPOSAL		124,500.00	10,666.54	0.00	113,833.46	8.57
TOTAL EXPENDITURES		124,500.00	10,666.54	0.00	113,833.46	8.57
Fund 596 - GARBAGE COLLECTION:						
TOTAL REVENUES		130,560.00	21,152.42	10,564.17	109,407.58	16.20
TOTAL EXPENDITURES		124,500.00	10,666.54	0.00	113,833.46	8.57
NET OF REVENUES & EXPENDITURES		6,060.00	10,485.88	10,564.17	(4,425.88)	173.03

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GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED	BUDGET	04/30/2023	MONTH 04/30/2023	BALANCE		
			NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 661 - MOTOR POOL								
Revenues								
Dept 000								
661-000-664.100	INTEREST INCOME	100.00		13.71		0.00	86.29	13.71
661-000-668.100	RENTAL EQUIPMENT-POLICE	10,000.00		0.00		0.00	10,000.00	0.00
661-000-668.200	RENTAL EQUIPMENT PARKS	14,000.00		1,501.81		902.12	12,498.19	10.73
661-000-668.300	RENTAL EQUIPMENT-LOCAL	60,000.00		7,264.58		4,491.94	52,735.42	12.11
661-000-668.310	EQUIP RENTAL L/R ICE/SNOW	1,000.00		378.43		0.00	621.57	37.84
661-000-668.400	RENTAL EQUIPMENT-MAJOR	10,000.00		802.18		198.18	9,197.82	8.02
661-000-668.410	EQUIP RENTAL M/R ICE/SNOW	6,000.00		996.38		0.00	5,003.62	16.61
661-000-668.500	RENTAL EQUIPMENT-WATER	16,000.00		1,439.09		789.35	14,560.91	8.99
661-000-668.600	RENTAL EQUIPMENT-SEWER LINE	1,000.00		0.00		0.00	1,000.00	0.00
661-000-668.605	LS MAINT. EQUIP RENTAL	13,000.00		2,376.16		1,228.01	10,623.84	18.28
661-000-668.700	RENTAL EQIPMENT-PUBLIC WORKS	12,000.00		3,574.29		1,380.48	8,425.71	29.79
661-000-673.000	SALE OF FIXED ASSETS	5,000.00		0.00		0.00	5,000.00	0.00
661-000-675.000	MISCELLANEOUS	5,000.00		0.00		0.00	5,000.00	0.00
Total Dept 000		153,100.00		18,346.63		8,990.08	134,753.37	11.98
TOTAL REVENUES		153,100.00		18,346.63		8,990.08	134,753.37	11.98
Expenditures								
Dept 301 - POLICE DEPARTMENT								
661-301-870.000	GAS	10,000.00		952.99		0.00	9,047.01	9.53
661-301-872.000	TIRES	2,000.00		786.48		0.00	1,213.52	39.32
661-301-930.000	REPAIRS	3,000.00		0.00		0.00	3,000.00	0.00
661-301-963.000	MULTI-PERIL INSURANCE	8,000.00		6,153.40		0.00	1,846.60	76.92
661-301-981.000	CAPITAL OUTLAY	54,000.00		44,169.00		0.00	9,831.00	81.79
Total Dept 301 - POLICE DEPARTMENT		77,000.00		52,061.87		0.00	24,938.13	67.61
Dept 441 - DPW								
661-441-807.000	AUDIT	1,000.00		162.22		0.00	837.78	16.22
661-441-870.000	GAS	25,000.00		3,509.85		0.00	21,490.15	14.04
661-441-872.000	TIRES	2,500.00		0.00		0.00	2,500.00	0.00
661-441-930.000	REPAIRS & MAINTENANCE	0.00		6,794.21		0.00	(6,794.21)	100.00
661-441-963.000	MULTI-PERIL INSURANCE	8,000.00		6,153.40		0.00	1,846.60	76.92
661-441-968.000	DEPRECIATION	67,000.00		0.00		0.00	67,000.00	0.00
661-441-970.000	EQUIPMENT PURCHASED	10,000.00		0.00		0.00	10,000.00	0.00
Total Dept 441 - DPW		113,500.00		16,619.68		0.00	96,880.32	14.64
Dept 483 - ADMINISTRATION								
661-483-703.172	MANAGER SALARY	4,000.00		615.30		307.64	3,384.70	15.38
661-483-703.215	CLERK SALARY	2,100.00		336.20		170.00	1,763.80	16.01
661-483-715.000	FICA/MEDICARE	400.00		72.79		36.54	327.21	18.20
661-483-718.000	PENSION	300.00		57.09		28.66	242.91	19.03
661-483-719.000	HEALTH INSURANCE	700.00		138.76		69.40	561.24	19.82
661-483-995.010	GEN FUND ADMIN TRANSFER	8,000.00		0.00		0.00	8,000.00	0.00
Total Dept 483 - ADMINISTRATION		15,500.00		1,220.14		612.24	14,279.86	7.87
TOTAL EXPENDITURES		206,000.00		69,901.69		612.24	136,098.31	33.93

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	04/30/2023	MONTH	04/30/2023	BALANCE		
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	USED
Fund 661 - MOTOR POOL								
Fund 661 - MOTOR POOL:								
TOTAL REVENUES		153,100.00	18,346.63		8,990.08		134,753.37	11.98
TOTAL EXPENDITURES		206,000.00	69,901.69		612.24		136,098.31	33.93
NET OF REVENUES & EXPENDITURES		(52,900.00)	(51,555.06)		8,377.84		(1,344.94)	97.46
TOTAL REVENUES - ALL FUNDS		3,188,771.00	200,307.58		103,711.80		2,988,463.42	6.28
TOTAL EXPENDITURES - ALL FUNDS		2,911,035.74	421,471.04		115,826.17		2,489,564.70	14.48
NET OF REVENUES & EXPENDITURES		277,735.26	(221,163.46)		(12,114.37)		498,898.72	79.63



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM – MONTHLY REPORT

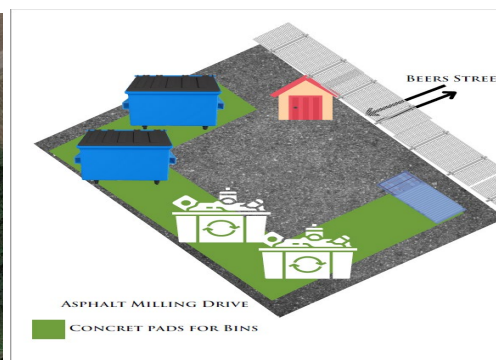
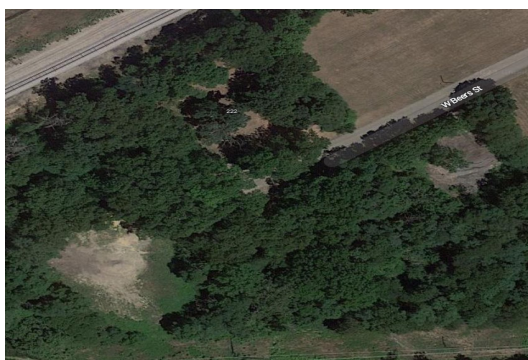
TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY: N/A
DATE: May 1, 2023

SUBJECT: Monthly Report April 2023

Updates – April 2022:

2023 Decatur Community Cleanup Date.

Attached to this report is an update from the Van Buren Conservation District. The date for next year's event is scheduled for Saturday, April 29, 2023. Staff has been working with the Conservation District to apply for a state infrastructure grant for site improvements to the Beers Street, Dump Site location. Within the possible improvements paid through this grant would include, new fencing, electric service, concrete pads. This potential project was created with the intension of the prospect of offering year-round drop off recycling, hazardous waste, large bulk items. Staff continues to receive inquiries throughout the year for additional options for large bulk items along with hazardous waste. Staff believes this additional resource for the residents will also continue to improve efforts with code enforcement. Overall if the optional improvements can be accomplished, the Village has the potential of eliminating annual community cleanup day.



UPDATE REGARDING PC – DDA – PARKS & RECREATION COMMITTEES

Planning Commission meeting minutes and agenda updates – [here](#)

Downtown Development Authority meeting minutes and agenda updates – [here](#)

Parks & Recreation meeting minutes and agenda updates - [here](#)

UPDATE REGARDING ANNEXATION

Staff continues to receive letter of support for the possibility of annexation into the Village limits. The opinion of residents who are inquiring of annexation, the most common answer to “why” they are interested in annexation, was wanting additional services such as water, sewer, trash, Police Department services, brush, leaf and yard waste pick up. As staff continues to receive letters of support, specifically identifying the Lake Dr peninsula. A total of 27 parcels are identified as annexation potential, of the 27 properties staff has received 16 properties that are wanting and support annexation. This would leave 8 unsure and 3 no. The overwhelming support of the likelihood of supporting annexation is positive.