

# VILLAGE OF DECATUR REGULAR COUNCIL MEETING AGENDA



Monday,  
February 5, 2024



VILLAGE OF DECATUR  
REGULAR COUNCIL  
MEETING

Monday, February 5, 2024 – 7:00PM

Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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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 February 5, 2024.

5A.2 – Approval of the regular Council Meeting Minutes from January 8, 2024.

5A.3 - Approval of Accounts Payable and Payroll for week ending January 31, 2024.

**6. COMMUNICATIONS TO THE COUNCIL – PRESENTATIONS & GUEST**

**7. PUBLIC HEARING**

**8. UNFINISHED BUSINESS**

8A.1 – Annual Council Update regarding Public Participation Plan

**9. NEW BUSINESS**

9A.1 – Request to adopt Resolution 2024-001, Food Trucks & Mobile Vending Units.

9A.2 – Request to approve the Michigan Municipal League Liability & Property insurance renewal.

9A.3 – Request to review and approve amendments to Holidays in the Personnel Handbook.

9A.4 – Request to approve the Amendment to the Village of Decatur's Title VI Non-discrimination Plan.

9A.5 – Request to schedule a public hearing for Budget Amendments Fiscal Year 2024 and proposed Budget FY 2025.

9A.6 – Request to approve a Two-Year Service Agreement with HydroCorp.

9A.7 – Request to approve submittal of TMF Grant

9A.8 - Request to approve recommendation to award contract proposal from Plummer's Environmental Services (DWAM)

## **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 – Deputy Clerk & Treasurer Report
- 10A.6 – 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 January 8, 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 Benson, Trustee Beute, 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, DPW Foreman James Ebeling (excused), and administrative assistant Shantel Pentland.

III. **Public Comments**

- a. No public comment was given.

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

- a. President Pro Tem Jackson made a motion with support from Trustee Pelfrey to approve the Regular Council Meeting agenda for January 8, 2024, along with approval of the special meeting minutes from December 4, 2023, and accounts payable ending December 31, 2023, in the amount of \$206,341.74, motion carried 6-0.

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

- a. Chief VanDerWoude, Decatur Police Department, introduced to Council the newest Patrolman Officer Kenneth Dunkerley. Officer Dunkerley started with the Police Department on December 21, 2024, after successfully completing the Police Academy from Kellogg Community College in Battle Creek, Michigan.
- b. Joe Kline, Rental Inspector/Zoning Administrator/Code Enforcement, Sharon Craun, SVS Manager, and Cassandra Blodgett, Permit Technician, SAFEbuilt,



updated Council on the outstanding progress since the company's introduction to the Village of Decatur in May 2021.

The Rental program has been successful with 75% compliance with landlords. The Rental Inspections identify any maintenance issues that need to be addressed on the property and properly fixed for the landlords and tenants' safety within a timely manner.

SAFEbuilt issued 92 permits to Village residents from January 1, 2023, to December 31, 2023. Those 92 permits consisted of Additional Commercial, Deck-Commercial, Interior Remodel/Alteration Commercial, Electrical Commercial, Mechanical Commercial, Plumbing Commercial, New Commercial Building, Building Without a permit, Zoning permit, Ordinance Violation/Property Maintenance, Safety Inspections, Addition-Detached Garage, Interior Remodel/Alteration Residential, Roof Redeck/Reshingle Residential, Roof Reshingle Residential, Demolition Residential, Electrical Residential, Mechanical Residential, Plumbing Residential, Siding Residential, and Window Replacement Residential. The issuance of those permits totaled \$21,467.66. Ms. Craun reported the Property Value for the Village of Decatur increased \$966,483.80 for 2023. The progress the Village of Decatur is making with the help of SAFEbuilt, and their staff is outstanding. The shared goal is for compliance with residents and the forward progress to make the Village of Decatur a beautiful place to live, work, and play.

## **VI. Public Hearing**

- a. Trustee Pachner made a motion with support from Trustee Pelfrey to close the Regular Council meeting and enter the Public Hearing at 7:26 P.M., motion carried 6-0.
- b. No public comment was given at the Public Hearing.
- c. President Pro Tem Jackson made a motion with support from Trustee Beute to close the Public Hearing and re-enter the Regular Council meeting at 7:26 P.M., motion carried, 6-0.
- d. Trustee Beute made a motion with support from Trustee Benson to adopt Ordinance 2024-001, Food Trucks & Mobile Vending Units, Roll Call Vote: Trustee Benson, Trustee Beute, President Pro Tem Jackson, Trustee Pachner, Trustee Pelfrey, President Elwaer, all voting yes, motion carried 6-0.

**VII. Unfinished Business**

- a. No unfinished business.

**VIII. New Business – Request to schedule a Special Meeting, Monday February 26, 2024.**

- a. Trustee Pelfrey made a motion with support from Trustee Pachner to schedule a Special Meeting, Monday February 26, 2024, at 7 P.M., motion carried 6-0.

**IX. New Business – Request to adopt Resolution 2024-001, Food Truck & Mobile Units.**

- a. Council had a general a discussion, no motion was made. Resolution 2024-001 will be on February 5, 2024, Regular Council Meeting Agenda.

**X. New Business – Request to approve the closure and reopening of seven Certificates of Deposits located at Honor Credit Union.**

- a. Trustee Benson made a motion with support from Trustee Pelfrey to closure and reopening of seven Certificates of Deposits located at Honor Credit Union, motion carried 6-0.

**XI. New Business – Request to approve proposal for professional services, Abonmarche Byce, to perform services to the Village of Decatur – Bergen Building Rehabilitation.**

- a. Trustee Beute made a motion with support from President Pro Tem Jackson to approve proposal for professional services, Abonmarche Byce, to perform services to the Village of Decatur – Bergen Building Rehabilitation, motion carried 6-0.

**XII. New Business – Request to approve Lock Master Security LLC, to provide security surveillance system at Village Hall, Police Station, Raider Romp, and Red Woolfe Park.**

- a. President Pro Tem Jackson made a motion with support from Trustee Pachner to approve Lock Master Security LLC, to provide security surveillance system at Village Hall, Police Station, Raider Romp, and Red Woolfe Park, motion carried 6-0.

**XIII. New Business – Request to approve RFP for 2024 Decatur Water Service Material Investigation.**

- a. The council held a general discussion and determined this was not an action item, Village Manager Tapper noted the RFP was informational to keep Council up to date with process of the DWAM Grant.

**XIV. Department Reports**

- a. Clerk/Treasurer Duncan, Chief of Police, Thomas VanDerWoude, and DPW Foreman, 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.
- b. Trustee Pachner thanked Village Manager Tapper for his report State of the Village. Giving Council a recap of events and progress made in the Village in 2023.

**XV. Public Comments**

- a. No public comment was given.

**XVI. Council Comments**

- a. President Pro Tem Jackson thanked the Police Department for how they handled the situation at Decatur Public Schools.
- b. President Elwaer thanked all staff.
- c. Trustee Pachner thanked Chief VanDerWoude for working so hard to hire our new officer.

**XIV. Adjournment**

- a. Trustee Pachner made a motion with support from President Pro Tem Jackson to adjourn the meeting at 7:58 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: February 5, 2024  
  
SUBJECT: Accounts Payable – Payroll – January 31, 2024

### Action Requested:

It is requested that the Village Council approve Accounts Payable and Payroll for the period ending January 31, 2024, in the amount of \$195,736.79.

### Background:

Attached is the Accounts Payable and Payroll for the period ending January 31, 2024.

### Attachments:

Accounts Payable and Payroll

CHECK DATE	VENDOR NAME	CHECK#	AMOUNT PAID	DESCRIPTION
01/05/2024	ROSE PEST SOLUTIONS	GEN 30654	145.00	PEST CONTROL PER CONTRACT
01/05/2024	PEASLEY MARLENE A	GEN 30651	574.28	2023 Vil Tax Refund 80-43-085-047-10
01/05/2024	DALE MOEN	GEN 30650	27.00	WINDOW CLEANING AT VILLAGE HALL
01/05/2024	FERGUSON WATERWORKS #3386	GEN 30642	306.85	WATER SUPPLY CLAPS FOR INVENTORY
01/05/2024	MCKENNA	GEN 30648	4,625.00	DDA AND TIF PLAN FINAL TRANSMITTAL TO THE STATE
01/05/2024	REPUBLIC SERVICES	GEN 30653	434.16	GARBAGE SERVICE
01/05/2024	HAAS SYSTEMS	GEN 30644	96.00	QUARTERLY ALARM MONITORING PER CONTRACT DPW
01/05/2024	HYDROCORP, INC	GEN 30645	342.50	CROSS CONNECTION CONTROL PROGRAM
01/05/2024	DIVISION TIRE AND BATTERY	GEN 30641	1,140.00	TIRE REPLACEMENT ON FORD DPW
01/05/2024	DIVISION TIRE AND BATTERY	GEN 30641	1,080.00	TIRE REPLACEMENT FOR CHEVY TRUCK DPW
01/05/2024	DIVISION TIRE AND BATTERY	GEN 30641	340.00	EXCHANGING TIRES ON RIMS TO THE KUBOTA DPW
01/05/2024	DELUXE BUSINESS	GEN 1081(E)	91.88	BANK DEPOSIT TICKETS FOR GENERAL FUND
01/05/2024	TELE-RAD INC.	GEN 30655	570.00	8 RADIOS SERVICED, TESTED, TUNED, AND UPGRADED FIRMWARE
01/05/2024	MICHIGAN MUNICIPAL LEAGUE	GEN 30649	8.90	UNEMPLOYMENT COMP GROUP QUARTERLY REPORT
01/05/2024	THE CURCIO LAW FIRM	GEN 30656	2,575.00	PROFESSIONAL ATTORNEY SERVICES FOR GEN AND USDA SEWER
01/05/2024	DECATUR REPUBLICAN	GEN 30640	175.00	PUBLIC HEARING NOTICE FOR FOOD TRUCK ORD
01/05/2024	ADDUCI, JENNIFER	GEN 30636	2.40	UB refund for account: 0811-4
01/05/2024	RC AUTOMOTIVE SUPPLY	GEN 30652	41.87	SUPPLIES FOR DPW
01/05/2024	VILLAGE MARKET	GEN 30657	550.81	HAMS FOR EMPLOYEES
01/05/2024	LAW OFFICE OF CRYSTAL MORGAN, PLLC	GEN 30646	314.64	PROFESSIONAL ATTORNEY SERVICES FOR CODE ENFORCE/BLIGHT
01/05/2024	AMERICAN ELECTRIC POWER	GEN 1077(E)	3,748.26	ELECTRICAL SERVICES
01/05/2024	CONSUMERS ENERGY	GEN 1078(E)	1,072.39	HEATING SERVICES
01/05/2024	VERIZON WIRELESS	GEN 1084(E)	298.98	CELL PHONE SERVICES
01/05/2024	INVOICE CLOUD	GEN 1082(E)	199.70	INVOICE PRESENTMENT FOR PAPERLESS CUSTOMERS
01/05/2024	UNUM	GEN 1083(E)	991.01	SHORT/LONG/AD&D/LIFE INSURANCE PREMIUMS FOR EMPLOYEES
01/05/2024	DELTA DENTAL	GEN 1079(E)	737.67	DENTAL PREMIUMS FOR EMPLOYEES
01/05/2024	DECATUR LUMBER COMPANY	GEN 30639	1,064.44	SUPPLIES FOR DPW, WATER, AND SEWER
01/05/2024	CITY SERVICES INC	GEN 30637	900.00	1 INCH TAP AT 116 PINE ST
01/05/2024	FORMULA K	GEN 30643	99.99	STROBE LIGHT FOR CHEVY 5500
01/05/2024	LOZADA AUTO REPAIR	GEN 30647	121.46	HEATER REPAIRS FOR THE FORD
01/05/2024	DECATUR DO IT CENTER	GEN 30638	11.94	SUPPLIES FOR PARKS
01/08/2024	BENSON, JANICE	30659	108.50	PAYROLL
01/08/2024	BEUTE, HARVEY N	30660	108.50	PAYROLL
01/08/2024	ELWAER, ALI M	30661	167.00	PAYROLL
01/08/2024	MEAD JR, ROBERT H	30662	108.50	PAYROLL
01/08/2024	PACHNER, CYNTHIA A	30663	108.50	PAYROLL
01/08/2024	PELFREY, JESSICA L	30664	108.50	PAYROLL
01/08/2024	BLUE CARE NETWORK,	30665	13,582.57	PAYROLL
01/08/2024	MISDU,	30667	54.48	PAYROLL
01/08/2024	INTERNAL REVENUE SERVICE,	EFT1070	10,798.20	PAYROLL
01/08/2024	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1071	6,014.27	PAYROLL
01/08/2024	STATE OF MICHIGAN,	EFT1072	1,542.11	PAYROLL
01/09/2024	MYERS, GORDY J	30658	1,567.00	PAYROLL
01/09/2024	TAPPER, CHRISTOPHER C	DD803	3,076.80	PAYROLL
01/09/2024	DUNCAN, MEGAN M	DD804	1,848.20	PAYROLL
01/09/2024	BUSH, DOMINIC J	DD805	3,745.83	PAYROLL
01/09/2024	DAHLQUIST, THOMAS L	DD806	4,038.25	PAYROLL
01/09/2024	DUNKERLEY, KENNETH R	DD807	3,260.24	PAYROLL
01/09/2024	FRANK, ZACKERY A	DD808	2,918.65	PAYROLL
01/09/2024	RIGG, THEODORE A	DD809	5,394.05	PAYROLL
01/09/2024	VANDERWOUDE, THOMAS C	DD810	3,940.00	PAYROLL
01/09/2024	CLENDENIN, KAREN R	DD811	14.00	PAYROLL
01/09/2024	BOITNOTT, PATRICK A	DD812	1,449.00	PAYROLL
01/09/2024	EBELING, JAMES S	DD813	3,726.75	PAYROLL
01/09/2024	SHROYER, TIMOTHY J	DD814	2,085.00	PAYROLL
01/09/2024	WHIPPLE, JOSEPH M	DD815	1,785.00	PAYROLL
01/09/2024	DAVIS, NATALIE A	DD816	1,385.00	PAYROLL
01/09/2024	PENTLAND, SHANTEL M	DD817	1,385.00	PAYROLL
01/12/2024	DECATUR FEEDS, LLC	GEN 30668	40.03	UB refund for account: 0163
01/12/2024	SAFEBUILT LLC	GEN 30680	1,261.12	PROFESSIONAL SERVICES FOR RENTALS, PERMITS, CODE ENFORCE
01/12/2024	NYE UNIFORM COMPANY	GEN 30677	147.95	WINTER JACKET FOR PD
01/12/2024	NYE UNIFORM COMPANY	GEN 30677	496.94	3 LONG RAIN COATS FOR PD
01/12/2024	LOZADA AUTO REPAIR	GEN 30676	45.00	OIL CHANGE FOR 2020 PATROL CAR
01/12/2024	QUADIENT LEASING USA, INC	GEN 30678	565.45	QUARTERLY LEASE FOR MAIL MACHINE
01/12/2024	REPUBLIC SERVICES	GEN 30679	10,917.64	GARBAGE SERVICE
01/12/2024	DECATUR DO IT CENTER	GEN 30672	6.58	SUPPLIES FOR PD
01/12/2024	BLOOMINGDALE COMMUNICATIONS	GEN 30671	515.66	VOIP PHONES AND FAX FOR DPW, VH, AND PD
01/12/2024	KSS ENTERPRISES	GEN 30675	91.27	PAPERTOWEL FOR RESTROOMS
01/12/2024	ABONMARCHE CONSULTANTS INC	GEN 30669	10,000.00	PROFESSION SERVICES FOR DWAM AND CDSMI
01/12/2024	HONOR CREDIT UNION	GEN 30674	1,026.60	CREDIT CARD CHARGES FOR DECEMBER
01/12/2024	LOZADA AUTO REPAIR	GEN 30676	527.67	MAINTENANCE AND REPAIRS TO 2020 PATROL CAR
01/12/2024	EVANCICH JAMIE & LACY	GEN 30673	503.58	2023 Vil Tax Refund 80-43-075-003-00
01/12/2024	QUADIENT LEASING USA, INC	GEN 30678	471.22	MAILING OF UTILITY BILLS TO RESIDENT
01/12/2024	ALICIA GIPSON	GEN 30670	5.00	REFUNDING OVER PAYMENT FOR ELECTRICAL PERMIT

01/12/2024	CHEMTECH FARMS, LLC	GEN 30682	14.70	UB refund for account: 001763
01/12/2024	SOUTHWEST MICHIGAN CITY MANAGERS	GEN 30691	100.00	MEMBERSHIP DUES FOR C TAPPER
01/12/2024	PARRETT COMPANY	GEN 30687	244.94	COPY AND PRINTER SERVICES FOR VH
01/12/2024	KURTIS NORTHRUP	GEN 30685	375.00	HYDRANT STORK FITTING WRENCH
01/12/2024	CITY SERVICES INC	GEN 30683	6,150.00	VALVE INSERTION AND HYDRANT REPLACEMENT
01/12/2024	PJ PRINTING	GEN 30688	61.90	BUSINESS CARD FOR OFFICER DUNKERLEY
01/12/2024	VC3 INC	GEN 30692	44.00	PRORATED OFFICE 365 ADDITIONAL LICENSE
01/12/2024	EVERBRIDGE, INC	GEN 30684	2,600.00	NIXLE ENGAGEMENT WITH RESIDENTS
01/12/2024	SIEGFRIED, CRANDALL	GEN 30690	1,050.00	PROFESSION ACCOUNTING SERVICES FOR BANK RECS
01/12/2024	PRI MAR PETROLEUM INC	GEN 30689	254.74	DIESEL WITH ADDITIVE
01/12/2024	MICHIGAN MUNICIPAL LEAGUE	GEN 30686	78.64	ERROR CORRECTION FOR 4TH Q FOR MML
01/12/2024	PIKE, TODD	GEN 30681	32.04	UB refund for account: 0850
01/22/2024	BLUE CARE NETWORK,	30695	1,509.19	PAYROLL
01/22/2024	MISDU,	30697	54.48	PAYROLL
01/22/2024	FOPLC,	30698	200.00	PAYROLL
01/22/2024	INTERNAL REVENUE SERVICE,	EFT1073	8,418.25	PAYROLL
01/22/2024	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1074	4,976.27	PAYROLL
01/22/2024	STATE OF MICHIGAN,	EFT1075	1,280.52	PAYROLL
01/23/2024	MYERS, GORDY J	30694	1,868.03	PAYROLL
01/23/2024	TAPPER, CHRISTOPHER C	DD818	3,230.40	PAYROLL
01/23/2024	DUNCAN, MEGAN M	DD819	1,823.20	PAYROLL
01/23/2024	BUSH, DOMINIC J	DD820	2,313.40	PAYROLL
01/23/2024	DAHLQUIST, THOMAS L	DD821	2,529.53	PAYROLL
01/23/2024	DUNKERLEY, KENNETH R	DD822	2,037.60	PAYROLL
01/23/2024	FRANK, ZACKERY A	DD823	3,544.08	PAYROLL
01/23/2024	RIGG, THEODORE A	DD824	2,506.04	PAYROLL
01/23/2024	VANDERWOUDE, THOMAS C	DD825	2,940.00	PAYROLL
01/23/2024	BRIDGES, DEBRA J	DD826	210.00	PAYROLL
01/23/2024	MANN, ELESIA F	DD827	224.00	PAYROLL
01/23/2024	BOITNOTT, PATRICK A	DD828	1,897.85	PAYROLL
01/23/2024	EBELING, JAMES S	DD829	3,937.50	PAYROLL
01/23/2024	SHROYER, TIMOTHY J	DD830	2,550.00	PAYROLL
01/23/2024	WHIPPLE, JOSEPH M	DD831	2,007.50	PAYROLL
01/23/2024	DAVIS, NATALIE A	DD832	1,360.00	PAYROLL
01/23/2024	PENTLAND, SHANTEL M	DD833	1,360.00	PAYROLL
01/26/2024	ROOP GURLEEN PETROLEUM	GEN 30703	593.87	GASOLINE FOR PATROL CARS
01/26/2024	NYE UNIFORM COMPANY	GEN 30702	58.67	PATROL UNIFORM SHIRT
01/26/2024	STATE OF MICHIGAN	GEN 30699	75.00	WATER MATH BASICS COURSE FOR C TAPPER
01/26/2024	STATE OF MICHIGAN	GEN 30699	225.00	REGISTRATION FOR SPRING 2024 WATER CONFERENCE
01/26/2024	DALE MOEN	GEN 30700	27.00	WINDOW CLEANING AT VILLAGE HALL
01/26/2024	TIM SHROYER	GEN 30704	105.99	BOOT REIMBURSEMENT
01/26/2024	NATIONAL RAILROAD PASSENGER CORP	GEN 30701	7,238.72	LEASES FOR RAILROAD CROSSINGS AT WILLIAMS AND GEORGE ST
		<b>TOTAL:</b>	195,736.79	



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: February 05, 2024

SUBJECT: **Public Participation Plan (P3) Update for Village Council**

### Action Requested:

It is requested that the Village Council review the ways the Public Participation Plan has been strategically followed and utilized for 2023 by each Board/Commission/Committee.

### Background:

Regarding Redevelopment Ready Communities (RRC) certification, task 1.4 states we must provide an update on engagement activity to the governing body annually. The following attachments show forms of engagement that occurred in 2023.

### Attachments:

Village of Decatur's P3

Village Council P3 Annual Update

Planning Commission's P3 Annual Update

Downtown Development Authority P3 Annual Update

Parks & Recreation Committee P3 Annual Update



*Live, Work, Play*

# Public Participation Plan

Update 10.24.2023



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The State of Michigan legislation details the minimum requirements for public participation. The Village of Decatur abides by this legislation and strives to go above and beyond the traditional practices to be proactive in soliciting public input for all projects. Below are the laws regarding public input set by the state.

#### OPEN MEETINGS ACT (PA 267 OF 1976)

The Michigan Open Meetings Act was created to require certain meetings of certain public bodies to be open to the public, to require notice and the keeping of the minutes of the meetings.

The entirety of the act can be accessed through the state department or at the following website address: <http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-267-of-1976.pdf>

*The following captures important highlights from the act.*

*In accordance with PA 267 of 1976, the Village of Decatur will hold meetings in the Village Hall building at 114 N. Phelps Street, which is accessible to the public.*

*The public will be notified within 10 days of the first meeting of a public body in each calendar or fiscal year; the body will publicly post a list stating the dates, times, and places of all its regular meetings at Village Hall.*

*If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times, and places of regular meetings.*

*For special and irregular meetings, public bodies will post a notice indicating the date, time, and place at least 18 hours before the meetings.*

*Note: A regular meeting of a public body which is recessed for more than 36 hours can only be reconvened if a notice is posted 18 hours in advance.*

*Public bodies will hold emergency sessions without written notice or time constraints if the public health, safety, or welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency meeting.*

*Any citizen can request copies of the agenda, meeting packet, minutes, or any documents prior to the meeting. All meeting materials will be available online via the Village of Decatur website [www.decatirmi.org](http://www.decatirmi.org). Any citizen needing special assistance obtaining information shall contact the Village Clerk prior to the start of the meeting.*

### **PLANNING ENABLING ACT (PA 33 OF 2008)**

The Michigan Planning Enabling Act was created to provide for county, city, and village planning and codify laws regarding it.

The entirety of the act can be accessed through the state department or at the following website address: [http://www.legislature.mi.gov/\(S\(xi3g1jal1er4tq45ve4x5vuz\)\)/documents/mcl/pdf/mcl-act-33-of-2008.pdf](http://www.legislature.mi.gov/(S(xi3g1jal1er4tq45ve4x5vuz))/documents/mcl/pdf/mcl-act-33-of-2008.pdf)

The following captures important highlights from this act.

*In accordance with PA 33 of 2008, the following parties will be notified via first class mail, personal delivery, or electronic mail by the planning commission of the intent to plan and request the recipient's cooperation and comment:*

- *Van Buren County*
- *Southwest Michigan Planning Commission*
- *Decatur Township*
- *Each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within The Village of Decatur, and any government entity that registers its name and mailing address for this purpose with the planning commission*
- *Van Buren County Road Commission and the Michigan Department of Transportation*

*After the draft master plan has been submitted to the legislative body for review and approval for distribution, the draft plan will be submitted to the previously listed entities for review.*

*Before approving a proposed master plan, a planning commission will hold not less than one public hearing on the proposed master plan. The hearing will be held after the expiration of the deadline for comment as outlined in the act.*

*The planning commission will give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within The Village of Decatur.*

*The planning commission will also submit notice of the public hearing by first class mail, personal delivery, or electronic mail to the previously listed entities for review.*

*After the adoption of the master plan, a planning commission may publish and distribute copies of the master plan or of any report and employ other means of publicity and education.*

## KEY STAKEHOLDERS

Below is a list of groups that can assist in and enhance the public participation process, as well as identify groups that are often not at the visioning table. During each public event the list will be reviewed to make sure that the appropriate people and groups are involved. Since groups and businesses, and their associates, are constantly changing, this list only serves as a reference on which to build upon for each event.

- Community Residents
- Community's Large employers
- Commercial business owners
- Downtown Development Authority
- Neighboring municipalities
- Potential investors
- Public employees (village, library, police, fire, health, education)
- Real estate professionals
- Religious groups
- Senior groups
- Social organizations
- Students
- Young professionals
- Entrepreneurs

The Village of Decatur is blessed to be full of active residents that strive to make their community better. However, the Village is always trying to get more and more residents involved. The Village will use various methods of communication to attempt to reach a variety of audiences.

## COMMUNICATION TOOLBOX

The Village staff are always looking for new ways to communicate with the public, researching and experiment with creative, new methods. The Village Manager oversees evaluating innovative opportunities, developing sustainable technological solutions, and promoting new media communication. Improving customer (resident) service performance is one of the Village's top priorities.

The Village updated their website in 2021 to streamline and enhance online communications. Multiple social media accounts have been created including Facebook and Nixle.

The Village's compact geography makes accessibility easier for residents. Using a variety of communication methods to get residents to meetings, committee meetings, or community events, such as utility bill inserts and texts, could increase representation from all residents.

#### BASIC ANNOUNCEMENT METHODS FOR PUBLIC MEETINGS MAY INCLUDE:

- Newspaper announcements
- Website postings
- Fliers
- Council meeting announcements
- Postcard mailings
- Attachments to water bills
- Village media accounts

Strong partnerships and stakeholder engagement make education and collaborative visioning possible. Committed to getting wide-ranging public input, the Village of Decatur uses creative and innovative strategies along with the more traditional methods. Below is a list and description of methods used in the past and are likely to be explored in the future.

#### SURVEYS

Surveys are useful for identifying specific areas of interest or concentration from a broad scope of ideas or issues. These areas of interest can then be further explored using other methods like the ones outlined below. A community may use a survey to identify where to start in the planning process, or the general climate surrounding a topic. Surveys can be useful to get a general idea of something but should not be used as the sole method of public input. It is helpful for a municipality to administer surveys with partners. For example, schools can send surveys home with children, churches can have them available to fill out and neighborhood groups can distribute them. As with most public input efforts, it is best to vary the delivery method (mailed, handed out, electronic) and include bilingual language where applicable.

Technology has increased delivery methods of surveys, including via social media and mobile phone texting.

Using a consultant to lead public involvement adds objective and professional supervision to help participants resolve disagreements and develop effective solutions.

#### WORKSHOPS

Workshops can be as simple as a series of question-and-answer sessions or as creative as creating a board game. Often, workshops are a great way to educate the community and hear concerns, questions, and ideas.

There are a variety of venues in The Village of Decatur that offer the needed space for workshops, depending on the scope of the project and expected attendance. The Village Hall, Library, School buildings, and meeting spaces in local businesses are often used for public meetings.

## CHARRETTES

A charrette differs from a workshop because it is a multi-day event where designers and planners work on a plan in-between what are called “feedback loops.” Usually between three and seven days, citizens can come to the “charrette studio,” which is an office on or near the location of the proposed plan or project. Citizens offer ideas while the charrette team facilitates and observes. From these suggestions, the designers and planners change the plan to suit community input and present their creation the next day where the community offers feedback again. This makes up one cycle of a “feedback loop.” There can be up to five feedback loops, resulting in a final plan shortly thereafter. This process can be completed with many different budgets, depending on the expertise of municipal state and residents. Charrettes take much planning beforehand.

Depending on the plan or project, a charrette is an inclusive way to envision and create. The location and participants will be dependent on the scope of the project. Ideally, stakeholders to be affected by the project will convene for the charrette and it will be located near the project site.

## FOCUS GROUPS

Focus groups can help to narrow down concepts or get a specific side of the story. During the last master plan input process, focus groups were identified by the Planning Commission and staff to prioritize issues and gather input on specific questions.

## STANDING COMMITTEES

These are focus groups that repeatedly meet and will differ depending on the needs of a community. They are perfect for concerned residents, underrepresented groups, or groups that may have specific needs in a community, such as students or seniors. This is an opportunity for a municipality to draw from the expertise of residents, perhaps organizing a standing committee of real estate professionals, business owners and brokers to offer feedback.

## SOCIAL NETWORKING

Technology offers a unique opportunity to give and receive information to a mass of people. Municipalities can post events, share information, and even solicit feedback. This public participation method is best used in conjunction with other methods because it excludes those who do not use social media. The ability to spread misinformation or post disrespectful comments easily makes it important to plan for the use of social media.

Social media has become an effective and efficient channel of communication between the community and their local government. The Village of Decatur’s social media efforts shall contribute toward the advancement of our presence as a digital village. Social media’s ability to drive community information, news, and opinion in real time helps the Village realize operating efficiencies, garner citizen engagement, and realize strategic objectives.

The Village has an overriding interest and expectation in deciding what is ‘announced’ or ‘spoken’ on behalf of the Village on social media sites. A written policy establishes internal procedures for the use of social media by Village of Decatur employees when posting for the Village of Decatur as well as personal use of social media when applicable. Social media sites include Facebook, Twitter, LinkedIn, Pinterest, and any other approved sites that are similar in content and/or character.

The Village Manager’s Office manages and approves all social media users. The Village’s Administrative Assistant is responsible for maintaining a social media presence to keep users engaged throughout the year. Department personnel may be approved to post project specific content. Target audiences may differ by social media site, for example business owners and professionals through LinkedIn or parents and creatives by Pinterest. Facebook and Twitter generally have a wider audience that spans age groups but is limited to those with the proper technology to access.

Social media can be used to update audiences on the progress of a project, distribute meeting notifications, solicit feedback from surveys or general comments, and generally engage and inform users.

## WEBSITES

Websites offer an omnipresent, easily accessible method for distributing information, 24 hours a day, 365 days a year. Users know where to go to get the information or can search for content online. The Village of Decatur’s website offers an attractive and practical platform to access an abundant database of contact information, service offerings, project information, and much more. You can find our Village’s website at [www.decatirmi.org](http://www.decatirmi.org).

## PHONE/MOBILE

These days, most everyone has a mobile phone. Texting is a technology that most people have access to and know how to use. Texting potentially reaches the widest audience. Children and young adults with mobile devices are more likely to communicate via text than other traditional and social media methods. Senior and low-income populations are the most likely to not text, but more and more are gaining access every day. Texting technology is becoming more affordable and widespread. The village will explore the different options that are available.

## OUTREACH STRATEGIES

There are many situations in which the Village will solicit public input for a plan or project. Public participation in the planning process not only satisfies political and public needs, it also increases the likelihood of plan success by making a more durable document. When residents are involved

in the plan process, they are more likely to stay involved afterwards by forwarding the vision and partaking in the action plan to better their community with a sense of ownership. Broad engagement in the planning process also helps to prevent delays caused by unforeseen issues. Engagement efforts will vary depending upon the type, intensity, and location of a project or plan.

### MASTER PLAN UPDATE

The Master Plan is the visioning document for the Village which future developments and policy are created from. Therefore, it is the most important planning process to get the broadest engagement and most public input. A variety of communication tools should be used with an effort to gain attention and involvement from the widest sample of residents, representative of the entire village.

At least two workshops or visioning forums should be held. Notice will be given to all residents when the planning process begins and when a draft plan has been created. A public forum will be held to review the draft document. Various other input methods should be used as well, including, but not limited to, web surveys, interactive mapping projects, electronic updates, or focus groups.

### ZONING ORDINANCE UPDATE

The Zoning Ordinance is the regulating document which helps forward the vision of the village as well as promote public health, safety, and general welfare. Since the document establishes comprehensive zoning regulations and provides for the administration, enforcement, and amendment of those regulations, it is important that the public are informed and can give input about updates. Zoning regulation is based off the master plan and therefore, doesn't need as extensive of an input process. However, informing and educating the public about updates or revisions of the ordinance is important. Traditional communications methods are most appropriate.

### DOWNTOWN DEVELOPMENT PLAN

The Downtown Development Plan is the guiding document for the vision and success of the downtown. Downtown development planning is integral to the success of a village and its economic development. Public input and engagement in this process is important. Education on topics makes this process easier, as well as visioning techniques that can help the public understand various planning concepts.

Owners can be useful in bridging any misunderstandings. Public visioning sessions, websites, interactive mapping, and focus groups can all be useful in creating the downtown development plan.



### PARKS AND RECREATION PLAN

Workshops, focus groups, surveys, websites, and/or alternative methods are useful in recreation planning. The Village of Decatur offered a community engagement survey that involved the parks and recreation committee in 2022.

### LOW-CONTROVERSY DEVELOPMENT PLAN

Development plans require a review by Village staff. If the plan is low controversy, it may be approved administratively. If there are any questions, it may be forwarded to the Planning Commission for review and approval.

### HIGH-CONTROVERSY DEVELOPMENT PLAN

A highly controversial development plan will most likely require one or more focus groups of relevant residents, business owners, and/or organizational leaders. Proactive notification and timely education can prevent some controversy. Mailings, media, websites, and other methods can keep residents informed to prevent misinformation and misunderstanding. Public hearings can allow developers, residents, and officials to work through development plans and solicit input.

### COMMUNICATING RESULTS

Results from public participation sessions will be communicated back to the public by including it in the final plan document. Media can also be released immediately following a public input session to publish how many people attended and solicit further participation for future meetings. This demonstrates that the responses were heard, shows that public input is desired, and creates an environment of transparency.

Public Meetings: Meeting minutes are posted online.

Surveys: Surveys will be compiled by a consultant or village staff no later than three-four weeks after the survey is complete. Results will be posted online or in the appendix of the plan.

Community workshops/charrettes: Village staff oversee taking notes during workshops and charrettes. These notes will be shared at the end of the event as well as posted on a plan website if applicable. The notes will also be part of the plan appendix.

One-on-one interviews: Interview results will be kept confidential for the comfort of the participants unless otherwise requested.

Focus groups: Focus groups' results will be kept confidential for the comfort of the participants unless otherwise requested.

Standing committees: Meeting minutes will be taken by the appropriate secretary and made available to the public online.

Social networking: The Village Manager's Office is responsible for monitoring.

### EVALUATION AND IMPROVEMENT

Continuous review of our public input processes is the only way that the Village of Decatur will remain a thriving and connected community. The residents are what make the Village of Decatur such a great community to live in. Their creativity and talent are irreplaceable in the planning processes of the community. Therefore, reflection on communication and involvement efforts is needed to verify that optimal methods are used. A Communication Event Satisfaction Survey will be used at each event (see appendix). Results can be analyzed by keeping records of participation, including the types of communication used, the quality and quantity of comments received, and the number of participants involved. The hired consultant or staff will oversee recording participation.

Each plan and project shall include a Public Participation Review. The Public Participation Review sample can be found in the appendix. Documentation will contribute to a public participation process that is continuously evolving to better obtain public input. To ensure that methods are effective, the P3 will be reviewed annually and updated when necessary.

Methods that have failed will not be removed from the P3 but will be reviewed and documented so that the same mistakes will not be made in the future.

### CLOSING

Public participation, when properly executed, builds community consensus, and strengthens a sense of place. Creating a culture of collaborative visioning enriches democracy by allowing citizens to voice their ideas, not just their complaints. This plan is to be used and reviewed as a daily guide to best incorporate the public into decisions that affect their space.

APPENDIX  
COMMUNITY EVENT SATISFACTION SURVEY

<b>Community Event Satisfaction Survey</b>
What event did you attend:
How did you hear about this event?
Was this event held at a convenient location and time? What time or location would have been more ideal?
Are you glad you came to this event? Would you improve it in any way?

## INTERNAL PUBLIC PARTICIPATION EVALUATION

<b>Internal Public Participation Evaluation</b>
Type of public participation:
Date and Time:
How was the event advertised?
Where was the event held?
How many people attended? Was there a group under-represented? Over-represented?
Who facilitated the event?
What ways could the event have been improved?



## VILLAGE COUNCIL

## 2023 PUBLIC PARTICIPATION PLAN UPDATE

### REGULAR & SPECIAL MEETINGS

01/03/2023 RM	02/06/2023 RM	02/27/2023 SM	03/06/2023 RM	04/03/2023 RM	04/17/2023 SM
05/01/2023 RM	05/08/2023 SM	06/05/2023 RM	07/10/2023 RM	07/19/2023 SM	08/07/2023 RM
09/11/2023 RM	09/11/2023 SM	10/09/2023 SM	11/06/2023 RM	12/04/2023 RM	

### COMMUNITY SURVEY

November 2022 to February 2023	Joint Community Survey conducted by the DDA and the Parks & Recreation Committee	Approximately 110 responses were received	Positives: -Village Amenities -Community Events -Plentiful Parking	Negatives: -Sidewalks -Lack of Downtown Businesses -Affordable Housing
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### COMMUNITY ENGAGEMENT EVENTS AND STAKEHOLDER MEETINGS

ALL MEETINGS ARE OPEN TO THE PUBLIC PER THE OPEN MEETINGS ACT

01/20/2023 Ministerial Meeting with community partners
02/06/2023 Public Hearing FY '23 & '24 Budget
02/06/2023 Public Hearing- Property Taxes
02/17/2023 Ministerial Meeting with community partners
04/17/2023 Public Hearing- Red Woolfe Park Improvements
04/21/2023 Ministerial Meeting with community partners
05/19/2023 Ministerial Meeting with community partners
06/16/2023 Ministerial Meeting with community partners
08/05/2023 Decatur Day community festival
08/25/2023 Ministerial Meeting with community partners
09/11/2023 Public Hearing- Special Assessment
09/15/2023 Ministerial Meeting with community partners
10/09/2023 Public Hearing- Development & TIF Plan
10/20/2023 Ministerial Meeting with community partners
11/06/2023 Public Hearing- Development & TIF Plan
11/17/2023 Ministerial Meeting with community partners
12/03/2023 Christmas in the Village (Parade & Cookies/Hot Cocoa in the DDA Park)
12/15/2023 Ministerial Meeting with community partners

**NEWSPAPER NOTICES AND ANNOUNCEMENTS- THE DECATUR REPUBLICAN**

01/12/2023 PH Notice- Property Taxes	01/12/2023 Law Enforcement Appreciation Day
01/19/2023 PH Notice- Proposed FY '24 Budget	02/02/2023 Public Open House- USDA Project
02/09/2023 Ordinance 2023-001 Marijuana Lic.	02/09/2023 Ordinance 151
02/09/2023 Adopted FY '24 Budget	02/16/2023 Resolution 2023-002
02/16/2023 Ordinance 2023-002 Rentals	03/23/2023 Officer Dahlquist Award Recognition
03/30/2023 Officer Dahlquist Spotlight	04/13/2023 PH Notice- Red Woolfe Park Project
06/15/2023 Public Notice- DACC Meeting	06/29/2023 Chickens in the Village
07/06/2023 Chickens in the Village CT response	07/26/2023 Water Quality Report
08/10/2023 Decatur Day Sponsor Thank You's	08/24/2023 Free Yard Sale Weekend
08/31/2023 Notice of Special Meeting	08/31/2023 Ordinance 2023-004 Golf Cart
08/31/2023 PH Notice- Special Assessment	09/14/2023 PH Notice- Dev/TIF Plan
09/28/2023 PH Notice- Dev/TIF Plan	10/05/2023 Notice of Special Meeting
11/02/2023 Hydrant Flushing Notice	11/09/2023 Open Trustee Position
11/16/2023 Dev/TIF Plan adoption	11/16/2023 Ordinance 2023-005 Dev/TIF Plan
11/23/2023 Christmas in the Village	11/23/2023 Police Dept. Toy Giveaway
11/30/2023 Police Dept. Toy Giveaway	11/30/2023 Christmas Parade
12/07/2023 PH Notice- Food Trucks	12/07/2023 Christmas in the Village photos
12/21/2023 Merry Christmas from Staff graphic	

**SOCIAL MEDIA POSTS (WWW.FACEBOOK.COM/VILLAGEOFDECATUR)**

01/09/2023 National Law Enforcement Appreciation Day	01/13/2023 USDA Project Open House Event
01/16/2023 Community Survey, DDA Public Open House Event	01/26/2023 USDA Project Open House Event, Calendar of January Events
02/01/2023 Ordinance 151 reminder graphic	02/06/2023 Calendar of February Events
02/09/2023 USDA Project Open House Event	02/09/2023 PD SRO Job Posting
02/15/2023 DDA Public Open House Event	02/23/2023 Did You Know? Garbage Collection
03/01/2023 Calendar of March Events	03/14/2023 Community Dump Day
03/20/2023 Public Works sewer jetting	03/21/2023 Officer Dahlquist recognition
03/27/2023 Upcoming 2023 Events	03/28/2023 April Calendar of Events
04/06/2023 Community Dump Day, Free Yard Sale Weekend	04/26/2023 Siren Testing Notice
04/28/2023 Community Dump Day, May Calendar of Events	05/01/2023 Free Yard Sale Weekend
05/04/2023 Notice of Special Meeting	05/18/2023 Decatur Day Event page
05/22/2023 2 <sup>nd</sup> Annual Fireworks & Food Trucks Extravaganza	06/02/2023 June Calendar of Events

06/08/2023 Throwback Thursday- Postcards	06/14/2023 Boil Water Advisory, Notice of Hydrant Flushing
06/15/2023 What is Nixle?	06/16/2023 Boil Water Advisory- Lifted
07/06/2023 Thank You to Fireworks Sponsors	08/05/2023 Decatur Day Videos & Highlights
08/07/2023 Thank you to Decatur Day Sponsors	08/15/2023 Calendar of August Events, Free Yard Sale Weekend, DD24PC Volunteers Wanted
09/05/2023 PH for DDA Boundary Expansion	09/11/2023 Halloween Boo Bash Events
09/15/2023 SLWA Information	09/28/2023 Cancellation of Meeting, Special Meeting
10/04/2023 October Calendar of Events	10/18/23 Scarecrow Decorating Contest photos
10/30/2023 Notice of Hydrant Flushing	11/01/2023 November Calendar of Events
11/01/2023 Christmas in the Village	11/07/2023 Leaf & Brush pick-up reminders
11/07/2023 Notice of Hydrant Flushing, Village Council Trustee Open Position	11/10/2023 Know it November: Ordinance 199, Notice of Siren Testing
11/14/2023 Dev/TIF Plan FAQs	11/15/2023 Know it November: Permits
11/20/2023 Tree Trimming Removal	11/24/2023 Village Council Trustee Open Position
12/03/2023 Christmas in the Village	12/04/2023 Christmas Parade photos, Christmas Toy Giveaway photos, December Calendar of Events, Notice of Siren Testing
12/05/2023 How to Set Up Autopay for bills	12/06/2023 Ordinance 156- Streetside Parking
12/14/2024 Transfer Station: Coming Soon	Throughout 2023: Shared community event posts from local businesses in the Village of Decatur
Throughout 2023: Nixle- texts and emails to residents regarding important information and upcoming events	Throughout 2023: Shared job postings for businesses located in the Village of Decatur

WEBSITE POSTS (WWW.DECATURMI.ORG)		
The Differences Between a Village & a Township	Community Dump Day	Open Positions- School Resource Officer, Village Council Trustee, DPW Technician
Boil Water Advisory- Lifted	09/28/2023 Special Meeting Notice	11/09/2029 Christmas in the Village, Christmas Parade
Throughout 2023: Orientation packets are updated annually, kept current	Throughout 2023: Bids and Notices are kept current, as needed	Throughout 2023: Financial dashboard, plans and reports are kept current
Throughout 2023: Job Opportunities are kept current	Throughout 2023: Documents, Forms and Applications are kept current	Throughout 2023: All Agendas, Packets and Minutes are posted



## PLANNING COMMISSION

## 2023 PUBLIC PARTICIPATION PLAN UPDATE

### REGULAR & SPECIAL MEETINGS

03/16/2023	06/15/2023	07/20/2023	08/17/2023
09/21/2023	11/16/2023	12/21/2023	

### COMMUNITY SURVEY

November 2022 to February 2023	Joint Community Survey conducted by the DDA and the Parks & Recreation Committee	Approximately 110 responses were received	Positives: -Village Amenities -Community Events -Plentiful Parking	Negatives: -Sidewalks -Lack of Downtown Businesses -Affordable Housing
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### COMMUNITY ENGAGEMENT EVENTS AND STAKEHOLDER MEETINGS

ALL MEETINGS ARE OPEN TO THE PUBLIC PER THE OPEN MEETINGS ACT

01/20/2023 Ministerial Meeting with community partners

02/06/2023 Public Hearing FY '23 & '24 Budget

02/06/2023 Public Hearing- Property Taxes

02/17/2023 Ministerial Meeting with community partners

04/17/2023 Public Hearing- Red Woolfe Park Improvements

04/21/2023 Ministerial Meeting with community partners

05/19/2023 Ministerial Meeting with community partners

06/16/2023 Ministerial Meeting with community partners

08/05/2023 Decatur Day community festival

08/25/2023 Ministerial Meeting with community partners

09/11/2023 Public Hearing- Special Assessment

09/15/2023 Ministerial Meeting with community partners

10/09/2023 Public Hearing- Development & TIF Plan

10/20/2023 Ministerial Meeting with community partners

11/06/2023 Public Hearing- Development & TIF Plan

11/17/2023 Ministerial Meeting with community partners

12/03/2023 Christmas in the Village social events (Parade & Cookies/Hot Cocoa in the DDA Park)

12/15/2023 Ministerial Meeting with community partners



**NEWSPAPER NOTICES AND ANNOUNCEMENTS- THE DECATUR REPUBLICAN**

01/12/2023 PH Notice- Property Taxes	01/19/2023 PH Notice- Proposed FY '24 Budget
02/09/2023 Ordinance 2023-001 Marijuana Lic.	02/09/2023 Ordinance 151
02/09/2023 Adopted FY '24 Budget	02/16/2023 Ordinance 2023-002 Rentals
04/13/2023 PH Notice- Red Woolfe Park Project	06/15/2023 Public Notice- DACC Meeting
06/29/2023 Chickens in the Village	07/06/2023 Chickens in the Village CT response
08/31/2023 Ordinance 2023-004 Golf Cart	11/16/2023 Dev/TIF Plan adoption
11/16/2023 Ordinance 2023-005 Dev/TIF Plan	

**SOCIAL MEDIA POSTS (WWW.FACEBOOK.COM/VILLAGEOFDECATUR)**

Throughout 2023: Nixle- texts and emails to residents regarding important information and upcoming events	Throughout 2023: Shared community event posts from local businesses in the Village of Decatur
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**WEBSITE POSTS (WWW.DECATURMI.ORG)**

The Differences Between a Village & a Township	Throughout 2023: Documents, Forms, Applications and Zoning Map are kept current	Throughout 2023: All Agendas, Packets and Minutes are posted
Throughout 2023: Orientation packets are updated annually, kept current	Throughout 2023: Bids and Notices are kept current, as needed	Throughout 2023: All Economic Development related materials are kept current



## DDA

## 2023 PUBLIC PARTICIPATION PLAN UPDATE

### REGULAR MEETINGS

01/11/2023	02/08/2023	03/08/2023	04/12/2023	05/10/2023	06/14/2023
07/12/2023	08/09/2023	09/13/2023	10/11/2023	11/08/2023	12/13/2023

### COMMUNITY SURVEY

November 2022 to February 2023	Joint Community Survey with the Parks & Recreation Committee	Approximately 110 responses were received	Positives: -Village Amenities -Community Events -Plentiful Parking	Negatives: -Sidewalks -Lack of Downtown Businesses -Affordable Housing
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### COMMUNITY ENGAGEMENT EVENTS AND STAKEHOLDER MEETINGS

ALL MEETINGS ARE OPEN TO THE PUBLIC PER THE OPEN MEETINGS ACT
May thru September- Food Trucks on Mondays & Tuesdays, social gathering
Sandwich Board signage was displayed at the DDA Park showcasing events
Flyers were given to all DDA Businesses to promote events
01/20/2023 Ministerial Meeting with community partners
02/15/2023 Stakeholder Roundtable Meeting- Taxing Jurisdictions, Dev/TIF Plan
02/15/2023 Stakeholder Roundtable Meeting- Public/Community Members, Dev/TIF Plan
02/17/2023 Ministerial Meeting with community partners
02/27/2023 Stakeholder Roundtable Meeting- Staff & Officials, Dev/TIF Plan
04/08/2023 Community Egg Hunt
04/21/2023 Ministerial Meeting with community partners
05/19/2023 Ministerial Meeting with community partners
05/26/2023 Night Market social event
06/14/2023 Creation of the Development Area Citizens Council, Dev/TIF Plan review board
06/16/2023 Ministerial Meeting with community partners
06/28/2023 DACC Meeting
07/03/2023 2 <sup>nd</sup> Annual Fireworks & Food Trucks Extravaganza
07/28/2023 Night Market social event
08/05/2023 Decatur Day community festival
08/25/2023 Ministerial Meeting with community partners

09/15/2023 Ministerial Meeting with community partners
10/20/2023 Ministerial Meeting with community partners
10/31/2023 Boo Bash event
11/14/2023 Creation of the Decatur Day '24 Planning Committee, a DDA subcommittee
11/17/2023 Ministerial Meeting with community partners
12/03/2023 Christmas in the Village (Parade & Cookies/Hot Cocoa in the DDA Park)
12/15/2023 Ministerial Meeting with community partners

#### NEWSPAPER NOTICES AND ANNOUNCEMENTS- THE DECATUR REPUBLICAN

01/26/2023 Community Survey QR Code	02/02/2023 Community Survey QR Code
04/06/2023 Community Egg Hunt Graphic	05/25/2023 Farmer's Market
06/01/2023 Farmers Market	06/08/2023 2 <sup>nd</sup> Annual Fireworks & Food Trucks Extravaganza, Decatur Day
06/08/2023 Farmer's Market, Food Truck Schedule	06/15/2023 Decatur Day, PH Notice for DACC
06/22/2023 Decatur Day	06/29/2023 Decatur Day
07/13/2023 Night Market	07/20/2023 Decatur Day & Car Show, Chalk the Walk, Night Market
07/28/2023 Decatur Day & Car Show, Chalk the Walk, Night Market	08/03/2023 Decatur Day & Car Show, Chalk the Walk
09/14/2023 PH Notice- Dev/TIF Plan	09/21/2023 Boo Bash
09/28/2023 Boo Bash, PH Notice- Dev/TIF Plan	10/05/2023 Boo Bash
10/12/2023 Boo Bash	11/16/2023 Adoption of Dev/TIF Plan, Ordinance 2023-005
11/23/2023 Christmas in the Village, Christmas Parade, Toy Giveaway	11/30/2023 Christmas in the Village, Christmas Parade, Toy Giveaway
12/07/2023 PH Food Truck Ordinance 2024-001	12/7/2023 Upcoming Events
Throughout 2023: - Business Spotlights - Photos from Events - Thank you graphics	

#### SOCIAL MEDIA POSTS (WWW.FACEBOOK.COM/VILLAGEOFDECATUR)

01/16/2023 Community Survey	01/16/2023 DDA Public Open House Invitation
01/26/2023 Upcoming Events	02/06/2023 Upcoming February Events
02/15/2023 DDA Public Open House Event	02/23/2023 Farmer's Market
03/01/2023 Upcoming March Events	03/04/2023 St. Patrick's Day Contest
03/09/2023 Farmer's Market, Newell Agency Business Spotlight	03/13/2023 Farmer's Market
03/15/2023 Egg Hunt	03/21/2023 St. Patrick's Day Contest Winner
03/27/2023 Upcoming Events	03/28/2023 Upcoming April Events
04/06/2023 Egg Hunt	04/07/2023 Egg Hunt

04/21/2023 May Food Truck Schedule	04/28/2023 Upcoming May Events
05/08/2023 Night Market, Decatur Day	05/18/2023 Decatur Day Event Page
05/22/2023 Night Market, 2 <sup>nd</sup> Annual Fireworks & Food Trucks Extravaganza	05/26/2023 Night Market
05/30/2023 June Food Truck Schedule	06/02/2023 Upcoming June Events
06/08/2023 Decatur Day Car Show	06/15/2023 Nixle Communication
06/20/2023 2 <sup>nd</sup> Annual Fireworks & Food Trucks Extravaganza	06/26/2023 Chalk the Walk, Farmers Market
06/27/2023 2 <sup>nd</sup> Annual Fireworks & Food Trucks Extravaganza	06/28/2023 Chalk the Walk
07/01/2023 July Food Truck Schedule	07/03/2023 Chalk the Walk, Fireworks & Food Trucks Extravaganza
07/06/2023 Thank Yous to Sponsors, Farmers Market	07/07/2023 Decatur Day, Night Market
07/10/2023 Chalk the Walk Winner, Night Market, Decatur Day	07/14/2023 Farmer's Market (Re-branding)
07/25/2023 Chalk the Walk, Decatur Day Arts/Crafts event	07/26/2023 Decatur Day Donut Eating Contest, August Food Truck Schedule
07/27/2023 Decatur Day Event Page, Night Market	07/28/2023 Night Market
08/01/2023 Decatur Day with all events	08/03/2023 Chalk the Walk
08/04/2023 Decatur Day	8/05/2023 Decatur Day videos & pictures, Chalk the Walk voting
08/08/2023 Thank You to Decatur Day Sponsors, Night Market Cornhole	08/12/2023 Chalk the Walk winner
08/14/2023 Night Market vendors wanted, Cornhole participants	08/15/2023 Upcoming August Events, DD23 Planning Committee volunteers
08/18/2023 Night Market, Cornhole Tournament, Food Trucks	08/29/2023 September Food Truck Schedule
09/05/2023 DDA Dev/TIF Plan PH date change	09/07/2023 Night Market, Upcoming September Events
09/08/2023 Night Market	09/11/2023 Boo Bash, Cornhole Tournament Event
09/18/2023 Cornhole Tournament	09/28/2023 Night Market, Cornhole Tournament
09/29/2023 Night Market photos	10/04/2023 Upcoming October Events
10/18/2023 Scarecrow Decorating Contest	10/19/2023 Night Market cancelation
10/30/2023 Boo Bash	11/01/2023 Upcoming November Events, Christmas Parade, Scarecrow contest Winner
11/06/2023 Christmas in the Village	11/08/2023 Boo Bash pictures, Classic Cuts Business Spotlight
11/14/2023 Adoption of DDA Dev/TIF Plan	11/21/2023 Christmas in the Village, Christmas Parade

12/01/2023 Christmas in the Village, Christmas Parade	12/03/2023 Christmas in the Village, Christmas Parade
12/04/2023 Upcoming December Events, Christmas Decorating Contest, Parade photos	12/06/2023 Decatur Republican business spotlight
12/11/2023 Goals Chiropractic business spotlight	12/20/2023 Decatur Hardware business spotlight
12/27/2023 Gary's Barber shop business spotlight, Christmas decorating Contest Winner	Throughout 2023: Shared job postings for businesses located in the Village of Decatur
Throughout 2023: Shared community event posts from local businesses in the Village of Decatur	Throughout 2023: Nixle- texts and emails to residents regarding important information and upcoming events

#### WEBSITE POSTS (WWW.DECATURMI.ORG)

Egg Hunt	Farmers Market	2023 Upcoming Events
May Food Truck Schedule	Fireworks & Food Trucks Extravaganza	07/20/2023 Decatur Day, Chalk the Walk
07/21/2023 July Food Truck Schedule, Night Market	08/14/2023 August Food Truck Schedule	09/07/2023 Night Market, September Food Truck Schedule
09/28/2023 Night Market	11/09/2029 Christmas in the Village, Christmas Parade	Throughout 2023: All Agendas, Packets and Minutes are posted
Throughout 2023: Documents, Forms and Applications are kept current	Throughout 2023: Bids and Notices are kept current, as needed	Throughout 2023: Orientation packets are updated annually, kept current



## PARKS & RECREATION COMMITTEE

## 2023 PUBLIC PARTICIPATION PLAN UPDATE

### REGULAR MEETINGS

01/16/2023	02/20/2023	03/20/2023	05/15/2023	06/19/2023
07/17/2023	08/21/2023	09/18/2023	11/20/2023	

### COMMUNITY SURVEY

November 2022 to February 2023	Joint Community Survey with the Parks & Recreation Committee and DDA	Approximately 110 responses were received	Positives: -Village Amenities -Community Events -Plentiful Parking	Negatives: -Sidewalks -Lack of Downtown Businesses -Affordable Housing
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### COMMUNITY ENGAGEMENT EVENTS AND STAKEHOLDER MEETINGS

ALL MEETINGS ARE OPEN TO THE PUBLIC PER THE OPEN MEETINGS ACT

May thru September- Food Trucks on Mondays & Tuesdays, social gathering

Sandwich Board signage was displayed at the DDA Park showcasing events

Flyers were given to all DDA Businesses to promote events

01/20/2023 Ministerial Meeting with community partners

02/15/2023 Stakeholder Roundtable Meeting- Taxing Jurisdictions, Dev/TIF Plan

02/15/2023 Stakeholder Roundtable Meeting- Public/Community Members, Dev/TIF Plan

02/17/2023 Ministerial Meeting with community partners

02/27/2023 Stakeholder Roundtable Meeting- Staff & Officials, Dev/TIF Plan

04/08/2023 Community Egg Hunt

04/21/2023 Ministerial Meeting with community partners

05/19/2023 Ministerial Meeting with community partners

05/26/2023 Night Market social event

06/14/2023 Creation of the Development Area Citizens Council, Dev/TIF Plan review board

06/16/2023 Ministerial Meeting with community partners

06/28/2023 DACC Meeting

07/03/2023 2<sup>nd</sup> Annual Fireworks & Food Trucks Extravaganza

07/28/2023 Night Market social event

08/05/2023 Decatur Day community festival
08/25/2023 Ministerial Meeting with community partners
09/15/2023 Ministerial Meeting with community partners
10/20/2023 Ministerial Meeting with community partners
10/31/2023 Boo Bash event
11/14/2023 Creation of the Decatur Day '24 Planning Committee, a DDA subcommittee
11/17/2023 Ministerial Meeting with community partners
12/03/2023 Christmas in the Village (Parade & Cookies/Hot Cocoa in the DDA Park)
12/15/2023 Ministerial Meeting with community partners

### NEWSPAPER NOTICES AND ANNOUNCEMENTS- THE DECATUR REPUBLICAN

Throughout 2023: Events, Photos, Informational Graphics

01/26/2023 Community Survey QR Code	02/02/2023 Community Survey QR Code
04/06/2023 Egg Hunt @ Raider Romp	04/13/2023 PH Notice- Red Woolfe Park Project
05/25/2023 Farmer's Market @ DDA Park	06/01/2023 Farmers Market @ DDA Park
06/08/2023 Farmer's Market @ DDA Park	07/13/2023 Night Market @ DDA Park
11/30/2023 Christmas in the Village @ DDA Park	12/7/2023 Upcoming Events

### SOCIAL MEDIA POSTS (WWW.FACEBOOK.COM/VILLAGEOFDECATUR)

01/16/2023 Community Survey	01/26/2023 Upcoming Events
02/06/2023 Upcoming February Events	02/23/2023 Farmer's Market @ DDA Park
03/01/2023 Upcoming March Events	03/04/2023 Farmer's Market @ DDA Park
03/09/2023 Farmer's Market @ DDA Park	03/13/2023 Farmer's Market @ DDA Park
03/15/2023 Egg Hunt @ Raider Romp	03/27/2023 Upcoming Events
03/28/2023 Upcoming April Events	04/07/2023 Egg Hunt @ Raider Romp
04/28/2023 Upcoming May Events	05/08/2023 Night Market @ DDA Park, Decatur Day
05/18/2023 Decatur Day Event Page	05/22/2023 Night Market @ DDA Park, 2 <sup>nd</sup> Annual Fireworks & Food Trucks Extravaganza
05/26/2023 Night Market @ DDA Park	06/02/2023 Upcoming June Events
06/08/2023 Decatur Day Car Show	06/15/2023 Nixle Communication
06/26/2023 Farmers Market @ DDA Park	07/06/2023 Farmers Market @ DDA Park
07/07/2023 Night Market @ DDA Park	07/10/2023 Night Market @ DDA Park
07/14/2023 Farmer's Market (Re-branding)	07/26/2023 Decatur Day Events
07/27/2023 Night Market @ DDA Park	07/28/2023 Night Market @ DDA Park
08/08/2023 Night Market Cornhole @ DDA Park	08/14/2023 Night Market vendors wanted, Cornhole participants wanted @ DDA Park
08/15/2023 Upcoming August Events, DD23 Planning Committee volunteers	08/18/2023 Night Market, Cornhole Tournament @ DDA Park
09/07/2023 Night Market @ DDA Park, Upcoming September Events	09/08/2023 Night Market @ DDA Park
09/11/2023 Cornhole Tournament @ DDA Park	09/18/2023 Cornhole Tournament @ DDA Park

09/28/2023 Night Market, Cornhole Tournament @ DDA Park	09/29/2023 Night Market photos @ DDA Park
10/04/2023 Upcoming October Events	10/19/2023 Night Market @ DDA Park cancelation
11/01/2023 Upcoming November Events	11/06/2023 Christmas in the Village
11/14/2023 Adoption of DDA Dev/TIF Plan	12/04/2023 Upcoming December Events, Christmas Parade photos @ DDA Park
Throughout 2023: Shared community event posts from local businesses in the Village of Decatur	Throughout 2023: Nixle- texts and emails to residents regarding important information and upcoming events

#### WEBSITE POSTS (WWW.DCATURMI.ORG)

Egg Hunt @ Raider Romp	Farmers Market @ DDA Park	2023 Upcoming Events
Fireworks & Food Trucks Extravaganza	07/20/2023 Decatur Day	07/21/2023 Night Market @ DDA Park
09/07/2023 Night Market @ DDA Park	09/28/2023 Night Market @ DDA Park	11/09/2029 Christmas in the Village, Christmas Parade
Throughout 2023: All Agendas, Packets and Minutes are posted	Throughout 2023: Documents, Forms and Applications are kept current	Throughout 2023: Bids and Notices are kept current, as needed
Throughout 2023: Orientation packets are updated annually, kept current		





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: November 16, 2023

SUBJECT: Request to adopt Resolution 2024-001, Food Trucks & Mobile Vending Units

### Action Requested:

It is requested that the Village Council adopt Resolution 2024-001, Food Trucks & Mobile Vending Units.

### Background:

In 2022, the Village established an application for all Food Trucks & Mobile Vending Units, the application fee was waived for the first season.

In 2023, the same application was updated, and a \$30 fee was attached.

For the 2024 season, that same application will once again be updated to better reflect Ordinance 2024-001. Resolution 2024-001 will allow for the approval of set fees to be applied to the annual application, as well as set a permit fee for each day the vendor intends to operate.

### Attachments:

Resolution 2024-001

**VILLAGE OF DECATUR  
VAN BUREN COUNTY, MICHIGAN**

**RESOLUTION NO. 2024-001**

**RESOLUTION ESTABLISHING APPLICATION FEES AND PERMITTED OPERATING LOCATIONS  
ON VILLAGE PROPERTY FOR MOBILE FOOD VENDING UNITS**

WHEREAS, Section 10-88 of the Code of Ordinances, Village of Decatur, provides for the licensing of mobile food vending units in the Village and authorizes the Village Council to establish application fees and locations in the Village where such units can operate on Village-owned property; and

WHEREAS, the Village Council wishes to exercise that authority in order to initiate its mobile food vending unit regulatory program.

Now, it is therefore resolved that:

1. The annual application fee for a mobile food vending permit is \$30.
2. In addition to the annual fee, food trucks operating on Village-owned property shall pay a license fee of \$30 per day.
3. Mobile food vendors may operate in the following Village-owned parking lots on Mondays and Tuesdays (excluding federal and state holidays) from May 6 to September 30, subject to a daily license agreement issued by the Village Clerk:
  - Parking lot next to Citgo Gas Station: E. Delaware St., parcel # 80-43-040-258-10
  - Parking lot next to Short Stop Convenience Store: E. Sherwood St., parcel # 80-43-085-065-05
4. Mobile food vendors may operate in the following location during events conducted at the DDA park as approved by the DDA board:
  - Streetside parking at the DDA Park: 123 N. Phelps St., parcel #80-43-040-250-00
5. The Village Clerk is hereby authorized to limit operation in the locations above to a set number of vendors and to establish fair and transparent measures for apportioning limited vendor opportunities.
6. Any business or person who wishes to request that another publicly owned location be authorized for the operation of mobile food vending units may submit a request for such authorization to the Village Clerk, who shall forward it to the Village Council for consideration.
7. All resolutions and parts thereof are, to the extent of any conflict with this resolution, rescinded.

Council Member \_\_\_\_\_, supported by Council Member \_\_\_\_\_, moved to adopt:

YEAS: Council Members \_\_\_\_\_

NAYS: Council Members \_\_\_\_\_

ABSTAIN: Council Members \_\_\_\_\_

ABSENT: Council Members \_\_\_\_\_

**CERTIFICATION**

As its Clerk, I certify that this is a true and complete copy of a resolution adopted by the Village Council of the Village of Decatur, Van Buren County, Michigan, at a regular meeting held on \_\_\_\_\_, 2024.

\_\_\_\_\_  
Megan Duncan, Village Clerk



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: February 5, 2024

SUBJECT: Request to approve the Michigan Municipal League Liability and Property Pool annual insurance policy not to exceed \$32,948.00.

### Action Requested:

It is requested the Village Council approve the Michigan Municipal League Liability and Property Pool annual insurance policy not to exceed \$32,948.00.

### Background:

This quotation is based on the limits of coverage requested by the Village of Decatur. Higher limits may be available, subject to underwriting review by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the Village of Decatur for an annual premium of \$32,948. (In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2024. The village's portion of the dividend return is estimated to be \$2,663. The Member will receive this dividend in the month following payment of your 2024 renewal premium.)

It should be noted that the annual insurance policy for last policy year (3/1/2023 – 3/1/2024) was \$30,767.00. The financial impact for insurance policy for year (3/1/2022 – 3/1/2023) was \$30,077.00.

### Attachment:

MML-Liability & Property Pool Insurance



michigan municipal league

# Liability & Property Pool

## Proposal

### for the

# **Village of Decatur**

Presented By:

Judith A. Thomson-Torosian, CPCU, CIC, ARM  
MML Liability & Property Pool  
(248) 204-6137

January 25, 2024

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***This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.***

# Executive Overview

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The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **Village of Decatur**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **Village of Decatur** for an annual premium of **32,948**. (In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2024. The village's portion of the dividend return is estimated to be **\$2,663**. The village will receive this dividend in the month following payment of your 2024 renewal premium.)

We encourage you to compare the Pool with our competition. Compare us based on price, coverage, service, financial security, experience and commitment to municipal risk management. When you do, the advantages of Pool membership become clear.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

## **Our Mission**

**To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.**

# Introduction

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## ***What You Can Expect Of Us***

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

## ***Your Pool Insures More Than . . .***

- |                                |                                  |
|--------------------------------|----------------------------------|
| ✓ 433 Public Entity Members    | ✓ 195 Water Utilities            |
| ✓ 139 Fire Departments         | ✓ 218 Sewer Utilities            |
| ✓ 170 Law Enforcement Agencies | ✓ 24 Municipal Marinas           |
| ✓ 2,195 Police Officers        | ✓ \$5 Billion of Property Values |
| ✓ 5,772 Miles of Streets/Roads | ✓ 206 Water Service Operations   |
| ✓ 6,950 Vehicles               | ✓ 17 Dams                        |
| ✓ 16 Electric Utilities        |                                  |



## Coverage and Cost Summary Village Of Decatur

Effective 03-08-2024 to 03-08-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	\$2,000,000	N/A	\$0
Sewer Back-Up Sublimit	\$100,000	\$100,000	\$0
Personal Injury Liability (Coverage B)	\$2,000,000	N/A	\$0
Medical Payments (Coverage C)	\$10,000	N/A	N/A
Public Officials Liability (Coverage D)	\$2,000,000	N/A	\$5,000
Law Enforcement Liability (Coverages A, B, and D)	\$2,000,000	N/A	\$5,000
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$0
Fire Legal Liability	\$100,000	N/A	N/A
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0
Automobile Liability (Coverages A and B)	\$2,000,000	N/A	\$0
<u># Vehicles</u>	<u>Comp</u>	<u>Coll</u>	
12	\$250	\$250	

Agreed Amount, if applicable 2 Vehicles for a total of \$110,000

*Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$2,000,000 regardless of the number of coverages involved in the occurrence.*

### Property

Property - Blanket Basis	\$4,600,793	N/A	\$500
Boiler and Machinery	Included	N/A	\$500
Building(s)	Included	N/A	\$500
Contents	Included	N/A	\$500
Property in the Open	Included	N/A	\$500
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	See Schedule	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
Accounts Receivable	\$100,000	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A
Contractors Equipment	\$645,058	N/A	\$250
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A





## Coverage and Cost Summary Village Of Decatur

Effective 03-08-2024 to 03-08-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$55,480	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$100,000	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Police Equipment	\$4,608	N/A	\$250
Radio Equipment	\$13,574	N/A	\$250
Valuable Papers	\$100,000	N/A	\$250
Water Dept. Reader Meters	\$146,230	N/A	\$250
<b>Comprehensive Crime Coverage</b>			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
<b>Bonds</b>			
Bond #: A Treasurer	\$100,000	N/A	N/A

*Only one deductible applies to claims involving two or more property coverages.*

**The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$32,948.**

TOWER 1 Limit	POLICY AGGREGATE LIMIT OF LIABILITY	\$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	\$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	\$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability			
Liability Retention Per Claim:			
TOWER 1 Retention	All other coverages Retention:	\$0	each Claim
	Cyber Extortion:	\$5,000	each Extortion Threat
	First Party Data Protection:	\$5,000	each Data Protection Loss
	First Party Network Business Interruption:	\$5,000	each Business Interruption Loss Waiting Period: 12 hours
Limits of Coverage - Privacy Breach Response Services			
TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$50,000	per Incident and in the Aggregate
TOWER 3 Limit	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		
Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addi			
Privacy Breach Response Services Threshold/Retention (Each Incident):			
TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	\$0	each Incident
TOWER 3 Retention	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

The retention increased from \$2,500 to \$5,000.

## ***Benefits of Pooling with the MML***

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
- ✓ Safety aspects of emergency vehicle operations
- ✓ Accident investigation for supervisors
- ✓ Confined spaces training

**The advantages of pooling can be summarized by:**

**Service + Control + Value**

### ***Village of Decatur Has . . .***

- ✓ \$708,889. Annual Payroll
- ✓ \$4,600,793 of total values for real and personal property
- ✓ 12 Vehicles
- ✓ 7 Law Enforcement Offices

### ***Increased Liability Limits***

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

# Highlights of Coverages Provided

## Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

## General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events **excluding** -
  - Fireworks (unless endorsed)
  - Liquor Liability
  - Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

### **Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)**

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
\$500,000	Yes
\$1,000,000	Yes

2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

**NO ADDITIONAL PREMIUM**

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

## General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains (**exception -- \$100,000 Annual Aggregate Sublimit for Sewer and Drain Liability**)
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

## **Cyber Liability and Data Breach Response Coverage**

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

## **Public Officials Liability Coverage**

“Wrongful Acts”, including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

## **Public Officials Liability Exclusions**

The following is a partial list of public officials’ liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

## **Personal Injury & Advertising / Broadcasters Liability Coverage**

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual’s right of privacy
- ✓ Proactive services for non-monetary damage claims

## **Police Professional Liability Coverage**

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent

## Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

## Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

**Only one deductible applies to claims involving two or more property coverages.**

## **Comprehensive Crime Coverage**

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

## **Automobile Coverage Highlights**

### **What Is Covered?**

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

### **Auto Coverages Provided**

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage



# Pool Risk Management Services

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- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

## **Online Services**

[www.mml.org](http://www.mml.org) (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim on line. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
  - ✓ Risk Control Solutions
  - ✓ Safety & Health Manual
  - ✓ Risk Management is Good Management Program
  - ✓ Law Enforcement Newsletters
  - ✓ Access to Safetysurance website -- <http://www.safetysurance.com/>
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

# Membership Responsibilities

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Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.



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: February 5, 2024

SUBJECT: Request to review and approve amendments to Holidays in the Personnel Handbook

### Action Requested:

It is requested that Village Council review and approve the amendments to Holidays in the Personnel Handbook.

### Background:

Regular Council meeting, November 7, 2022, Village Council approved the new Personnel Handbook for staff. Page 43, Holidays, are the holidays that staff receive paid time off. Historically those holidays have been in place in previous handbooks. Merging the Federal Holiday schedule with staff's current holidays would make the Village more uniform with other local businesses.

### Attachment(s):

Personnel Handbook Paid Holidays  
Federal Paid Holidays

## **PAID AND UNPAID LEAVE**

The Village provides paid and unpaid leave benefits to promote a successful balance in work demands, family priorities, and an overall quality of life. The Village values its employees and desires to provide adequate paid leave to allow for protection in the event of illness or injury, to manage personal business, and to allow sufficient time away from the job to remain refreshed and positive about work.

Unpaid leaves are also available in some instances to provide job protection, and when used with various insurance programs, may provide income protection as well, in the event of long-term devastating illness, injury or disability.

The leave benefits provided herein are balanced against the Village's need to operate efficiently with consideration for employee preferences.

Employees covered by a collective bargaining agreement negotiate their wages, benefits, terms, and conditions of employment through their union representative. Nothing within this Handbook is intended to usurp the collective bargaining process.

### **Holidays**

The Village generally observes the holidays listed below. Holiday pay is available to all full-time employees provided the employee has completed their orientation period. To be eligible for holiday pay, the employee must work the day immediately preceding and the day immediately following the holiday unless PTO time has been previously approved by the department head.

1. New Year's Day
2. Memorial Day
3. Independence Day (4th of July)
4. Labor Day
5. Thanksgiving Day
6. The Day after Thanksgiving
7. Christmas Eve
8. Christmas Day
9. 3 Floating Days

In the event that a Village-observed holiday falls on a Saturday, the holiday will be observed on the preceding Friday; or if the holiday falls on a Sunday, the holiday will be observed on the following Monday.

Date	Holiday
Monday, January 01	New Year's Day
Monday, January 15	Birthday of Martin Luther King, Jr.
Monday, February 19 *	Washington's Birthday
Monday, May 27	Memorial Day
Wednesday, June 19	Juneteenth National Independence Day
Thursday, July 04	Independence Day
Monday, September 02	Labor Day
Monday, October 14	Columbus Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving Day
Wednesday, December 25	Christmas Day



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: February 26, 2024

SUBJECT: Request to approve the Amendment to the Village of Decatur's Title VI Non-discrimination Plan.

### Action Requested:

It is requested that Village Council approve the Amendment to the Village of Decatur's Title VI Non-discrimination Plan.

### Background:

At the Special Council meeting on April 17, 2023, Village Council approved the Village of Decatur's Title VI Non-discrimination Plan. MDOT requires subrecipients of ACT 51 funds to have an approved Title VI plan. On January 18<sup>th</sup>, MDOT notified municipalities in the State of Michigan that there was an amendment to section "filing a Title VI complaint".

### Attachment(s):

Village of Decatur Title VI Non-discrimination Plan

**Village of Decatur**

**TITLE VI**

**NON-DISCRIMINATION PLAN**

**114 N. Phelps Street  
Decatur, MI 49045  
Phone: 269-423-6114  
Fax: 269-423-9047  
Website: [www.decaturm.org](http://www.decaturm.org)**

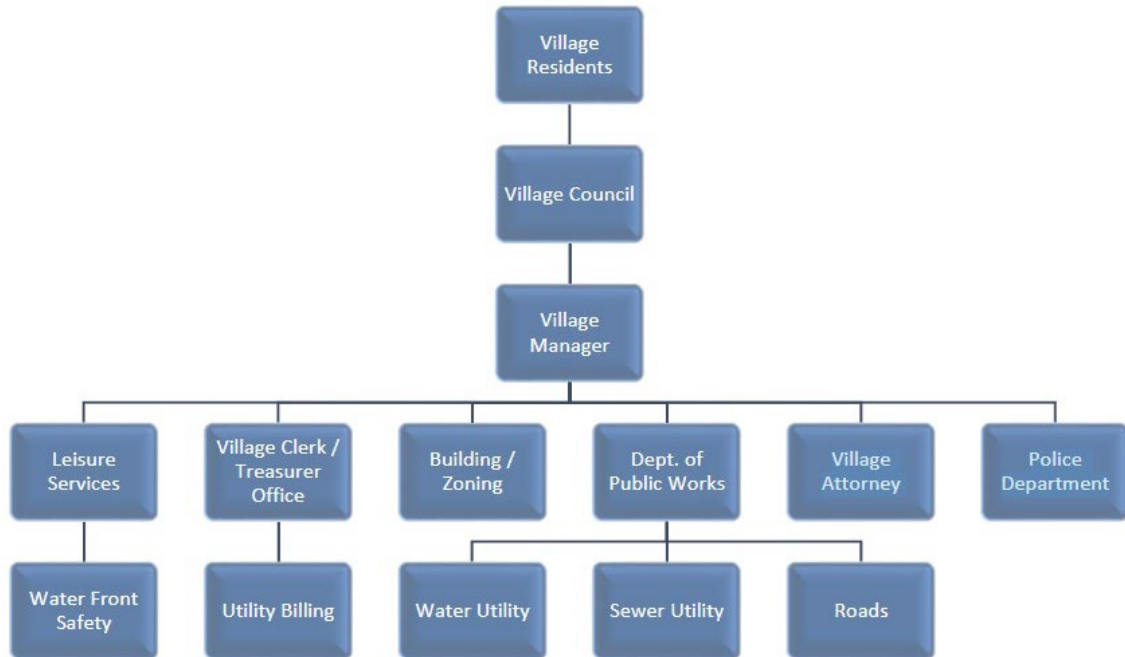
**Title VI Coordinator:  
Christopher Tapper, Village Manager  
Phone: 269-423-6114  
Fax: 269-423-9047  
Email: [ctapper@decaturm.us](mailto:ctapper@decaturm.us)**

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## **Village of Decatur ORGANIZATION CHART**



### VILLAGE COUNCIL

Trustee – Harvey Beute  
Trustee – Kim Gunther  
Trustee – Bob Mead Jr.  
Trustee - Jessica Pelfrey  
Trustee – Cindy Pachner  
President Pro Tempore - Charlene Jackson  
President - Ali Elwaer

### VILLAGE ADMINISTRATION

Village Manager – Christopher Tapper  
Village Clerk/Treasurer – Megan Duncan  
Chief of Police -Thomas VanDerWoude  
DPW Forman - James Ebeling

## INTRODUCTION

The Village of Decatur was created following The General Law Village Act, Act 3 of 1895. AN ACT to provide for the government of certain villages; to define their powers and duties; to provide for the levy and collection of taxes, borrowing of money, and issuance of bonds and other evidences of indebtedness by villages subject to this act; to define the powers and duties of certain state and local officers and entities; to define the application of this act and provide for its amendment by villages subject to this act; to validate prior amendments and certain prior actions taken and bonds issued by villages subject to this act; to provide for the disincorporation of villages; and to prescribe penalties and provide remedies.

The Village of Decatur serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the Village. Village of Decatur recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law which prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.” Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

In addition to statutory authorities, Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. Environmental Justice initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice. Also, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),” provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the Village of Decatur must provide access to individuals with limited ability to speak, write, or understand the English language. The Village will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of the Village of Decatur's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by the Village's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the Village of Decatur's programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the Village;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the Village's services, programs or activities.

As a sub-recipient of federal transportation funds, the Village of Decatur must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The Village of Decatur shall also ensure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The Village of Decatur, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the Village will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any

program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

## **Discrimination under Title VI**

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The Village of Decatur’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The Village of Decatur has developed this Title VI Plan to assure that services, programs, and activities of the Village are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

**Village of Decatur**  
**NON-DISCRIMINATION POLICY STATEMENT**

The Village of Decatur reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the Village and its sub-recipients of federal funds shall not:

1. Deny any individual with any service, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.

The Village of Decatur will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The Village of Decatur designates Christopher Tapper, Village Manager, as the Title VI Coordinator. The Village Manager will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the Village of Decatur complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the Village of Decatur and Title VI may be directed to the Village Manager, 114 N. Phelps Street, 49045, 269-423-6114, 269-423-9047, [ctapper@decaturmi.us](mailto:ctapper@decaturmi.us).

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Ali Elwaer  
Village President

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Christopher Tapper  
Village Manager/Title VI Coordinator

## **Village of Decatur TITLE VI ASSURANCES**

The Village of Decatur (hereinafter referred to as the “Recipient”) hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the “Act”), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the “Regulations”) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

“The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.



6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Village of Decatur

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Ali Elwaer, President

---

Date

## AUTHORITIES

**Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h);**

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

**Federal Aid Highway Act of 1973, 23 USC 324:** No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

**Age Discrimination Act of 1975, 42 USC 6101:** No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

**Americans With Disabilities Act of 1990 PL 101-336:** No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

**Section 504 of the Rehabilitation Act of 1973:** No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

**USDOT Order 1050.2:** Standard Title VI Assurances

**EO12250:** Department of Justice Leadership and coordination of Non-discrimination Laws.

**EO12898:** Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

**28 CFR 50.3:** Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

**EO13166:** Improving Access to Services for Persons with Limited English Proficiency.

## DEFINITIONS

Adverse Effects – The totality of significant individual or cumulative human health or environmental effects including interrelated social and economic effects, which may include, but are not limited to: (See Appendix E for additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death
- Air, noise and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community’s economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person’s businesses, farms or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the Village programs, policies and activities

Federal Assistance – Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the Village.

Low-Income – A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty/>).

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Village program, policy or activity.

Minority – A person who is:

- a. Black – A person having origins in any of the black racial groups of Africa;
- b. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or

- d. American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed Village program, policy or activity.

Non-Compliance – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons – Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program – Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations – An adverse effect that:

- a. is predominantly borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient – Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

## **ADMINISTRATION – GENERAL**

The Village of Decatur designates Christopher Tapper, Village Manager, as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). Mr. Tapper shall have lead responsibility for coordinating the administration of Title VI and related statutes, programs, plans, and assurances.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the Village. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of the Village programs; e.g., impacted citizens and affected communities will be gathered and maintained by the Village. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure equal participation in all their programs and activities at all levels. The Village does not have any special emphasis programs at this time.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5<sup>th</sup>.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The Village will disseminate Title VI Program information to the Village employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI

language in contracts and publishing the Village's Title VI Plan within 90 days of approval on the main page of the Village of Decatur's internet website, at [www.decatirmi.us](http://www.decatirmi.us).

Remedial Action: The Village, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

## LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency<sup>i</sup>, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter<sup>ii</sup>. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, “LEP,” or Limited English Proficient. The Executive Order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The Village of Decatur receives funds from the US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person* in the December 14<sup>th</sup>, 2005 Federal Register.<sup>iii</sup>

The Guidance implies that the Village of Decatur is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage

extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

### **Elements of an Effective LEP Policy**

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

### **Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy**

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the Village of Decatur and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.



The DOT guidance is modeled after the Department of Justice’s guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

## **The Four-Factor Analysis**

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to Village of Decatur services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

### **Factor 1: The Proportion, Numbers and Distribution of LEP Persons**

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: ‘very well,’ ‘well,’ ‘not well,’ and ‘not at all.’ For our planning purposes, we are considering people that speak English less than ‘very well’ as Limited English Proficient persons.

As seen in Table #1, the Census 2021 Data for the Village of Decatur shows a small number of the population that speak English less than ‘very well.’

**TABLE #1**

<b>LANGUAGE SPOKEN AT HOME</b>	<b># of Individuals</b>	<b>Percentage</b>
<b>Population 5 years and over</b>	1923	(X)
<b>English only</b>	1720	89.4%
<b>Language other than English</b>	203	10.6%
<b>Speak English less than "very well"</b>	43	21.6%
<b>Spanish</b>	156	8.1%
<b>Speak English less than "very well"</b>	29	18.6%
<b>Other Indo-European languages</b>	47	2.4%
<b>Speak English less than "very well"</b>	14	29.8%
<b>Asian and Pacific Islander languages</b>	0	0%
<b>Speak English less than "very well"</b>	0	0%
<b>Other languages</b>	0	0%
<b>Speak English less than "very well"</b>	0	0%

Source: U.S. Census Bureau, American FactFinder website

DP02: SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES

## **Factor 2: Frequency of Contact with LEP Individuals**

The Village has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that they have not had any encounters with LEP individuals. We have offices accessible to the public and therefore accessible to LEP individuals. We also have staff that work in the field that could encounter LEP individuals. Additionally, regular Council meetings are held the first Monday of each month which would potentially bring LEP individuals to these meetings. Given the number of LEP individuals, as displayed in Table #1 (above), the probability of our employees to encounter an LEP individual is low.

## **Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP**

The Village of Decatur serves individuals throughout the Village in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to residents and other individuals, such as visitors and those traversing the state. The nature of the services that the Village provides is very important to an individual's day-to-day life. Therefore the denial of services to an LEP individual could have a significant detrimental effect. Given the number of LEP individuals in the Village, we will ensure accessibility to all of our programs, services, and activities.

## **Factor 4: The Resources Available to the Village of Decatur and Overall Cost**

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

*"Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan."*

The Village of Decatur serves very few LEP persons and has very limited resources. However, it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order and to ensure access and reasonable accommodations for LEP persons who may be unknown at this time.

## **Safe Harbor Stipulation**

Federal law provides a "Safe Harbor" situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A "Safe Harbor" means that if a recipient provides written translation in certain

circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient's written translation obligations under "Safe Harbor" includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This "Safe Harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the Village of Decatur's budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the Village of Decatur to proceed with oral interpretation options for compliance with LEP regulations.

### **Providing Notice to LEP Persons**

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage, in languages that an LEP individual would understand that free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.

3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices informing LEP individuals that those requiring language assistance and/or special accommodations will be provided the requested service free of charge, with reasonable advance notice to the Village of Decatur.

## **Options and Proposed Actions**

### **Options:**

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.<sup>iv</sup>

The Village of Decatur is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language or who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.<sup>v</sup>

Considering the relatively small size of the Village of Decatur, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services. However, when requested appropriate assistance will be provided.

### **What the Village of Decatur will do. What actions will the Village of Decatur take?**

- Notify the public that interpreter services are available upon request, with seven day advance notice.
- With advance notice of seven calendar days, the Village will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The Village will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual's language has been identified, an agency from the *Translators Resource List* will be contacted to provide interpretation services.

- Publications of the Village's complaint form will be made available online and upon request.
- In the event that a Village employee encounters a LEP individual, they will follow the procedure listed below:

#### OFFICE ENCOUNTER

1. Provide an I-speak language identification card to determine the language spoken by the LEP individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from MDOT's *Translators Resource List*.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

#### ROAD ENCOUNTER

1. Road crew employee will immediately contact the Title VI Coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken by the individual.
2. Once the foreign language is determined, provide information to Title VI Coordinator who will contact an interpreter from MDOT's *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI Coordinator will have the document translated and provided to the requestor as soon as possible.

#### IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator from the MDOT's *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

#### OVER THE PHONE

1. If someone calls into our office speaking another language, every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line, and if possible, determine the language spoken by the caller.

2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

### **The Village of Decatur's Staff Training**

The Village of Decatur's staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

### **ENVIRONMENTAL JUSTICE (EJ)**

Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies and activities" undertaken by any agency receiving federal funds. This obligation will be met by the Village in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, follow mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The Village will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the Village will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.
- The project's impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the Village will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the Village will administer a potential disproportionate effects test.

The following steps will be taken to assess the impact of projects on minorities and/or low income population groups:

**STEP ONE:** Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.

**STEP TWO:** Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

**STEP THREE:** Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

**STEP FOUR:** If after mitigation, enhancements and offsetting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

**STEP FIVE:** Include all findings, determinations or demonstrations in the environmental document prepared for the project.

## **FILING A TITLE VI COMPLAINT**

### **I. Introduction**

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the Village programs, activities, and services, as required by statute.

### **II. Purpose**

The purpose of the discrimination complaint procedures is to describe the process used by the Village for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

### **III. Roles and Responsibilities**

The Title VI Coordinator has the responsibility for assuring that the discrimination complaint process and procedures adhere to FHWA's guidance.

### **IV. Filing a Complaint**

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of Village programs, activities, and services, including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the Village or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the Village must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints. Within ten (10) days Village will acknowledge receipt of the complaint.

Complaints must be filed within 180 days of the alleged discrimination unless the time for filing is extended by Federal Highway Administration (FHWA.)

Complaints must be in writing and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable



of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information.
2. Inquiries seeking advice or information.
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

## **V. Investigation**

All complaints investigations are delegated by FHWA. Allegations of discrimination are taken very seriously and will be investigated in a timely manner. The Title VI Coordinator will gather relevant information in a fair and impartial manner and will submit the complaint to MDOT's Statewide Title VI Coordinator who will forward the complaint to FHWA.

### **Timeframes for Investigations**

For FHWA, there is no regulatory timeframe for completing investigations. However, FHWA strives to complete all tasks within 180 days from the date of acceptance.

For State DOTs that have been delegated an investigation from FHWA, 23 CFR § 200.9(b)(3) provides that State DOTs must complete investigations within 60 days of receipt (meaning the date it receives the delegated complaint from FHWA).

### **FHWA Investigation Potential Outcomes**

First, at any time during the investigation, either FHWA or the respondent may initiate informal negotiations to resolve the issues. The FHWA always strives to resolve Title VI complaints informally, if possible.

In the absence of such negotiations, FHWA Headquarters Office of Civil Rights (HCR) (or an investigator State DOT) will draft a Report of Investigation, which should contain all relevant data and findings, with legal conclusions and potentially include recommendations for action. FHWA is responsible for the final disposition of all complaints, including initiation and conduct of informal negotiations and the issuance of Letters of Finding (LOFs).

There are five potential outcomes for concluding an investigation:

1. The FHWA makes a finding of no violation, and the case will be closed with no further action. The FHWA will issue an LOF stating in sufficient detail the reasons for the determination of no violation.
2. If, by a preponderance of the evidence, FHWA determines the respondent has failed to comply with its Title VI requirements or threatens to fail to comply by action or inaction, then FHWA will inform the respondent and the matter will be resolved by informal means whenever possible.
  - If FHWA informally resolves the matter with the respondent by agreement, then FHWA will hold the complaint in abeyance until the respondent completes its corrective actions. If the corrective actions are completed to the FHWA's satisfaction, then the complaint will be dismissed with no further action.
  - If FHWA cannot informally resolve the matter or the respondent does not complete agreed upon corrective actions, then FHWA may issue a LOF stating that the Recipient is in noncompliance with its Title VI obligations.
3. If FHWA issues a LOF of noncompliance to the respondent, the LOF will request that the respondent provide to FHWA, within 90 days, an action plan that implements the recommendations in the LOF.
4. If FHWA approves the action plan, then the respondent will be given a reasonable amount of time to implement the plan. At the end of the implementation period, FHWA will assess whether the respondent has sufficiently corrected the deficiencies.
5. If FHWA does not approve the action plan, or the respondent is nonresponsive/uncooperative, then FHWA may seek administrative sanctions, including, but not limited to, suspension or termination of Federal funds or any other means authorized by law such as referral to USDOJ for enforcement.
  - If USDOT seeks to suspend or terminate funds, it must provide the respondent with an opportunity for a hearing on the record. If the Secretary of Transportation determines that the respondent has not complied with Title VI and voluntary compliance cannot be secured, USDOT must notify Congress before that finding goes into effect. 49 CFR §21.13(c).

All LOFs issued by FHWA are administratively final.

**Retaliation:**

The laws enforced by this Village prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint, please contact:

Christopher Tapper  
Village of Decatur  
114 N. Phelps Street  
Decatur, MI 49045  
Phone- 269-423-6114  
Fax: 269-423-9047  
Email: ctapper@decaturmi.us

**Reporting Requirements to an External Agency**

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the LOF was received.

**Records**

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

## APPENDIX A - [TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event the contractor’s noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies and/or

- b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **APPENDIX B - TRANSFER OF PROPERTY**

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### **(GRANTING CLAUSE)**

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

### **(HABENDUM CLAUSE)\***

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) (and)\*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and

the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

## **APPENDIX C - PERMITS, LEASES AND LICENSES**

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, “as a covenant running with the land”) that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)\*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)\*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.



## APPENDIX D - TITLE VI COMPLAINT FORM

### Village of Decatur TITLE VI COMPLAINT FORM

Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance.”

This form may be used to file a complaint with the Village of Decatur based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

*If you need assistance completing this form, please contact Christopher Tapper by phone at 269-423-6114 or via e-mail at [ctapper@decaturmi.us](mailto:ctapper@decaturmi.us).*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Please explain your relationship with the individual(s) indicated above: \_\_\_\_\_

Name of agency and department or program that discriminated:

Agency or department name: \_\_\_\_\_

Name of individual (if known): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) of alleged discrimination:

Date discrimination began \_\_\_\_\_ Last or most recent date \_\_\_\_\_

**ALLEGED DISCRIMINATION:**

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

_____ Race	_____ Disability	_____ Sex
_____ Color	_____ Religion	_____ Income
_____ Age	_____ National Origin	_____ Retaliation

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form to:** Christopher Tapper, 114 N. Phelps Street, [ctapper@decaturmi.us](mailto:ctapper@decaturmi.us), 269-423-6114, fax: 269-423-9047.

**Note:** *The Village of Decatur prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the Village. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.*

## APPENDIX E - DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS

“Significant” requires considerations of both context and intensity:

- (a) *Context.* This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (b) *Intensity.* This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
  - (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this has no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by the Village Manager.

## APPENDIX F - PROGRAM COMPLIANCE/PROGRAM REVIEW GOALS FOR CURRENT PLAN YEAR

1. The Village of Decatur's Title VI Plan will be communicated to each Village Department Head who will review the plan with departmental employees. All Village of Decatur employees will be trained or made aware of the Title VI and LEP policies and complaint procedures.
2. The Village of Decatur's Title VI Plan will be published on the main page of the Village's website [www.decaturni.org](http://www.decaturni.org), within 90 days of approval.
3. Appendix A will be included in all Village contracts as outlined in the Title VI Plan.
4. The language in Number 2 of the Village of Decatur's Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. A review of Village facilities will be conducted in reference to compliance with the American Disabilities Act.
7. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.
  - a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
  - b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
  - c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
  - d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
  - e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
  - f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
  - g. **Right of Way/Eminent Domain:** The number of such actions and diversity of individual(s) affected.
  - h. **Program Participants:** Racial data of program participants where possible.

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<sup>i</sup> The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>.

<sup>ii</sup> Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005 (Volume 70, Number 239)

<sup>iii</sup> The DOT has also posted an abbreviated version of this guidance on their website at <https://www.civilrights.dot.gov/civil-rights-awareness-enforcement/language-assistance/dots-lep-guidance>

<sup>iv</sup> <http://www.dotcr.ost.dot.gov/asp/lep/asp>

<sup>v</sup> Department of Justice Final LEP Guidelines, Federal Register June 18, 2002-Vol. 67-Number 117.



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: February 5, 2024

SUBJECT: Request to schedule a public hearing on Monday, February 26, 2024, for Budget Amendments Fiscal Year 2024 and proposed Budget Fiscal Year 2025.

### Action Requested:

It is requested that Village Council schedule a public hearing on Monday, February 26, 2024, for Budget Amendments Fiscal Year 2024 and proposed Budget Fiscal Year 2025.

### Background:

The conclusion of fiscal year 2024 approaching, staff has been reviewing departmental and operational goals for fiscal year 2025. One of those items is to request a public hearing to allow public comments. Staff are requesting this public hearing date be scheduled for Monday, February 26, 2024.

### Attachment(s):

Public Hearing Notice

VILLAGE OF DECATUR  
VAN BUREN COUNTY, MICHIGAN

NOTICE OF PUBLIC HEARING AND VILLAGE COUNCIL MEETING

**TO: THE RESIDENTS AND PROPERTY OWNERS OF THE VILLAGE OF DECATUR, VAN BUREN COUNTY, MICHIGAN AND ALL OTHER INTERESTED PARTIES.**

PLEASE TAKE NOTICE that a Public Hearing/Special Council Meeting will be held by the Village of Decatur Village Council on Monday, February 26, 2024, at 7:00 p.m. at the Decatur Village Hall located at 114 North Phelps Street within the Village.

PLEASE TAKE NOTICE that the item(s) to be considered at this Public Hearing include, in brief, the following:

1. Notice of Public Hearing on Budget Amendments for Fiscal Year Budget 2024.
2. Notice of Public Hearing on proposed Budget for Fiscal Year Budget 2025.
3. Any additional Agenda items.

PLEASE TAKE FURTHER NOTICE that the draft amendments to the proposed mileages and budgets will be available at the public hearing.

The Village of Decatur will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the hearing upon four (4) days' notice to the Village Clerk.

VILLAGE OF DECATUR  
Megan Duncan, Village Clerk  
Decatur Village Hall  
114 North Phelps St.  
Decatur, MI 49045



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: February 5, 2024

SUBJECT: Request to approve a two-year service agreement with Hydrocorp.

### Action Requested:

It is requested that Village Council approves a two-year service agreement with Hydrocorp.

### Background:

With continuation of this agreement the Village of Decatur will continue to be enrolled in the Cross Connection Program and will be provided with the necessary data and information to maintain compliance with the Michigan Department of Environment, Great Lakes, and Energy (EGLE). The Village of Decatur has been enrolled in Hydrocorp's Cross Connection Program since 2015.

A Cross Connection is a connection or arrangement of piping or appurtenances through which backflow of nonpotable water could flow into the public drinking water supply. This comprehensive control program eliminates and prevents cross connections.

### Attachment(s):

Hydrocorp Service Agreement

# PROPOSAL

DEVELOPED FOR  
Christopher Tapper  
Village of Decatur

114 North Phelps Street  
Decatur, MI 49045

January 22, 2024

## KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.



CROSS-CONNECTION  
CONTROL / BACKFLOW  
PREVENTION

WATER SYSTEM  
SURVEYS / AUDITS

PIPE SYSTEM MAPPING  
AND LABELING

WATER SAMPLING  
AND ANALYSIS / RISK  
ASSESSMENTS

PROGRAM  
AND PROJECT  
MANAGEMENT

COMPLIANCE  
ASSISTANCE /  
DOCUMENTATION



MICHIGAN CORPORATE OFFICE  
5700 Crooks Road, Suite 100  
Troy, MI 48098  
800.690.6651 TOLL FREE  
248.250.5000 PHONE  
248.786.1788 FAX GENERAL  
info@hydrocorpinc.com EMAIL



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SCOPE OF WORK

Based on our conversations, HydroCorp™ will provide the following services to the Village of Decatur. This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the Village with the necessary data and information to maintain compliance with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Water Bureau Cross Connection Control Regulations. Once this project has been approved and accepted by the Village and HydroCorp, you may expect completion of the following elements within a two (2) year period. The components of the project include:

- 1. Annually, perform a minimum of 30 initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the Village of Decatur served by the public water supply for cross-connections. Inspections will be conducted in accordance with the EGLE Water Bureau Cross Connection Control regulations.
- 2. Generate all backflow prevention assembly test notices, non-compliance notices and coordinate/monitor backflow prevention assembly testing compliance for all backflow prevention assemblies.
- 3. Perform administrative functions including: answering water user telephone calls, scheduling of inspections, mailing of all notices, verification of backflow prevention assembly tester credentials & proper testing results, and general customer service and program education inquiries.
- 4. Generate and document the required program data for the facilities using the HydroCorp Software Data Management Program.
- 5. Submit comprehensive management reports on a quarterly basis.
- 6. Conduct an annual review meeting to discuss the overall program status and recommendations.
- 7. Provide up to six- (6) ASSE-approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers (i.e., combination) per facility as required in order to place a facility into immediate compliance at the time of inspection.
- 8. Prepare the annual State of Michigan EGLE Water Bureau Cross Connection Report.
- 9. Assist the Village with a community-wide public relations program, including general awareness brochures and customized website cross-connection control program overview content and resources.
- 10. Provide ongoing support via phone, fax, internet, text or email.

The above services will be provided for:

Monthly Amount: \$370.00	Annual Amount: \$ 4,440.00	Contract Total: \$ 8,880.00
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Contract Amount is based upon a 24-month period. HydroCorp will invoice in 24 equal amounts of \$370.00.

# PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this INSERT DATE by and between the Village of Decatur, organized and existing under the laws of the State of Michigan, referred to as “Utility”, and HydroCorp™ a Michigan Corporation, referred to as “HydroCorp”.

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for cross-connection control program inspection, reporting, and management services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional inspection of potable water distribution systems and cross-connection control program management to the Utility, and the Utility desires to engage HydroCorp to act as its independent contractor in its cross-connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Michigan and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

## ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to inspect and document its findings on its potable water distribution system in public, commercial and industrial facilities within the community. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water users’ facilities, complete and accurate data is not always available.

## ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the inspections/surveys, program administration, answering telephone call inquiries, scheduling of inspections, program compliance review, public education materials, preparation of quarterly management reports, and annual cross connection reports with respect to the facilities to the extent specifically set forth in this Article II (hereinafter the “Scope of Services”). Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

**2.1 PROGRAM REVIEW/PROGRAM START UP MEETING.** HydroCorp will conduct a Program Startup Meeting for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
  - Inspection Notice
  - Compliance Notice
  - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility.
- Prioritize Inspections (Utility owned buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities.



- Establish facility inspection schedule.
- Review/establish procedures and protocols for addressing specific hazards.
- Review/establish high-hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools.
- Review/establish educational and public awareness brochures.

**2.2 INSPECTIONS.** HydroCorp will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the Department of Environment, Great Lakes and Energy Cross Connection Control Rules.

- *Initial Inspection* – the first time a HydroCorp representative inspects a facility for cross-connections. The degree of hazard will be assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by a HydroCorp representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by a HydroCorp representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (one or five year re-inspection cycle, as agreed to by the parties).

**2.3 INSPECTION SCHEDULE.** HydroCorp shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility's designated contact person. The initial check in will include a list of inspections scheduled. An exit interview will include a list of inspections completed.

**2.4 PROGRAM DATA.** HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:

- Prioritize and schedule inspections.
- Notify users of inspections, backflow device installation and testing requirements if applicable.
- Monitor inspection compliance using the HydroCorp online software management program.
- Maintain the program to comply with all EGLE regulations.

**2.5 MANAGEMENT REPORTS.** HydroCorp will submit comprehensive management reports in electronic, downloadable format on a quarterly & annual basis to the Utility. Reports to include the following information:

- Name, location, and date of inspections
- Number of facilities inspected/surveyed
- Number of facilities compliant/non-compliant

**2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE.** HydroCorp will review or assist in the development of a cross-connection control ordinance. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures, and reference standards.
- Penalties for noncompliance.



- 2.7 VACUUM BREAKERS.** HydroCorp will provide up to six (6) ASSE-approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection if no other cross-connections are identified.
- 2.8 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program, including general awareness brochures and website cross-connection control program content.
- 2.9 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website, or email for the contract period.
- 2.10 FACILITY TYPES.** The facility types included in the program are as follows:
- Industrial
  - Institutional
  - Commercial
  - Miscellaneous Water users
  - Multifamily
- Complex Facilities.** Large industrial and high-hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. (HydroCorp typically allows a maximum of up to three (3) hours of inspection time per facility.) An independent cross-connection control survey (at the business owner's expense) may be required at these larger/complex facilities, and the results submitted to the Utility to help verify program compliance.
- 2.11 INSPECTION TERMS.** HydroCorp will perform a minimum of **60** inspections over a two-year contract period. The total inspections include all initial inspections, compliance, and re-inspections. *Vacant facilities that have been provided to HydroCorp, scheduled no show, or refusal of inspection will count as an inspection/site visit for purposes of the contract.*
- 2.12 COMPLIANCE WITH DEPARTMENT OF ENVIRONMENT, GREAT LAKES AND ENERGY (EGLE).** HydroCorp will assist in compliance with EGLE and Michigan Plumbing Code cross-connection control program requirements for all commercial, industrial, institutional, residential, multifamily, and public authority facilities.
- 2.13 POLICY MANUAL.** HydroCorp will review and/or develop a comprehensive cross-connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of the Utility.
- 2.14 INVENTORY.** HydroCorp shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model, and serial number if applicable.
- 2.15 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all inspection services throughout the contract period.
- 2.16 ANNUAL YEAR-END REVIEW.** HydroCorp will conduct an on-site annual year-end review meeting to discuss the overall program status and specific program recommendations.
- 2.17 CROSS-CONNECTION CONTROL BROCHURES.** HydroCorp will provide approximately **60** cross-connection control educational brochures for the duration of the Agreement.
- 2.18 INSURANCE.** HydroCorp will provide all required copies of general liability, workers' compensation, and errors and omissions insurance naming the Utility as an additional insured if required.



### ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings.
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities to be inspected, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format, such as Microsoft Excel, etc., is required. An additional one-time fee to manually enter the facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact, and corrected addresses will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high-quality image format for printing.)

### ARTICLE IV. Term, Compensation, and Changes in Scope of Services

- 4.1 TERM AND TERMINATION TERM.** Services by HydroCorp under this Agreement shall commence on March 1, 2024, and end two- (2) years from such date unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this two-year agreement, unless either party provides written notice of termination not less than 60 days prior to the expiration of the initial term (or any such renewal term) this agreement will automatically renew in (1) year term increments. Inflationary adjustments to each renewal term will be equal to the annual Consumer Price Index as measured in the Utilities local/regional area at the time of renewal or 4%, whichever is greater.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** The Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, **\$370.00 per month, \$4,440.00 annually, for a two-year contract total of \$8,880.00.** Completed inspections shall consist of all initial inspections, re-inspections, and compliance inspections as defined in section 2.2.



- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp which is not made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.
- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.
- 4.7 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Michigan Freedom of Information Act. HydroCorp agrees to make available for inspection and copying all records in its possession created, produced, collected, or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Freedom of Information Act and compliance regarding records related to this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Freedom of Information Act.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES.** – HydroCorp personnel will not enter confined spaces.

## **ARTICLE V. Risk Management and General Provisions**

- 5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available. Cross-connection control inspection and results are documented as of a specific date. The property owner and/or water user may make modifications to the potable water system after the inspection date that may impact compliance with the program.
- 5.2 LIMITATION OF LIABILITY.** HydroCorp's liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.



**5.3 HYDROCORP INSURANCE.** HydroCorp currently maintains the following insurance coverage's and limits:

	<u>Occurrence</u>	<u>Aggregate</u>
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker's Compensation/ Employer's Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

**5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all-risk basis and including extended coverage for matters set forth in this Agreement.

**5.5 RELATIONSHIP.** The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.

**5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.

**5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.

**5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.

**5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.

**5.10 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.

**5.11 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.

**5.12 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any dispute between the parties, with both parties' consent, may be settled by arbitration in accordance with the applicable rules of the American Arbitration Association, Any





arbitration award or determination shall be final and binding and any court of competent jurisdiction may enter a judgment on such award which shall be enforceable in the same manner as any other judgment of the such court. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Michigan, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Michigan.

**5.13 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

**5.14 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HydroCorp:

HydroCorp  
c/o Mark Martin  
5700 Crooks Road, Ste. 100  
Troy, MI 48337  
(248) 250-5005

If to Utility:

Village of Decatur  
c/o Christopher Tapper  
114 N Phelps Street  
Decatur, MI 49045  
(269) 423-6114

**5.15 SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

## SIGNATURES

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

### Village of Decatur

\_\_\_\_\_  
By:

Title:

### HydroCorp



\_\_\_\_\_  
By: Paul M. Patterson

Its: Senior Vice President



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# Appendix

## Specific Qualifications & Experience

**HydroCorp™** is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost-effective and professionally managed cross-connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 70,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely, and courteous manner. Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp currently serves over 370 communities in Michigan, Wisconsin, Maryland, Delaware, Virginia & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars, and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY:  
DATE: February 5, 2024  
  
SUBJECT: Approve submission of EGLE Technical Management, and Financial (TMF) Grant Application.

### Action Requested:

It is requested the Village Council approve the submission of the EGLE Technical Management, and Financial (TMF) Grant Application, for Lead Service Line Material Verification Cost, for an application total of \$600,000.00.

### Background:

The Village of Decatur was awarded a grant through EGLE DWAM the amount of \$220,230. The funding was to assist with modifications and updates to the existing asset management plans. 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 and staff are in the conclusion of the administrative work outlined in the scope of work from the Drinking Water Asset Management (DWAM) and Distribution System Materials Inventory (DSMI) project. The next step of investigation work will involve more fact-finding of water service lines.

The State of Michigan legislature has appropriated \$48 million dollars for a grant program for community technical, managerial, and financial support for lead line replacement. The overall goal of this grant program is to fund physical verification of lead service lines for submittal of Complete Distribution System Materials Inventory and assist communities in utilizing the bipartisan infrastructure law bill (DWSRF) dollars for lead line replacement which are available through fiscal year 2027.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

The following budget was comprised of staff working with Abonmarche to develop and create a competitive grant application on behalf of the Village.

- \$20,000 – engineering fee to apply for DWSRF funds – lead service line replacements
- \$40,000 – engineering fee for contract administration and part-time inspection of potholing contractor
- \$540,000 – construction fee for potholing of remaining 605 unknown potholes
- **\$600,000 Total**

The grant application request will be for \$600,000.00, the Village is not required to offer a match.

Attachment:

TMF-Application



## **Community Technical, Managerial, and Financial (TMF) Support for Lead Line Replacement Grant Overview and Request for Proposals**

### **Introduction**

Under Section 1001 of PA 166 of 2022, the Michigan state legislature appropriated \$48 million for a grant program for community technical, managerial, and financial support for lead line replacement.

The overall goal of this grant program is to fund physical verification of lead service lines for submittal of Complete Distribution System Materials Inventory and assist communities in utilizing the Bipartisan Infrastructure Law (BIL) [DWSRF](#) dollars for lead line replacement, which are available through Fiscal Year 2027.

Eligible activities include physical verification of service lines at properties where lead is suspected but not confirmed or where service line material is unknown but likely contains lead, project planning document development related to lead line replacements, and outreach/education in support of lead service line replacement activities. All publicly owned community drinking water systems are eligible for this funding, with priority given to applicants that have not previously received funding for these activities and have low Median Annual Household Income (MAHI) per the federal census.

### **Eligibility**

Publicly owned Type I Community Water Supplies are eligible to submit proposals. Applicants must not appear on the Federal Debarment and Suspension List ([www.sam.gov/SAM/](http://www.sam.gov/SAM/)), 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).

### **Eligible Activities**

Grant funding is restricted to activities that support preparation and planning for lead service line replacement programs. Eligible activities under the grant may include:

- Activities related to service line materials verification or for developing a lead service line replacement program, including potholing/hydrovacating/trenching for inventory/planning purposes.
- Planning and design of lead service line replacement programs for individual systems, including efforts that support community pursuit of additional funding sources for future construction activities related to lead service line replacement.
- Public education efforts related to Lead and Copper Rule implementation.

For proposal purposes, a quote/estimate for the proposed work is acceptable as a budget justification. All non-professional services must be competitively bid. A signed contract is needed for services over \$50,000 before reimbursement can be made. Force account may be utilized with justification documenting the need. Force account fringe benefits are limited to 40 percent and holiday and overtime pay is not grant eligible.

**Ineligible Activities**

Any activities not directly related to planning for lead service line replacement and/or inventory and assessment of existing lead service lines are not grant eligible. For example, project planning documents developed using this grant funding must be exclusively for lead service line replacement projects. Other water infrastructure activities may not be included in those planning documents. Eligibility will be project specific and determined on a case-by-case basis by EGLE. Tangible, permanent construction is not eligible under this grant. Utility indirect costs (rent, overhead, etc.) are not grant eligible.

**Funding**

The maximum grant award per proposal is \$600,000. There are no local match requirements. Proposals will be reviewed for suitable use of funds, and successful applications will clearly define project scope and provide an appropriate budget justification.

Proposals will be accepted beginning January 1, 2024, until January 31, 2024. All proposals will be scored and processed according to the funding priority described below.

If all available program funds have not been allocated after the initial application period is closed and projects are funded, EGLE may re-evaluate system and program needs.

All grant activities must be complete by September 15, 2026. All subawards for non-professional services must be awarded by December 31, 2024.

Total grant award will be based on reasonably estimated costs and documentation provided by the grantee at the project onset. The grant will function on a reimbursement basis whereas work must occur, and associated invoices or documentation must be submitted to EGLE prior to grant funds being paid to the grantee.

Final grantee deliverables must include a report summarizing the work completed under the grant, significant lessons learned, and any anticipated needs moving forward.

**Application Funding Priority**

Funding will be prioritized first for those communities that did not receive a Drinking Water Asset Management grant and have not received Drinking Water State Revolving Fund or associated ARP dollars within the last five years. Communities will then be ranked by Median Annual Household Income (MAHI) in ascending order. If there are still funds remaining, communities that did receive DWAM grants or DWSRF funding will be considered, also ranked by ascending MAHI.

**Process, Schedule, and Deadlines**

The request for proposals will be available on EGLE's website on December 15, 2023. Proposals will be submitted electronically to [EGLE-DWGrants@michigan.gov](mailto:EGLE-DWGrants@michigan.gov) beginning on January 1, 2024, and will be accepted until January 31, 2024.

Successful proposals will include the following: 1) general information form that includes contact information, applicant identification information, federal reporting requirements, etc., 2) proposal narrative, 3) budget table, 4) budget justification, including relevant quotes to support estimated costs, and 5) timeline of activities, ensuring adherence to ARP funding requirements (see below). Additional details regarding the submission of the above components will be provided with the application.

Grantees must obligate all funds to any subrecipients by December 31, 2024. Therefore, all grantees must have a signed contract in place with any contracted parties for the work to be completed with these grant funds by December 31, 2024. All work pertaining to this project must be completed by September 15, 2026.

EGLE may request additional information for clarification purposes. EGLE may offer grant amounts other than those requested and request changes to the proposed work plan. Submitted proposal information is not confidential, grant proposals are considered public information under the Freedom of Information Act, PA 442 of 1976, as amended. A report including grants awarded and associated dollar amounts will be submitted annually to the legislature.

Successful proposals will be required to enter into a project contract with EGLE. A project contract consists of, standard “boilerplate” language, the applicant’s project description, work plan, timeline, and budget information.

**Contacts**

For questions about this grant, contact [EGLE-DWGrants@michigan.gov](mailto:EGLE-DWGrants@michigan.gov).

# **Attachment**

## **Budget Breakdown & Justification**

### **Contents**

Estimated Total Engineering Fee - Lead Service Line Material Verification Costs  
**(\$40,000)**

Estimated Total Engineering Fee – Lead Service Line Replacement Project  
Planning Document Development Costs **(\$20,000)**

Engineer's Estimate of Construction Costs – Lead Service Line Material  
Verification Costs **(\$540,000)**

Summary of Previous Potholing Contracts – Bid Results

Previous Potholing Contract Bid Result – City of Bangor

Previous Potholing Contract Bid Result – City of Allegan

Previous Potholing Contract Bid Result – City of Grand Haven



## Village of Decatur

EGLE Technical, Managerial, and Financial (TMF) Grant Application - Lead Service Line Material Verification Costs - Engineering Fee

Employee Designation	Project Engineer	Staff Engineer	GIS Technician	Hour Totals	Budget Projections by Item
Hourly Rate	\$140.00	\$115.00	\$125.00		
<b>Project Kickoff &amp; Grant Administration</b>					
Kickoff Meeting - EGLE & Village Staff	4	4		8	\$1,020.00
Identification of Services to Investigate	2	8	4	14	\$1,700.00
Coordination with Village - Service Line Information	2	4	4	10	\$1,240.00
<b>Hours</b>	<b>8</b>	<b>16</b>	<b>8</b>	<b>32</b>	
<b>Cost</b>	<b>\$1,120</b>	<b>\$1,840</b>	<b>\$1,000</b>		<b>\$3,960</b>
<b>Contract Document Preparation &amp; Bidding</b>					
GIS Mapping Setup of Potholing Services		2	20	22	\$2,730.00
Bidding Document Creation	2	10		12	\$1,430.00
Progress Meetings	6	6	4	16	\$2,030.00
Bidding Questions and Management	6	6		12	\$1,530.00
Bid Opening Attendance	6			6	\$840.00
Contract Documents	2	4		6	\$740.00
<b>Hours</b>	<b>22</b>	<b>28</b>	<b>24</b>	<b>74</b>	
<b>Cost</b>	<b>\$3,080</b>	<b>\$3,220</b>	<b>\$3,000</b>		<b>\$9,300</b>
<b>Construction Administration</b>					
Preconstruction Meeting	4	4		8	\$1,020.00
Construction Administration	8	16		24	\$2,960.00
Part-Time Field Inspection	12	24		36	\$4,440.00
Construction Progress Meetings	8	8		16	\$2,040.00
GIS & Mapping Assistance		8	24	32	\$3,920.00
QAQC Contractor Photos & GIS Input	2	36	16	54	\$6,420.00
Pay Estimates & EGLE Reimbursement Assistance	16			16	\$2,240.00
<b>Hours</b>	<b>50</b>	<b>96</b>	<b>40</b>	<b>186</b>	
<b>Cost</b>	<b>\$7,000</b>	<b>\$11,040</b>	<b>\$5,000</b>		<b>\$23,040</b>
<b>Project Closeout</b>					
Final Meeting - EGLE, Village, Abonmarche	4	4		8	\$1,020.00
Funding Request Assistance	4			4	\$560.00
Final Walk-Thru/Inspection/Closeout	2	16		18	\$2,120.00
<b>Hours</b>	<b>10</b>	<b>20</b>	<b>0</b>	<b>30</b>	
<b>Cost</b>	<b>\$1,400</b>	<b>\$2,300</b>	<b>\$0</b>		<b>\$3,700</b>
<b>Total Hours</b>	<b>90</b>	<b>160</b>	<b>72</b>	<b>322</b>	<b>322</b>
<b>Amount</b>	<b>\$12,600</b>	<b>\$18,400</b>	<b>\$9,000</b>	<b>\$40,000</b>	<b>\$40,000</b>

<b>Estimated Total Engineering Fee - Lead Service Line Material Verification Costs (Rounded)</b>	<b>\$40,000</b>
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## Village of Decatur

EGLE Technical, Managerial, and Financial (TMF) Grant Application - LSLR Project Planning Document Development Costs

Employee Designation	Project Engineer	Staff Engineer	Hour Totals	Budget Projections by Item
Hourly Rate	\$140.00	\$115.00		
<b>Project Kickoff</b>				
Kickoff Meeting - Abonmarche & Village Staff	4	4	8	\$1,020.00
Coordination with Village - Project Plan Background Information	4	8	12	
Review lead & galvanized service replacement scope	2	4	6	\$740.00
<b>Hours</b>	<b>10</b>	<b>16</b>	<b>26</b>	
<b>Cost</b>	<b>\$1,400</b>	<b>\$1,840</b>		<b>\$3,240</b>
<b>Project Plan Preparation</b>				
Project Plan Report - Existing Facilities & Background	12	24	36	\$4,440.00
Project Plan Report - Project Need & Alternatives Analysis	8	16	24	\$2,960.00
Project Plan Report - Proposed Scope	4	8	12	\$1,480.00
Project Plan Report - Environmental Review	4	8	12	\$1,480.00
Progress Meetings	6	6	12	\$1,530.00
EGLE & Village Project Plan Review Comments	4	8	12	\$1,480.00
<b>Hours</b>	<b>38</b>	<b>70</b>	<b>108</b>	
<b>Cost</b>	<b>\$5,320</b>	<b>\$8,050</b>		<b>\$13,370</b>
<b>Public Involvement</b>				
Coordinate Public Notice	2		2	\$280.00
Public Hearing Presentation & Council Attendance	6	6	12	\$1,530.00
Final Comments Incorporation; Submittal of Project Plan	2	4	6	\$740.00
<b>Hours</b>	<b>10</b>	<b>10</b>	<b>20</b>	
<b>Cost</b>	<b>\$1,400</b>	<b>\$1,150</b>		<b>\$2,550</b>
<b>Project Closeout</b>				
Final Meeting - EGLE, Village, Abonmarche	2	2	4	\$510.00
Funding Request Assistance	4		4	\$560.00
<b>Hours</b>	<b>6</b>	<b>2</b>	<b>8</b>	
<b>Cost</b>	<b>\$840</b>	<b>\$230</b>		<b>\$1,070</b>
<b>Total Hours</b>	<b>64</b>	<b>98</b>	<b>162</b>	<b>162</b>
<b>Amount</b>	<b>\$8,960</b>	<b>\$11,270</b>	<b>\$20,230</b>	<b>\$20,230</b>
<b>Estimated Total Engineering Fee - LSLR Project Planning Document Development Costs</b>			<b>\$20,000</b>	

## Engineer's Estimate of Construction Costs

<b>Project:</b>	EGLT Technical, Managerial, & Financial (TMF) Grant Application	<b>ACI Project No.:</b>	N/a
<b>Owner:</b>	Village of Decatur	<b>Date</b>	1/26/2024
<b>Location:</b>	Decatur, MI	<b>Prepared By:</b>	Leah Bectel, PE
<b>Project Description:</b>	Hydroexcavation/potholing of 605 water service lines at either side of the meter pit & and 50 of the 605 lines at the corporation stop in the Village of Decatur, MI		

### Village of Decatur Lead Service Line Material Verification Project

Item	Unit	Estimated Quantity	Engineer's Estimate	
			Unit Price	Total
1	Mobilization, Max. \$20,000	LSUM	1	\$ 20,000.00 \$ 20,000.00
2	Water Service Investigation, Meter Pit	Ea	605	\$ 790.00 \$ 477,950.00
3	Water Service Investigation, Water Main	Ea	50	\$ 900.00 \$ 45,000.00
<b>Total: Village of Decatur Lead Service Line Material Verification Project</b>			<b>\$</b>	<b>540,000.00</b>

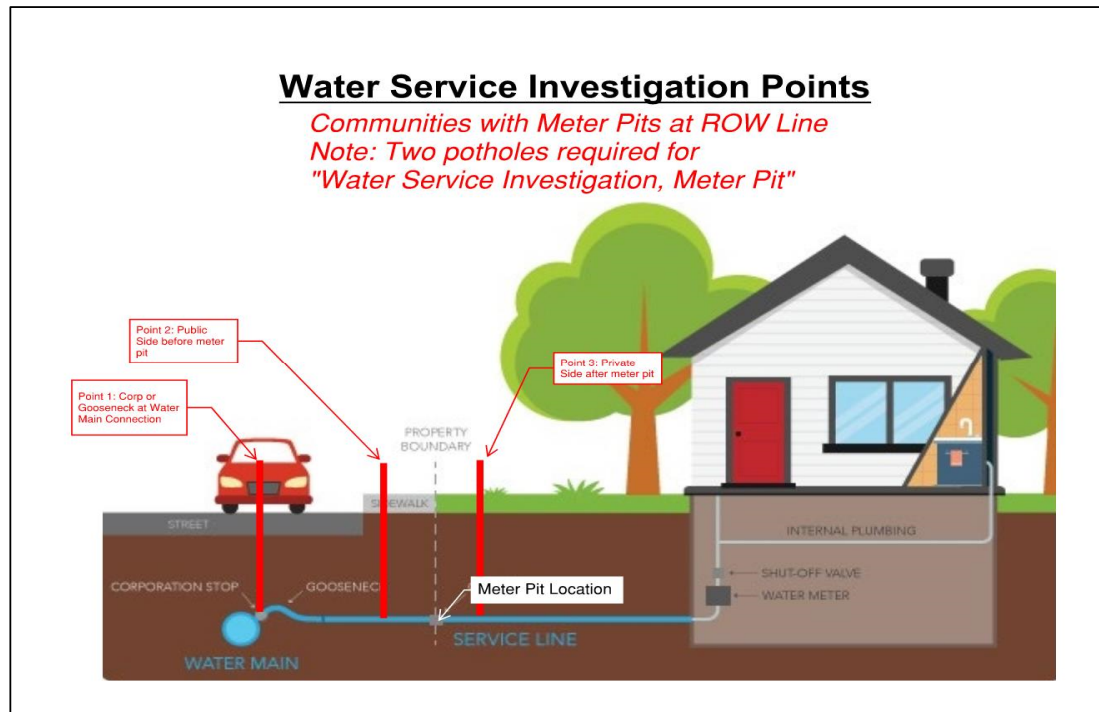
#### Additional Information

From Similar Past Projects Contract Documents Special Provision: "Special Provision for Water Service Investigation":  
"d. Measurement and Payment

**Water Service Investigation, Meter Pit** shall include investigations at points 2 and 3 as described in previous sections along with all associated labor, equipment, materials, and associated restoration to complete the work.

**Water Service Investigation, Water Main** shall include investigations at point 1 as described in previous sections along with all associated labor, equipment, materials, and associated restoration to complete the work."

**\*Note: Past project full Special Provision can be provided upon request.**



## Summary of Past Potholing Contracts - Abonmarche Consultants, Inc.

Municipality	Potholing Timeline	Number of Curb Stop Potholes in Contract	Bidder	Unit Price per curb stop pothole
City of Bangor	October 2023 - May 2024	159	Engineer's Estimate	\$500.00
			Plummer's Environmental Services	\$604.00
			Underground Infrastructure Services	\$650.00
			Kalamazoo Excavating & Septic	\$790.00
			<b>Average Bidder Unit Price (159 total)</b>	<b>\$681.33</b>
City of Allegan	December 2023	227	Engineer's Estimate	\$650.00
			Plummer's Environmental Services	\$444.00
			Underground Infrastructure Services	\$562.50
			Nexgen Construction	\$950.00
			Waste Recovery Systems	\$1,000.00
			<b>Average Bidder Unit Price (227 total)</b>	<b>\$739.13</b>
City of Grand Haven	September 2023 - January 2024	354	Engineer's Estimate	\$450.00
			Plummer's Environmental Services	\$387.00
			Apex Excavating and Underground	\$485.00
			Underground Infrastructure Services	\$650.00
			Wadel Stabilization	\$600.00
			Chartier Excavating	\$762.00
			Ryerson Brothers Excavating	\$1,395.00
			<b>Average Bidder Unit Price (354 total)</b>	<b>\$713.16</b>

## Bid Tabulation: 2023 Water Service Material Investigation Project

<b>Project:</b>	2023 Water Service Material Investigation Project	<b>EGLE Project No.:</b>	N/A	<b>Legend:</b> <b>Low Bidder</b> <b>Correction</b>
<b>Owner:</b>	City of Bangor	<b>ACI Project No.:</b>	23-0368	
<b>Location:</b>	257 W Monroe St, Bangor, MI 49013	<b>Date and Time:</b>	June 14, 2023 at 10:00am	

### 2023 Water Service Material Investigation Project

Item	Unit	Estimated Quantity	Engineer's Estimate		Underground Infrastructure Services		Plummer's Environmental Services		Kalamazoo Excavating and Septic	
			Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1 Mobilization, Max. \$10,000	LSUM		\$ 10,000.00	\$ 10,000.00	\$ 9,500.00	\$ 9,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -
2 Water Service Investigation, Curb Stop	LSUM	159	\$ 500.00	\$ 79,500.00	\$ 650.00	\$ 103,350.00	\$ 604.00	\$ 96,036.00	\$ 790.00	\$ 125,610.00
3 Water Service Investigation, Water Main	LSUM	20	\$ 750.00	\$ 15,000.00	\$ 500.00	\$ 10,000.00	\$ 1,560.00	\$ 31,200.00	\$ 820.00	\$ 16,400.00
<b>Total: 2023 Water Service Material Investigation Project</b>			\$ 104,500.00		\$ 122,850.00		\$ 129,736.00		\$ 142,010.00	
<b>Bid Statistics</b>			% of Estimate	100.00%	% of Estimate	117.56%	% of Estimate	124.15%	% of Estimate	135.89%
			% of Low Bid	85.06%	% of Low Bid	100.00%	% of Low Bid	105.61%	% of Low Bid	115.60%

Bid Tabulation: City of Allegan Water Service Material Investigation Project

Project:	Water Service Material Investigation Project	EGLE Project No.:		Legend: Low Bidder Correction
Owner:	City of Allegan	ACI Project No.:	23-0498	
Location:	Allegan, MI	Date and Time:	October 4, 2023 at 10:00 AM	

CoA Distribution System and Service Material Investigation Project

Item		Unit	Estimated Quantity	Engineer's Estimate		Plummer's Environmental Services		Dukes DBA Underground Infrastructure Services		Nexgen Construction		Waste Recovery Systems	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Max. \$10,000	LSUM	1	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	5,000.00	\$ 9,500.00	\$ 9,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2	Water Service Investigation, Curb Stop	Ea	227	\$ 650.00	\$ 147,550.00	\$ 444.00	100,788.00	\$ 562.40	\$ 127,664.80	\$ 950.00	\$ 215,650.00	\$ 1,000.00	\$ 227,000.00
Total: CoA Distribution System and Service Material Investigation Project				\$ 157,550.00		\$ 105,788.00		\$ 137,164.80		\$ 225,650.00		\$ 237,000.00	
Bid Statistics				% of Estimate	100.00%	% of Estimate	67%	% of Estimate	87.06%	% of Estimate	143.22%	% of Estimate	150.43%
				% of Low Bid	148.93%	% of Low Bid	100.00%	% of Low Bid	129.66%	% of Low Bid	213.30%	% of Low Bid	224.03%

GH Distribution System and Service Material Investigation Project

Item		Unit	Estimated Quantity	Engineer's Estimate		Plummer's Environmental Services		Apex Excavating and Underground		Underground Infrastructure Services		Wadel Stabilization		Chartier Excavating		Ryerson Brothers Excavating	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Max. 10%	LSUM	1	\$ 24,950.00	\$ 24,950.00	\$ 2,750.00	\$ 2,750.00	\$ 12,500.00	\$ 12,500.00	\$ 20,000.00	\$ 20,000.00	\$ 32,400.00	\$ 32,400.00	\$ 38,000.00	\$ 38,000.00	\$ 64,000.00	\$ 64,000.00
2	Water Service Investigation, Curb Stop	LSUM	354	\$ 450.00	\$ 159,300.00	\$ 387.00	\$ 136,998.00	\$ 485.00	\$ 171,690.00	\$ 650.00	\$ 230,100.00	\$ 600.00	\$ 212,400.00	\$ 762.00	\$ 269,748.00	\$ 1,395.00	\$ 493,830.00
3	Water Service Investigation, Water Main	LSUM	100	\$ 652.50	\$ 65,250.00	\$ 528.00	\$ 52,800.00	\$ 900.00	\$ 90,000.00	\$ 800.00	\$ 80,000.00	\$ 1,200.00	\$ 120,000.00	\$ 730.00	\$ 73,000.00	\$ 1,485.00	\$ 148,500.00
Total: GH Distribution System and Service Material Investigation Project				\$ 249,500.00		\$ 192,548.00		\$ 274,190.00		\$ 330,100.00		\$ 364,800.00		\$ 380,748.00		\$ 706,330.00	
Bid Statistics				% of Estimate	100.00%	% of Estimate	77.17%	% of Estimate	109.90%	% of Estimate	132.30%	% of Estimate	146.21%	% of Estimate	152.60%	% of Estimate	283.10%
				% of Low Bid	129.58%	% of Low Bid	100.00%	% of Low Bid	142.40%	% of Low Bid	171.44%	% of Low Bid	189.46%	% of Low Bid	197.74%	% of Low Bid	366.83%



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: Leah Bechtel, PE, Project Engineer, Abonmarche  
DATE: February 5, 2024

SUBJECT: Approve recommendation to award contract proposal from Plummer's Environmental Services, in the amount of \$19,365.00 to perform potholing services, in conjunction with the Village of Decatur Water Service Material Identification Project.

### Action Requested:

It is requested the Village Council approve recommendation to award contract proposal from Plummer's Environmental Services, in the amount of \$19,365.00 to perform potholing services, in conjunction with the Village of Decatur Water Service Material Identification Project.

### Background:

Tuesday, January 31, 2024, at 10:00 a.m., Leah Bechtel, PE, Project Manager, Abonmarche along with Megan Duncan, Clerk/Treasurer received six (6) bids to perform potholing services, in conjunction with the Village of Decatur Water Service Identification Project.

### Bid Summary

<b><i>Bidder</i></b>	<b><i>Bid</i></b>
Engineer's Estimate	\$33,750.00
<b>Plummer's Environmental Services</b>	<b>\$19,365.00</b>
Monchilov Sewer Service	\$27,600.00
National Industrial Maintenance	\$34,025.00
Underground Infrastructure Services	\$43,475.00
Apex Excavating & Underground	\$46,875.00
Waste Recovery Systems	\$49,625.00





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

The low bid was submitted by Plummer's Environmental Services of Byron Center, MI. Plummer's Environmental Services is an established company in the area and has recently completed work on Water Service Identification Projects for Grand Haven, MI and Allegan, MI.

Attachments:

1-31-2024 Summary of bid tabulations

February 1, 2024

Mr. Chris Tapper  
Village Manager  
114 N. Phelps St  
Decatur, MI 49045

Re: Recommendation for Contract Award  
Village of Decatur Water Service Material Identification Project

Dear Mr. Tapper:

On January 31, 2024, six (6) bids were received for the Village of Decatur Water Service Identification Project. Abonmarche checked the bids for completeness and accuracy. A summary of the attached bid tabulation is provided below:

**Bid Summary**

<b><i>Bidder</i></b>	<b><i>Bid</i></b>
Engineer's Estimate	\$33,750.00
<b>Plummer's Environmental Services</b>	<b>\$19,365.00</b>
Monchilov Sewer Service	\$27,600.00
National Industrial Maintenance	\$34,025.00
Underground Infrastructure Services	\$43,475.00
Apex Excavating & Underground	\$46,875.00
Waste Recovery Systems	\$49,625.00

The low bid was submitted by **Plummer's Environmental Services** of **Byron Center, MI**. Plummer's Environmental Services is an established company in the area and has recently completed work on Water Service Identification Projects for Grand Haven, MI and Allegan, MI. We are confident in their ability to complete this project successfully. Abonmarche recommends the award of the contract to **Plummer's Environmental Services** in the amount of **\$19,365.00**.

If you have any questions or comments, please feel free to contact me.

Sincerely,



Leah Bectel, PE  
Project Engineer

Attachment: Bid Tabulation

Bid Tabulation: Village of Decatur Water Service Material Investigation Project

Project:	2024 Decatur Water Service Material Investigation Project	EGLE Project No.:		Legend: <div>Low Bidder</div> <div>Correction</div>
Owner:	Village of Decatur	ACI Project No.:	23-0789	
Location:	Decatur, MI	Date and Time:	January 31, 2024 at 10:00 AM	

Village of Decatur Water Service Material Investigation Project

Item		Unit	Estimated Quantity	Engineer's Estimate		Plummer's Environmental Services		Monchilov Sewer Service		National Industrial Maintenance		Underground Infrastructure Services		Apex Excavating & Underground		Waste Recovery Systems	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Max. 10%	LSUM	1	\$ 4,500.00	\$ 4,500.00	\$ 1,750.00	\$ 1,750.00	\$ 1,600.00	\$ 1,600.00	\$ 2,500.00	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,345.00	\$ 3,345.00
2	Water Service Investigation, Public Side	Ea	65	\$ 450.00	\$ 29,250.00	\$ 271.00	\$ 17,615.00	\$ 400.00	\$ 26,000.00	\$ 485.00	\$ 31,525.00	\$ 615.00	\$ 39,975.00	\$ 675.00	\$ 43,875.00	\$ 712.00	\$ 46,280.00
Total: Village of Decatur Water Service Material Investigation Project				\$ 33,750.00		\$ 19,365.00		\$ 27,600.00		\$ 34,025.00		\$ 43,475.00		\$ 46,875.00		\$ 49,625.00	
Bid Statistics				% of Estimate	100.00%	% of Estimate	0%	% of Estimate	0.00%	% of Estimate	0.00%	% of Estimate	0.00%	% of Estimate	#DIV/0!	% of Estimate	#DIV/0!
				% of Low Bid	#DIV/0!	% of Low Bid	#DIV/0!	% of Low Bid	#DIV/0!	% of Low Bid	#DIV/0!	% of Low Bid	#DIV/0!	% of Low Bid	#DIV/0!	% of Low Bid	#DIV/0!



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: January 31, 2024  
  
SUBJECT: January 2024 Monthly Report from DPW

### Action Requested:

It is requested that the Village Council review the Report for DPW for the month of January.

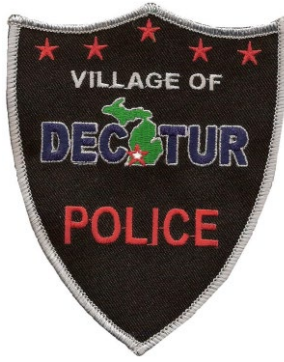
### **January 2024 – Jobs completed**

- Marked 8 Miss Digs
- Completed 4 Work Orders
- Completed 1 Shut-off
- Completed 4 Final Reads
- Read water meters for billing
- Leaf and brush pickup throughout Village limits
- Cleaned curbs
- Did water samples for Monthly Analysis Report – took to Paw Paw Lab – sent results to Egle
- Collected annual water sample
- Collected drinking water samples
- Wastewater discharge request
- Sewer maintenance
- Prelim Waste Water Discharge Samples
- Worked on water meters and lead and copper program
- Continued DWAM Distribution System Material Inventory
- Patched Streets
- Vac leaves
- Made repairs to road shoulders
- Insulated meter pits
- Patched roads
- Sewer Lagoon recordings
- Replaced Hydrants
- Stork fittings installed on hydrants
- Sewer main jetting
- Maintenance on lift station
- Work on Bergen Building
- Serviced Water Main Break at 404 Harrison St.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

- Replaced water service on South St
- Plowed roads after snow storm and throughout the month
- Sanded Intersections
- Salted Roads
- Removed Scrap
- Worked on Equipment Maintenance



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

To: Village Manager Chris Tapper  
Fr: Chief Tom VanDerWoude  
Date: January 30, 2024  
Ref: Monthly Report for the Month of January 2024

**Meetings / Events / Information:**

- Council Meeting
- Fire Board Meeting
- Meeting with School Officials - SRO Position
- Meeting with VBCS Detective

**Training:**

- None for January

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

**Arrests: January 1, 2024, to January 30, 2024**

- 1-8-24, Male, OWI Arrest
- 1-19-24, Male, Warrant – Disturb the Peace
- 1-21-24, Male, Warrant – Health and Safety

**Calls for Service / Reports Taken: January 1, 2024, to January 30, 2024**

- Alarm
- Salvage
- Counterfeit Money
- Welfare Check
- Threats
- Assist Medical
- Assist Medical
- Assist Medical
- Drove While License Suspended
- Drove While License Suspended
- Welfare Check
- Counterfeit Money
- Assist Medical

- Unlicensed dogs (3)
- Suicidal Person
- General Assist
- Verbal Dispute
- Drove While License Revoked
- Suspicious Situation
- Suspicious Situation
- OWI Arrest
- Traffic Crash
- General Assist
- Assist Medical
- Retail Fraud
- Parking Citation
- Parking Citation
- Parking Citation
- Parking Citation
- Parking Citation
- Parking Citation
- Salvage
- Threats to Bus Driver
- Suspicious Situation
- Welfare Check
- Traffic Crash
- Assist to CPS
- Blight
- Obstructing Traffic
- Welfare Check
- General Assist
- Counterfeit Money
- Welfare Check
- Civil Dispute
- Retail Fraud
- Parking Citation
- Check Security
- Death Investigation
- Alarm
- General Assist
- Fraud
- Traffic Crash
- General Assist
- Assist DHFD
- Assist VBCS – Motorist
- Dog at Large
- Disorderly Conduct
- Background Check

- Background Check
- General Assist
- General Assist
- Security Check
- Traffic Policing
- General Assist
- Suspicious Odor
- General Assist
- Warrant Arrest
- Assist to MSP
- Alarm
- Check Security
- Assist Medical
- Assist VBCS
- Parking Enforcement
- Larceny Assist
- Parking Enforcement
- Salvage
- 911 Hangup, Assist VBCS
- General Assist
- Salvage
- Elder Abuse
- Salvage
- Salvage
- Traffic Policing
- Conditional Bond Violation
- Traffic Policing
- Traffic Policing
- General Assist
- General Assist – lockout
- Traffic Policing
- Assist to DHFD
- Blight
- Parking Violation
- Parking Violation
- General Assist
- Domestic
- Assist Medical
- Felonious Assault
- Parking Violation
- Salvage
- Traffic Policing
- Assist Medical
- Alarm
- Found Property – Drugs



- Assist Medical
- Ordinance Violation
- PBT Calibration

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: February 5, 2024  
  
SUBJECT: Request to review Decatur-Hamilton Fire & QR Reports

### Action Requested:

It is requested that Village Council review Decatur-Hamilton Fire & QR Reports, for January 29, 2024.

### Background:

The Decatur-Hamilton Fire & QR Departments met Monday, January 29, 2024. Notable items from the Fire Department include, meeting agenda, meeting minutes, financial reports, and secretary report.

Notable items from the Quick Response Department include, agenda, meeting minutes, and financial reports.

### Attachment(s):

Decatur-Hamilton Fire & QR Reports

# DECATUR-HAMILTON FIRE DEPARTMENT

## Board Meeting

*Jan 29, 2024*

---

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
10. Personnel
11. Unfinished Business
  - a. Trailer -
12. New Business

13. Public Comment

14. Adjournment

# DECATUR-HAMILTON FIRE BOARD

## MEETING MINUTES

*Dec 26, 2023*

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1. Call to order 6:12 PM. Druskovich, Kusmack K, Kusmack M, Polomcak, Newell PRESENT. Gateley absent.
2. Public Comment: N/A
3. Additions/Deletions to Agenda: Added David Ives to Personnel "a" and 1422 under Chief Report.
4. Approval of Agenda MOTION Kusmack K SUPPORT Newell. CARRIES to approve agenda as amended.
5. Approval of Minutes - MOTION Kusmack K SUPPORT Druskovich to approve minutes as amended.
6. Bills: Kusmack M presented the Bills and noted they are not accurate due to time of report and bills coming in later, will change next month. MOTION Newell SUPPORT Polomcak. CARRIES to approve bills as presented.
7. Treasurer's Report Kusmack M presented the financials, like QR funds are very limited. Bank is working with us if things are not ok. MOTION Newell SUPPORT Polomcak. Motion carries to approve as presented.
8. Officers Reports: MOTION Kusmack K SUPPORT Polomcak to approve as presented
  - a. Chief – Parents can call about school threats, working to improve. Shelter in place was done because of potential secondary devices or active shooter. First fake call could have been to see response. 1422 approvals, need titles 2000 truck. Doc will work on finding them tomorrow. New photos of new truck arriving.
  - b. Secretary –add standby HT 1 PI 1 Med 14 total, 141 for year.
  - c. Training – Bloodborne Pathogen training for January
  - d. Truck Captain – 1421 going in for heater fan service
  - e. Building – Rodney coming in January to check on the job (was sick previously).
9. Auxiliary – Family of four was sponsored, delivered 20 gifts via member donations. Thanked Doc for the hygiene drive donation.
10. Personnel – David Ives passed background recommend approve. MOTION Kusmack K SUPPORT Newell. Motion Carries to approve David Ives.
11. Unfinished Business
  - a. Trailer – looking tomorrow, new trailer came in.
  - b. IT Policy – See QR was adjusted for FD. MOTION Kusmack K SUPPORT Newell. MOTION CARRIES to adopt IT policy.
12. New Business N/A
13. Public Comment –Awards banquet was interesting and fun. Newell will be gone next month.

14. Adjournment – MOTION Kusmack K SUPPORT Polomcak. Meeting Adjourned at 6:38PM.

## Secretary Report for January 2024

12 calls for month

<b>Village</b>	2-Lift Assist 1-Vehicle Fire 1-CO2 Alarm 1-PI Accident
<b>Decatur Twp</b>	1-Furnance Fire 1-PDA Accident 1-PI Accident 1-Structure Fire 1-Electrical Hazard
<b>Hamilton Twp</b>	1-Lift Assist 1-Structure Fire

Reported as of January 21, 2024

Total for the year 12 calls

Submitted by Secretary,

Amy M. Jimenez

# HAMILTON & DECATUR FIRE

## Profit and Loss - No Assurance Provided

July - December 2023

50% of budget year

	Total	Annual Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Building Lease	7,000.00	23,000.00	(16,000.00)	30.44%
Int Inc	18.12	100.00	(81.88)	18.12%
Misc Inc	3,000.00			
<b>Tax Rev</b>				
Decatur Twp	46,296.66	180,000.00	(133,703.34)	25.72%
Hamilton	18,577.53	121,000.00	(102,422.47)	15.35%
<b>Total Tax Rev</b>	<b>\$ 64,874.19</b>	<b>\$ 301,000.00</b>	<b>(236,125.81)</b>	<b>21.55%</b>
<b>Total Income</b>	<b>\$ 71,892.31</b>	<b>\$ 324,100.00</b>	<b>(252,207.69)</b>	<b>22.18%</b>
<b>Expenses</b>				
Payroll Expenses	8,631.55	14,400.00	(5,768.45)	59.94%
Audit	7,260.00	8,500.00	(1,240.00)	85.41%
Contracted Serv	3,500.00	8,250.00	(4,750.00)	42.42%
Fuel & Oil	2,854.61	5,000.00	(2,145.39)	57.09%
Insur	1,808.00	21,000.00	(19,192.00)	8.61%
Prof Fee	7,684.50	7,500.00	184.50	102.46%
<b>Repairs</b>				
Bldg	1,331.91	10,000.00	(8,668.09)	13.32%
Equip	944.32	6,000.00	(5,055.68)	15.74%
Kitchen	491.30	100.00	391.30	491.30%
Other	1,624.19	100.00	1,524.19	1624.19%
Radio	14,044.16	15,000.00	(955.84)	93.63%
Vehicles	16,207.21	40,000.00	(23,792.79)	40.52%
<b>Total Repairs</b>	<b>\$ 34,643.09</b>	<b>\$ 71,200.00</b>	<b>(36,556.91)</b>	<b>48.66%</b>
Salaries	10,783.33	12,000.00	(1,216.67)	89.86%
Supplies	17,136.77	20,000.00	(2,863.23)	85.68%
Supplies Hoses	2,370.61	2,500.00	(129.39)	94.82%
Supplies Pagers- Radios		8,200.00	(8,200.00)	0.00%
Supplies Turnout Gear	13,379.86	35,000.00	(21,620.14)	38.23%
Trav,Train,Misc	6,871.28	8,000.00	(1,128.72)	85.89%
Travel Fire Prevention	827.27	2,500.00	(1,672.73)	33.09%
Util	5,231.41	10,500.00	(5,268.59)	49.82%
Capital outlay/Reserve	7,288.00	0.00	7,288.00	100.00%
<b>Total Expenses</b>	<b>\$ 130,270.28</b>	<b>\$ 234,550.00</b>	<b>-\$ 111,567.72</b>	<b>55.54%</b>
<b>Net Income</b>	<b>\$ (58,377.97)</b>	<b>\$ 89,550.00</b>	<b>\$ (147,927.97)</b>	<b>-65.19%</b>



# HAMILTON & DECATUR FIRE

## Balance Sheet - No Assurance Provided

As of December 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
HAMILTON FIRE	28,007.83
Savings - Donation Fund 17883	1,235.97
Savings 14986	1,339.95
<b>Total Bank Accounts</b>	<b>\$30,583.75</b>
Other Current Assets	
Accounts receivable - Taxes	24,314.00
Prepaid - other	2,565.00
Prepaid insurance	15,596.38
<b>Total Other Current Assets</b>	<b>\$42,475.38</b>
<b>Total Current Assets</b>	<b>\$73,059.13</b>
Other Assets	
Leases Receivable	40,495.00
<b>Total Other Assets</b>	<b>\$40,495.00</b>
<b>TOTAL ASSETS</b>	<b>\$113,554.13</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	225.00
<b>Total Accounts Payable</b>	<b>\$225.00</b>
Other Current Liabilities	
24000 Payroll Liabilities	360.65
Federal Taxes (941/943/944)	388.32
MI Income Tax	219.06
MI Unemployment Tax	-5.70
<b>Total 24000 Payroll Liabilities</b>	<b>962.33</b>
Accrued Wages	423.00
<b>Total Other Current Liabilities</b>	<b>\$1,385.33</b>
<b>Total Current Liabilities</b>	<b>\$1,610.33</b>
Long-Term Liabilities	
Deferred Inflows - Lease Receiv	40,495.00
Deferred Revenue	38,500.00
<b>Total Long-Term Liabilities</b>	<b>\$78,995.00</b>
<b>Total Liabilities</b>	<b>\$80,605.33</b>

# HAMILTON & DECATUR FIRE

## Balance Sheet - No Assurance Provided

As of December 31, 2023

	TOTAL
Equity	
3000 Open Bal Equity	269,167.50
3900 Retained Earnings	-180,840.73
Net Income	-55,377.97
<b>Total Equity</b>	<b>\$32,948.80</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$113,554.13</b>

# HAMILTON & DECATUR FIRE

## Check Detail

### January 2024

Date	Transaction Type	Num	Name	Amount
01/01/2024	Check	11468	Randy Haun	-375.00
01/01/2024	Check	11469	Michael T Bush	-750.00
01/01/2024	Check	11470	Matt Kusmack	-300.00
01/01/2024	Check	11471	HARRY DUNCAN	-150.00
01/01/2024	Check	11472	DECATUR HAMILTON FIRE DEPARTMENT	-750.00
01/02/2024	Check		EFT COMCAST	-216.26
01/11/2024	Check		EFT Wells Fargo	-50.70
01/16/2024	Tax Payment		IRS	-388.32
01/17/2024	Expense		EFT AEP	-414.39
01/19/2024	Expense		Consumers	-331.23
01/22/2024	Bill Payment (Check)	11473	Summit Fire Protection	-2,033.75
01/22/2024	Bill Payment (Check)	11474	Lock Master Security LLC	-720.00
01/22/2024	Bill Payment (Check)	11475	Decatur Hardware	-9.98
01/22/2024	Bill Payment (Check)	11476	Dinges Fire Company	-688.51
01/22/2024	Bill Payment (Check)	11477	Seber Tans, PLC	-308.70
01/22/2024	Bill Payment (Check)	11478	Brian Kazmierzak	-300.00
01/22/2024	Bill Payment (Check)	11479	Decatur Lumber	-60.98
01/25/2024	Bill Payment (Check)	11480	Summit Fire Protection	-1,049.00
01/25/2024	Bill Payment (Check)	11481	Best Way Disposal	-210.54
01/25/2024	Bill Payment (Check)	11482	Cummins	-548.22
01/26/2024	Payroll Check		DD Amy M. Jimenez	-1,006.98
01/26/2024	Bill Payment (Check)	11485	Yeo & Yeo	-350.00
				<u>\$ (11,012.56)</u>

# DECATUR-HAMILTON QUICK RESPONSE

Board Meeting

*January 29, 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
10. Unfinished Business
  - a. QR Vehicle -
11. New Business
12. Public Comment
13. Adjournment

# DECATUR-HAMILTON QUICK RESPONSE BOARD

## MEETING MINUTES

*Dec 26 2023*

---

1. Call to order at 6:00PM. Gateley absent. Druskovich, Newell, Kusmack K, Kusmack M, Present. Polomcak late, arrived 6:06PM.
2. Public Comment N/A
3. Additions/Deletions to the Agenda add David Ives "a" and Randy Haun "b" under Personnel.
4. Approval of Agenda. MOTION Newell SUPPORT Kusmack K to approve as amended.
5. Minutes – MOTION Newell SUPPORT Kusmack K to approve minutes as presented.
6. Bills: Kusmack M presented the bills, changes to next month's bills will be made. MOTION Kusmack K SUPPORT Druskovich to approve bills as presented.
7. Treasurers Report: Kusmack M presented the financials, things were tighter than last month. Eagerly awaiting tax disbursements. MOTION Newell SUPPORT Kusmack K. MOTION CARRIES to approve report as presented.
8. Team Leader's Report
  - a. 54/61 calls for 89%. MOTION Kusmack M SUPPORT Newell. MOTION CARRIES to approve report as presented.
9. Personnel
  - a. David Ives – Moved back to Decatur, clean record recommend approve to be member. MOTION Newell SUPPORT Polomcak MOTION CARRIES to approve David Ives as QR member.
  - b. Randy Haun – Kusmack K made a motion to go into CLOSED SESSION. Newell SUPPORT. MOTION CARRIES to go to closed session at 6:06PM. Newell made motion to come out of closed session at 6:09PM Kusmack K Support. MOTION CARRIES to come out of closed session.
10. Unfinished Business
  - a. IT Policy – Sent to Roxanne for approval and was returned. MOTION Kusmack K SUPPORT Newell. Motion carries to adopt IT policy.
  - b. QR Vehicle – on call person for next year's budget, member would take vehicle while on call. 1440 no decision, worth \$6-8,000. Final decision next month.
11. New Business
12. Public Comment
  - a. Kusmack M said that the CAP (corrective action plan) was complete and submitted.
13. Adjournment MOTION Kusmack K SUPPORT Newell. Motion Carries to adjourn at 6:12PM.

# Decatur-Hamilton Quick Response

## Profit and Loss - No Assurance Provided

July - December 2023

50% of budget year

	Total	Annual Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Interest Income	47.40	115.00	(67.60)	41.22%
Local Contributions		0.00	0.00	0.00%
Misc. Inc	10,360.00	0.00	10,360.00	100.00%
Tax Revenue - Decatur Township	16,486.77	135,000.00	(118,513.23)	12.21%
Tax Revenue - Hamilton Township	13,932.93	90,400.00	(76,467.07)	15.41%
<b>Total Income</b>	<b>\$ 40,827.10</b>	<b>\$ 225,515.00</b>	<b>(184,687.90)</b>	<b>18.10%</b>
<b>Gross Profit</b>	<b>\$ 40,827.10</b>	<b>\$ 225,515.00</b>	<b>(184,687.90)</b>	<b>18.10%</b>
<b>Expenses</b>				
Audit	7,850.00	8,500.00	(650.00)	92.35%
Bank Service Fee	29.28	50.00	(20.72)	58.56%
Building Rental	7,000.00	12,000.00	(5,000.00)	58.33%
Building Repairs	162.00	5,000.00	(4,838.00)	3.24%
Capital - Equipment	5,236.88	5,500.00	(263.12)	95.22%
Contracted Services	11,065.00	7,500.00	3,565.00	147.53%
Equipment & Supplys	24,505.71	25,000.00	(494.29)	98.02%
Fuel & Oil	1,021.93	0.00	1,021.93	100.00%
Insurance	8,354.36	6,700.00	1,654.36	124.69%
Legal & Professional Fees	3,192.45	0.00	3,192.45	100.00%
Payroll Expenses - Wages	28,883.76	59,800.00	(30,916.24)	48.30%
Payroll Expenses - Taxes	2,242.09	4,575.00	(2,332.91)	49.01%
Salaries	4,200.00	7,200.00	(3,000.00)	58.33%
Training	0.00	0.00	0.00	0.00%
Utilities	4,693.15	10,000.00	(5,306.85)	46.93%
Vehicle & Equip. Repairs	21,564.96	30,000.00	(8,435.04)	71.88%
<b>Total Expenses</b>	<b>\$ 130,001.57</b>	<b>\$ 181,825.00</b>	<b>(51,823.43)</b>	<b>71.50%</b>
<b>Net Operating Income</b>	<b>-\$ 89,174.47</b>	<b>\$ 43,690.00</b>	<b>(132,864.47)</b>	<b>-204.11%</b>
<b>Net Income</b>	<b>-\$ 89,174.47</b>	<b>\$ 43,690.00</b>	<b>(132,864.47)</b>	<b>-204.11%</b>

# Decatur-Hamilton Quick Response

## Balance Sheet - No Assurance Provided

As of December 31, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
210-002-001 Savings -Member 15771	443.64
210-002-002 Cash - Savings - Vehicle 16696	103,334.40
Checking	39,663.93
Mercantile Bank	3,753.91
<b>Total Bank Accounts</b>	<b>\$147,195.88</b>
Other Current Assets	
210-123-000 Prepaid Insurance	1,322.58
<b>Total Other Current Assets</b>	<b>\$1,322.58</b>
<b>Total Current Assets</b>	<b>\$148,518.46</b>
<b>TOTAL ASSETS</b>	<b>\$148,518.46</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Visa 2849	1,329.53
<b>Total Credit Cards</b>	<b>\$1,329.53</b>
Other Current Liabilities	
210-231-001 Payroll Liabilities	1,032.77
Federal Taxes (941/943/944)	846.40
MI Income Tax	732.88
<b>Total 210-231-001 Payroll Liabilities</b>	<b>2,612.05</b>
Payroll Liabilities	
Federal Taxes (941/943/944)	-521.21
MI Income Tax	178.48
<b>Total Payroll Liabilities</b>	<b>-342.73</b>
<b>Total Other Current Liabilities</b>	<b>\$2,269.32</b>
<b>Total Current Liabilities</b>	<b>\$3,598.85</b>
<b>Total Liabilities</b>	<b>\$3,598.85</b>
Equity	
210-390-000 Opening Bal Equity	55,242.52
210-390-001 Retained Earnings	178,851.56
Net Income	-89,174.47
<b>Total Equity</b>	<b>\$144,919.61</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$148,518.46</b>

**Decatur-Hamilton Quick Response**  
**Check Detail**  
**January 2024**

Date	Transaction Type	Num	Name	Amount
01/01/2024	Check	5689	Terry Burns	-300.00
01/01/2024	Check	5690	Matt Kusmack	-150.00
01/01/2024	Check	5691	DH Fire Board	-1,000.00
01/01/2024	Check	5692	Christina Benson	-150.00
01/05/2024	Bill Payment (Check)	5693	Haas Systems	-81.00
01/05/2024	Bill Payment (Check)	5694	EMP	-401.80
01/08/2024	Check		EFT Comcast	-387.35
01/10/2024	Payroll Check		DD Randall S. Haun	-1,674.41
01/16/2024	Tax Payment		IRS	-1,061.07
01/17/2024	Check		EFT AEP- Indiana Michigan Power	-163.76
01/19/2024	Check		EFT Consumers	-156.83
01/22/2024	Bill Payment (Check)	5697	Purity Cylinder Gases Inc	-303.61
01/22/2024	Bill Payment (Check)	5698	EMP	-87.87
01/22/2024	Bill Payment (Check)	5699	Seber Tans, PLC	-495.60
01/22/2024	Bill Payment (Check)	5700	Randy S Haun	-8.50
01/24/2024	Payroll Check		DD Randall S. Haun	-1,939.87
01/25/2024	Bill Payment (Check)	5701	Midland Credit Management Inc	-802.11
01/26/2024	Bill Payment (Check)	5706	Yeo & Yeo	-410.00
01/27/2024	Check		EFT AT&T Mobility	-47.50
				<u><u>\$ (9,621.28)</u></u>





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: February 5, 2024

SUBJECT: Financial Statement – January 2024

### Action Requested:

It is requested that the Village Council review the Clerk/Treasurer's report for January 2024.

### Background:

#### January 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 DDA meeting.
- Attended the Decatur Day Committee meeting and prepared meeting minutes.
- Processed building permit payments and revenue deposits in cash receipting.
- Educational session with Chris about FY25 budget
- Meet with Chris and Andrew, Wightman, upcoming dates, and times for USDA Projects
- Continued to work on getting access and knowledge from the IRS for new federal process for uploading W2's and 1099.
- Worked with Siegfried Crandall to make sure that uploading W2's and 1099s to IRS was a success. Uploaded 1/15/2023 successfully.
- Mailed out W2's and 1099s.
- FOIA Requests
- Worked with Village Attorney about delinquent business loans.
- 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.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

- Meeting with Leah and Madelyn, Abonmarche, on next steps for DWAM and updated GIS plan.
- Created Safety Meeting Agenda
- Attended Safety Meeting and prepared meeting minutes.
- Worked on documents for the RRC Certification.
- Worked on and helped create February's Council meeting Agenda.
- Worked Honor Credit Union on the closure and reopening of Certificates of Deposits.
- Meeting with Chris and Decatur Downs about their PILOT program and property maintenance.
- Processed restitution checks from Van Buren County Courts for the snow pusher and other ordinance violations.
- Attended Winter Workshop through the MMTA. Class sessions attended:
  - ❖ The life of a Treasurer
  - ❖ Settlement and Tax roll – Tips & Tricks
  - ❖ Why you should care about the market.
  - ❖ Protect your office from the unknown.
  - ❖ Legislative updates.
  - ❖ Lower your risk of fraud.

Attachment(s):



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## **MEMORANDUM – MONTHLY REPORT**

TO: Village Council  
FROM: Natalie Davis, Deputy Clerk/Treasurer  
REVIEWED BY: Megan Duncan, Village Clerk/Treasurer  
DATE: February 1, 2024  
  
SUBJECT: January 2024 Monthly Report

### Action Requested:

It is requested that the Village Council review the Deputy Clerk/Treasurer Report for the month of January.

### **January 2023 – Jobs completed**

- Collected payments for Utility Bills
- Calculated bills
- Ran report for Shut offs and mailed out shut off notices
- Finalized old accounts and set up new customer accounts
- Took permit applications and forwarded information to SAFEbuilt
- Contacted customers regarding high usage
- Continued creating spreadsheet documenting water loss
- Continued scanning and saving previous meeting agendas and minutes
- Worked on gathering W9s from other businesses
- Assisted Shantel with stuffing envelopes for February events and contests
- Spoke with Title Agencies in regards to houses being sold.
- Contacted Republic Services regarding missed trash and bin removals
- Ran invoice cloud reports
- Attended Excel-Formulas and Functions 101 live webinar
- Created work orders and Miss Digs for DPW
- Kept track of the shut off list and payments being made

### Attachment(s):



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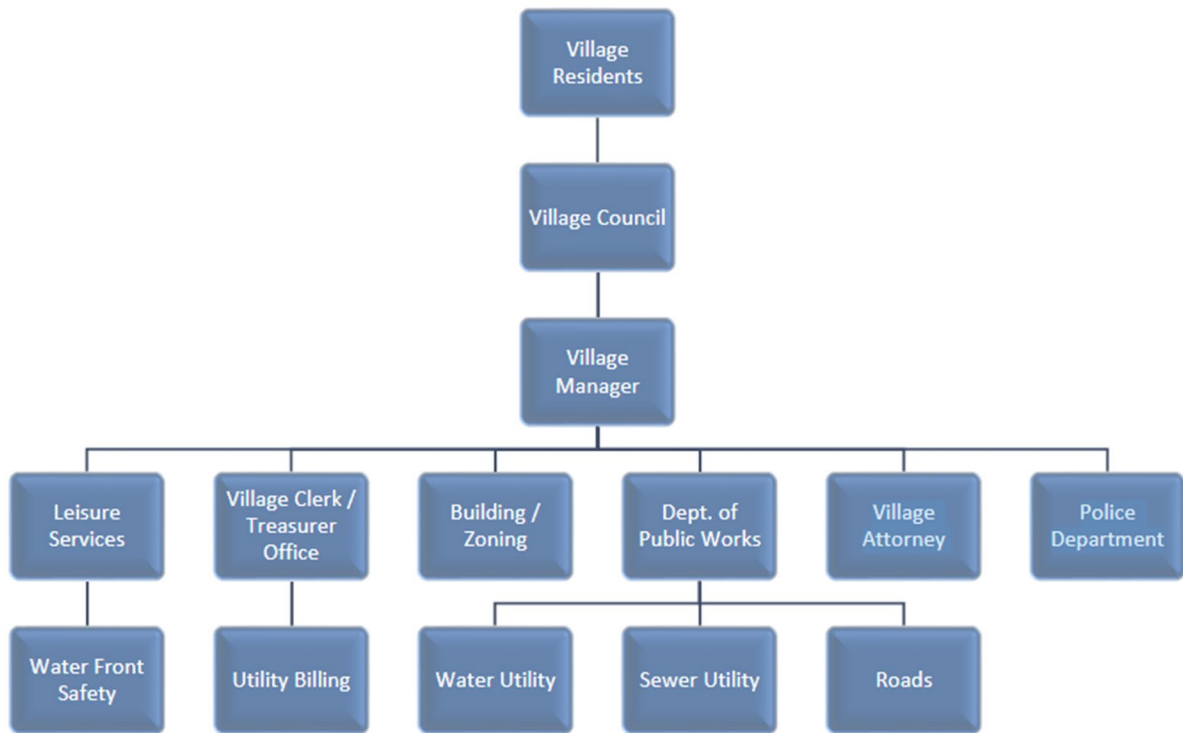
*FISCAL YEAR 2025  
ANNUAL APPROPRIATION BILL  
MARCH 1, 2024 – FEBRUARY 29, 2025*

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The chart below illustrates the organizational structure within the Village.



### VILLAGE COUNCIL

Trustee – Harvey Beute  
Trustee – Janice Benson  
Trustee – Bob Mead Jr.  
Trustee – Jessica Pelfrey  
Trustee – Cindy Pachner  
President Pro Tempore - Charlene Jackson  
President - Ali Elwaer

### VILLAGE ADMINISTRATION

Village Manager – Christopher Tapper  
Village Clerk/Treasurer – Megan Duncan  
Chief of Police -Thomas VanDerWoude  
DPW Forman - James Ebeling

PUBLIC DRAFT #1

February 5, 2024

To the Members of the Village Council,

In accordance with Section 2-202. – Duties of the Village Manager, Article (3), I am pleased to present for your consideration, the Fiscal Year 2024-2025 Annual Budget. Annual Budget, which begins on March 1, 2024. This budget was put together with the support of the Budget Committee and of the administrative staff of the Village of Decatur. I would personally like to thank the Budget Committee, Trustee Jessica Pelfrey, President Pro Tem, Charlene Jackson, President Ali Elwear, along with Department Heads, Chief of Police Thomas VanDerWoude, Clerk/Treasurer, Megan Duncan, and Forman, James Ebeling for the work they put into this year's budget.

This budget, which was developed and confirms to generally accepted accounting principles as established by Governmental Accounting Standards Board, is intended to serve as a plan of financial operations embodying an estimate of expenditures for the next fiscal year and the means of financing them along with a management and operational plan for allocation of resources during the Fiscal Year 2024-2025.

As you will see in the following pages, we are estimating that in Fiscal Year 2024-2025 we will generate \$3,665,680.00 in revenue while expending \$3,578,511.00. This will result in a budget surplus. It should be noted that the subsequent surplus will accrue in the multiple funds. The primary influence of this surplus will accumulate due to the previously approved Council capital improvement projects related to the USDA, Water, Sewer, and Local Street construction. It should be noted, most of the expenditures and revenues for these activities will cross fiscal years.

To accomplish these goals the Village will continue to operate with a millage rate of 11.41660 for general operations, and 4.9566 millage rate for general street operations, and 1.82620 millage rate for the Downtown Development Authority. As previous discussed in Fiscal Year 2023-2024, Council will continue the recommended Water & Sewer rate increase to cover the operations of those systems in accordance with the recommendations set forth to obtain USDA funding for the Water & Sewer Systems Improvements.

*Christopher Tapper*

Christopher Tapper  
Village Manager

**VILLAGE OF DECATUR**  
**ANNUAL ADMINISTRATIVE APPOINTMENT LIST**

Zoning Administrator – Christopher Tapper – Village Manager, Joe Kline, Safebuilt

Street Administrator – Christopher Tapper – Village Manager

President Pro Tem – Charlene Jackson

Village Freedom of Information Coordinator (FOIA) – Megan Duncan

Village Attorney – Nicholas Curcio – The Curcio Law Firm (Village General Console)

Crystal Morgan, The Law Office of Crystal Morgan (Code Enforcement)

Roger Swets, Dickinson Wright, PLLC (Bond Console)

Village Auditor's – Gabridge & Company

Village Finance Administration Services – Siegfried Crandall PC

Village Planner – Rebecca Harvey, Harvey Consultant Service, LLC

Village Assessor - Shalice Northrop

Village Fire & Quick Response Department – Decatur Hamilton Fire & QR

Village Banking & Financial Intuitions - First State Bank Decatur, Honor Credit Union Decatur

Village Building Department & Building Officials – Safebuilt

Village Waste Hauler – Republic Services

Village Information & Technology Services – VC3 and Van Buren County IT

Village Finance and Record Management Services – BS&A

Village Engineering, Land Survey, Architecture and Designs – Abonmarche,  
Wightman & Associations (USDA project)

Village Environmental & Geologist Services – Eric Larcinese - Holocene Environmental LLC

Village Insurance Agency & Liabilities – Michigan Municipal League

Village Publication & Notification – Decatur Republican, Courier Leader, Village website



**VILLAGE OF DECATUR**  
**COMMITTEE APPOINTMENT LIST**

Village Life & Health Insurance Agency, Group Benefits - Miller-Schuring Agency

Budget Committee (one year term 2024) – President Pro Tem, Charlene Jackson, Trustee Jessica Pelfrey,  
President, Ali Elwear

Parks and Recreation Committee (three-year term 2023-2026) – President Pro Tem, Charlene Jackson, Trustee  
Jessica Pelfrey, Janice Benson, Village Clerk-Treasurer, Megan Duncan, Kande Hawks, Nicky Fassett,  
Administrative Assistant, Shantel Pentland

Planning Commission – Chairperson, Blaine Rex (term expires 2023), Vice Chair, Janet Moelaart (term expires  
2023), Secretary, Mike Verran (term expires 2023), Village Council Trustee, Cindy Pachner (term expires 2026)

Zoning Board of Appeals – President Ali Elwear, President Pro Tem, Charlene Jackson, Trustee Robert Mead Jr,  
Trustee Harvey Beute, Trustee Jancie Benson, Trustee Cindy Pachner, Trustee Jessica Pelfrey

Downtown Development Authority - President Ali Elwear, President/Chairperson, James Creagen (term expires  
2023), Vice Chair, Lee Moser (term expires 2023), Secretary, Jay Newell (term expires 2023), Roger Kemp (term  
expires 2025), Elissa Zimmer (term expires 2025), Mary Miller (term expires 2025), Jani Swihart (term expires  
2025), Matt Cooper (term expires 2025).

Rental Committee (one year term 2024) – President Pro Tem, Charlene Jackson, Trustee Jessica Pelfrey, President  
Ali Elwear, Wes Marko

Fire Board – Terry Newell (term expires 2024), Michell Gateley (term expires 2026)

**VILLAGE OF DECATUR**  
**COUNTY OF VAN BUREN**  
**STATE OF MICHIGAN**

**RESOLUTION 2023-014: VILLAGE OF DECATUR PUBLIC MEETING SCHEDULE FOR 2024.**

**WHEREAS**, a local Municipality has the right to set their own Regular Meeting schedule by Resolution; and

**WHEREAS**, The Village of Decatur is required by law to have one Regular Meeting every month; and

**WHEREAS**, The Regular Meeting Schedule will be posted at Village Offices throughout the duration of the 2024 Calendar Year. The Village of Decatur, Trustee's meet at 7:00PM for on the first Monday of each month unless otherwise posted. Meetings are held in the Council Chambers of the Decatur Village Hall, 114/116 N. Phelps Street, Decatur, Michigan. The Village Council will also from time to time meet electronically allowable under PA 228 of 2020.

**January 8, 2024,      February 5, 2024,      March 4, 2024,      April 1, 2024,**

**May 6, 2024,      June 3, 2024,      July 1, 2024,      August 5, 2024,**

**September 9, 2024,      October 7, 2024,      November 4, 2024,      December 2, 2024**

**DOWNTOWN DEVELOPMENT AUTHORITY**

The Decatur Village DDA meets on the second Wednesday of each month, at 1:00 P.M. unless otherwise posted. Meetings are held in the Council Chambers of the Decatur Village Hall, 114/116 N. Phelps, Decatur, MI 49045.

**PLANNING COMMISSION**

The Decatur Village Planning Commission meets on the third Thursday of each month, at 1:00 P.M. unless otherwise posted. Meetings are held in the Council Chambers of the Decatur Hall, 114/116 N. Phelps, Decatur, MI 49045.

**ZONING BOARD OF APPEALS**

The Zoning Board of Appeals meets as needed on the first Monday of each month, at 6:00 P.M. unless otherwise posted. Meetings are held in the Council Chambers of the Decatur Village Hall, 114/116 N. Phelps, Decatur, MI 49045.

**PARKS AND RECREATION COMMITTEE**

The Parks and Recreation Committee meets on the third Monday of each month, at 4:30 P.M. unless otherwise posted. Meetings are held in the Council Chambers of the Decatur Village Hall, 114/116 N. Phelps, Decatur, MI 49045.

**NOW, THEREFORE, BE IT RESOLVED**, the following is the current Regular Meeting Schedule for the 2023 Calendar Year for The Village of Decatur.

**RESOLUTION DECLARED ADOPTED, this 4<sup>th</sup> day of December 2023.**

➤ **General Fund 101**

The General Fund retains property taxes, revenue sharing from the State of Michigan and fees that are paid to the Village. The General Fund is classified as a Governmental Fund, which does place some restrictions on the types of expenses that can be allocated. However, the General Fund is unique in that its funds can be used on a wide range of approved projects. Outside of our Enterprise Funds (Water/Sewer), the General Fund provides the Village with the greatest amount of flexibility. Therefore, it's important to maintain a healthy fund balance in the General Fund and ensure that all other funds are being used to their fullest extent first. The departments within the General Fund include Police, Village Hall, Building Inspector, General DPW, Parks and Recreation, Clerk, Treasurer, and Manager.

***101-VILLAGE COUNCIL***

***137-ATTORNEY***

***172-VILLAGE MANAGER***

***215/253-VILLAGE CLERK/TREASURER***

***262-ELECTIONS***

***265-VILLAGE HALL***

***301- PD***

***302-CROSSING GUARDS***

***371-BUILDING INSPECTOR***

***441-DPW***

***751-PARKS & RECREATION***

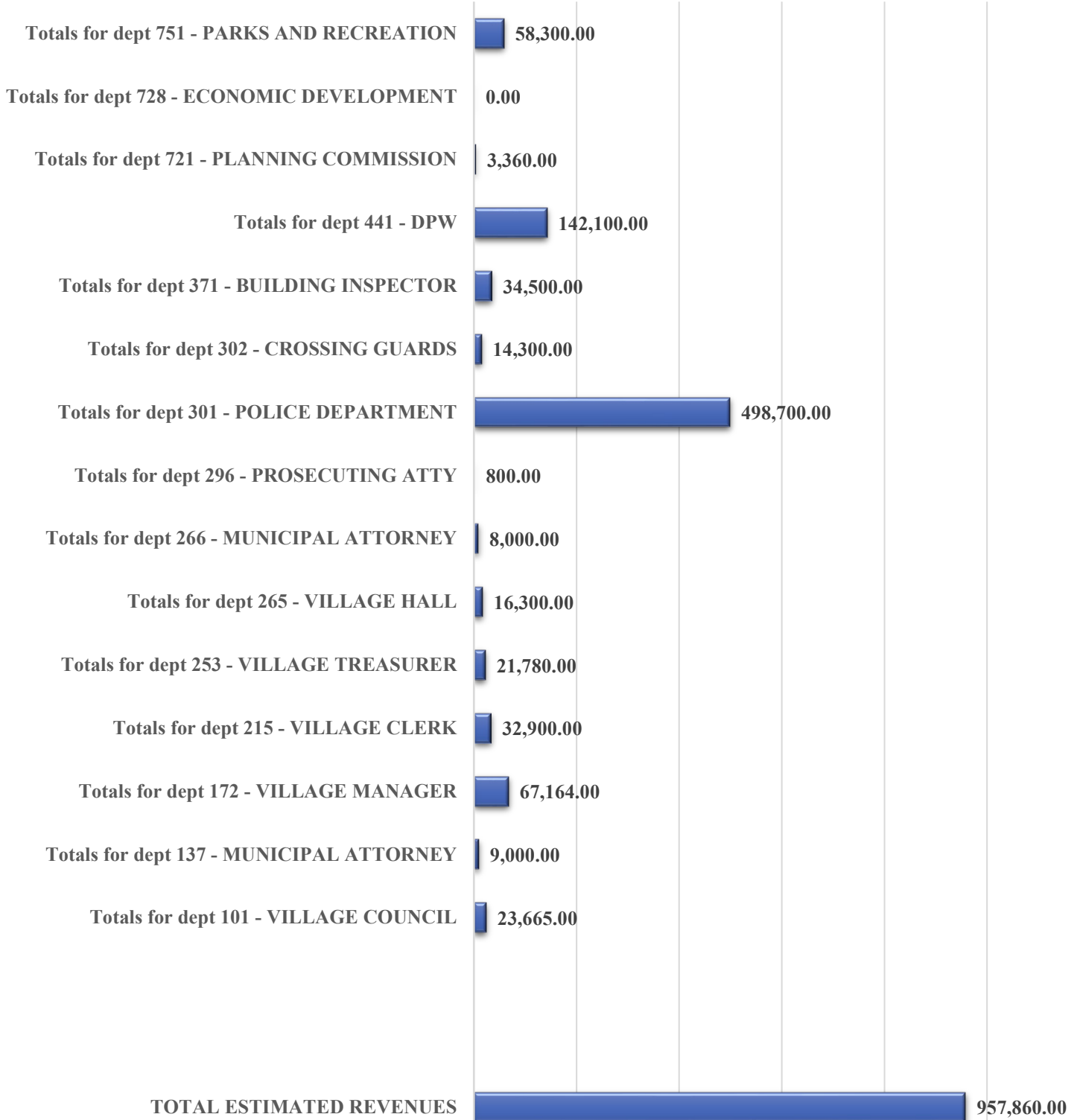
**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

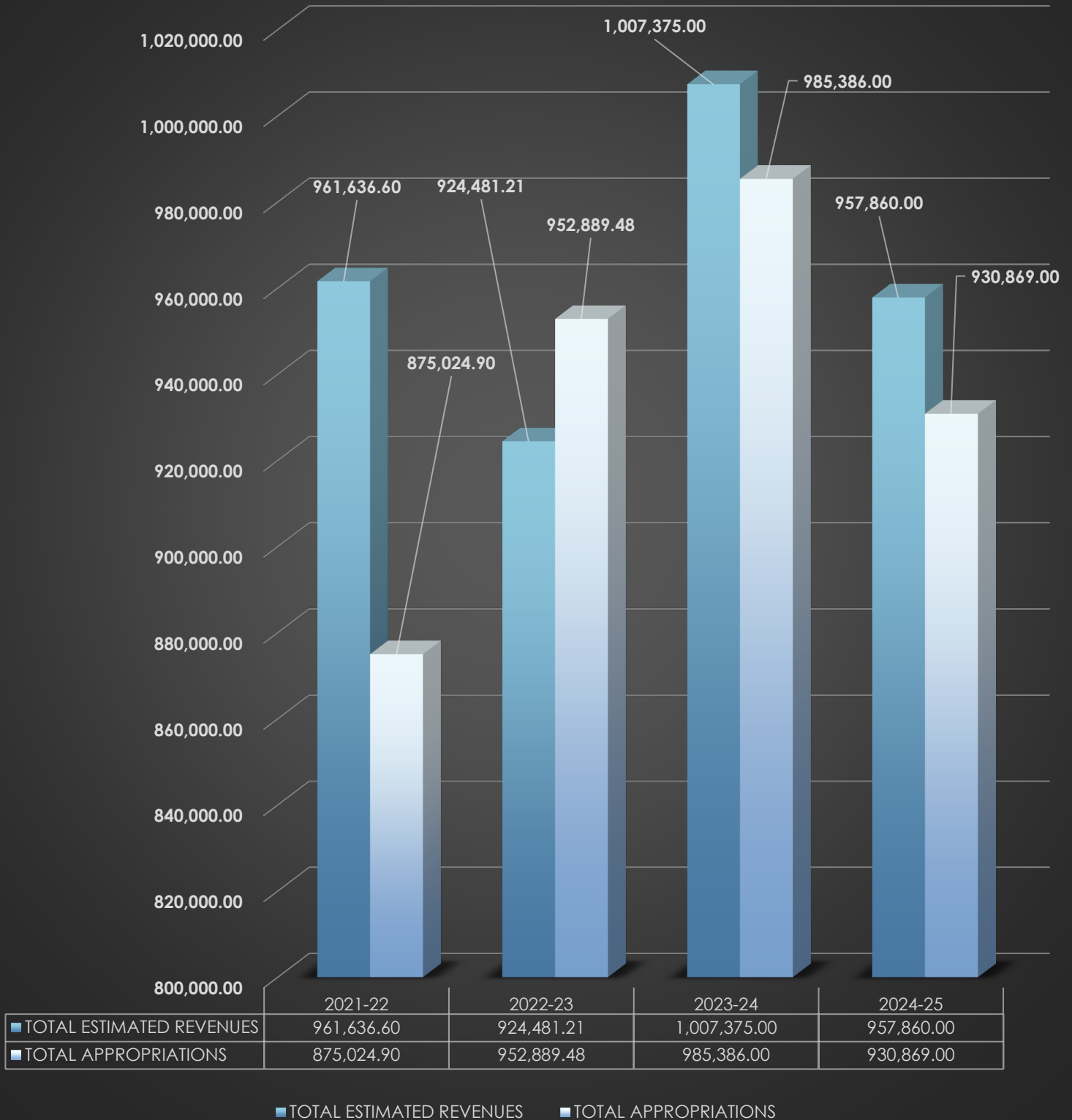
	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
			<b>2/29/2024</b>	<b>BUDGET</b>
TOTAL ESTIMATED REVENUES	961,636.60	924,481.21	1,007,375.00	957,860.00
Totals for dept 101 - VILLAGE COUNCIL	39,681.78	33,428.43	23,975.00	23,665.00
Totals for dept 137 - MUNICIPAL ATTORNEY	9,530.50	15,521.40	10,500.00	9,000.00
Totals for dept 172 - VILLAGE MANAGER	62,653.88	52,668.81	57,258.00	67,164.00
Totals for dept 215 - VILLAGE CLERK	38,886.35	35,640.74	32,056.00	32,900.00
Totals for dept 253 - VILLAGE TREASURER	10,954.44	20,687.74	23,647.00	21,780.00
Totals for dept 265 - VILLAGE HALL	17,222.33	22,427.43	15,990.00	16,300.00
Totals for dept 266 - MUNICIPAL ATTORNEY	8,000.00	8,756.75	8,000.00	8,000.00
Totals for dept 296 - PROSECUTING ATTY		661.50	800.00	800.00
Totals for dept 301 - POLICE DEPARTMENT	484,941.43	489,995.24	526,000.00	498,700.00
Totals for dept 302 - CROSSING GUARDS	13,143.91	12,984.77	14,040.00	14,300.00
Totals for dept 371 - BUILDING INSPECTOR	11,533.01	30,185.66	56,700.00	34,500.00
Totals for dept 441 - DPW	113,784.67	155,394.03	138,160.00	142,100.00
Totals for dept 721 - PLANNING COMMISSION	1,965.00	3,888.65	2,310.00	3,360.00
Totals for dept 728 - ECONOMIC DEVELOPMENT			20,030.00	
Totals for dept 751 - PARKS AND RECREATION	62,727.60	70,648.33	55,920.00	58,300.00
TOTAL APPROPRIATIONS	875,024.90	952,889.48	985,386.00	930,869.00
NET OF REVENUES/APPROPRIATIONS - FUND 101	86,611.70	(28,408.27)	21,989.00	26,991.00
BEGINNING FUND BALANCE	573,807.94	660,419.64	632,011.37	720,908.94
FUND BALANCE ADJUSTMENTS				
ENDING FUND BALANCE	660,419.64	632,011.37	720,908.94	747,899.94

**GENERAL FUND (101)**

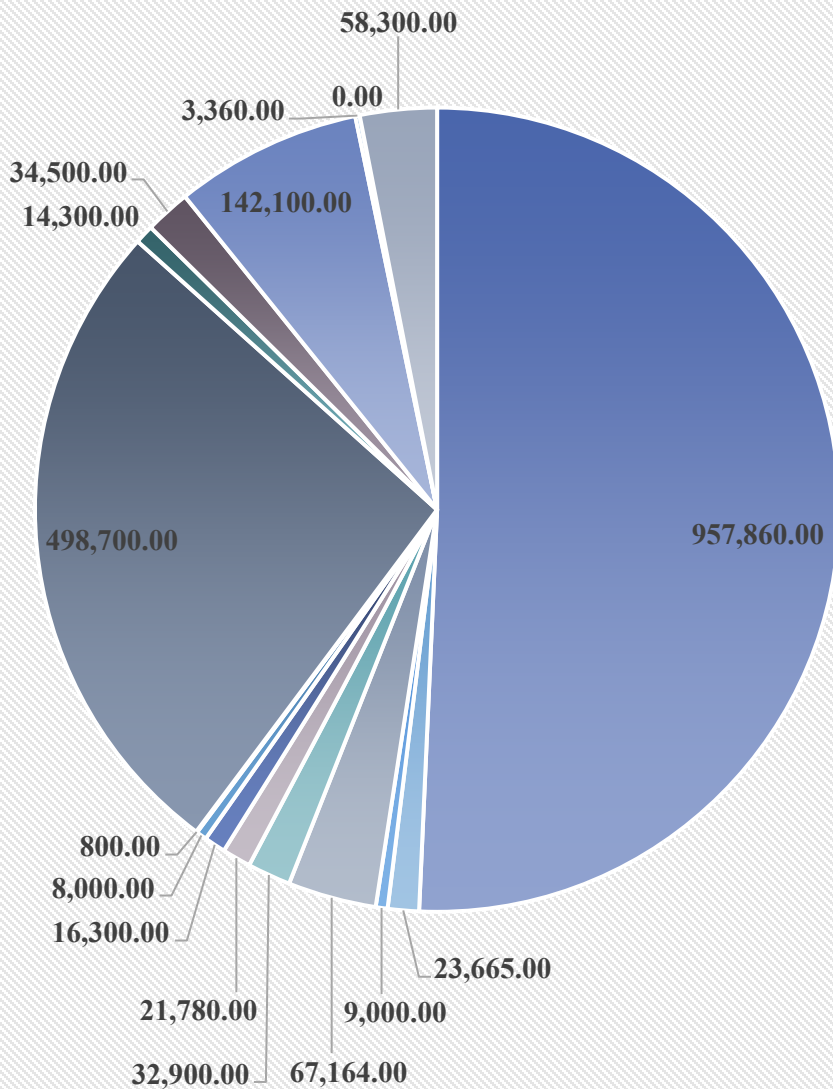
**GENERAL FUND EXPENSES BY ACTIVITY BY DEPARTMENT FY 2025**



## GENERAL FUND - 101 REVENUES VS. APPROPRIATIONS



## GENERAL FUND - 101 SUMMARY OF APPROPRIATIONS VS. REVENUES

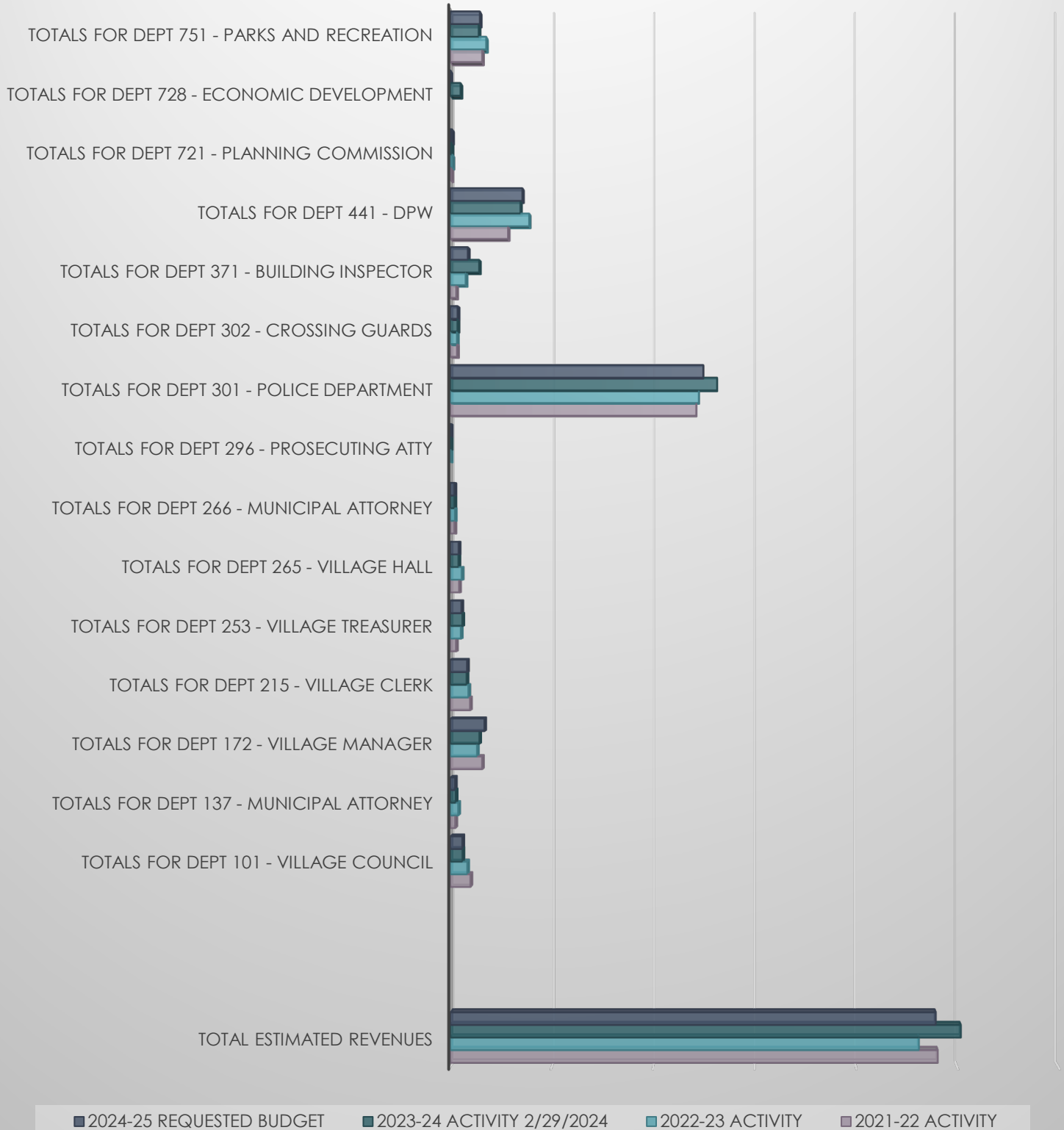


### ■ TOTAL ESTIMATED REVENUES

- Totals for dept 101 - VILLAGE COUNCIL
- Totals for dept 137 - MUNICIPAL ATTORNEY
- Totals for dept 172 - VILLAGE MANAGER
- Totals for dept 215 - VILLAGE CLERK
- Totals for dept 253 - VILLAGE TREASURER
- Totals for dept 265 - VILLAGE HALL
- Totals for dept 266 - MUNICIPAL ATTORNEY
- Totals for dept 296 - PROSECUTING ATTY
- Totals for dept 301 - POLICE DEPARTMENT
- Totals for dept 302 - CROSSING GUARDS
- Totals for dept 371 - BUILDING INSPECTOR
- Totals for dept 441 - DPW
- Totals for dept 721 - PLANNING COMMISSION
- Totals for dept 728 - ECONOMIC DEVELOPMENT
- Totals for dept 751 - PARKS AND RECREATION

## GENERAL FUND - 101

### SUMMARY OF APPROPRIATIONS BY DEPARTMENT BY FISCAL YEAR





➤ **Road Funds 202 – 203 - 230**

The Road Funds (Major and Local) are both Governmental Funds as well. They are funded by taxes and revenue sharing from the State of Michigan. These funds must be used to improve the local and major streets of the Village. In addition, 1% of all road fund expenditures in a rolling 10-year timeframe must be utilized to fund non-motorized improvements such as sidewalks, striping, or lighting.

***463-MAINTENANCE***

***474-TRAFFIC SERVICES***

***479-SNOW REMOVAL***

***483-ADMINISTRATION***

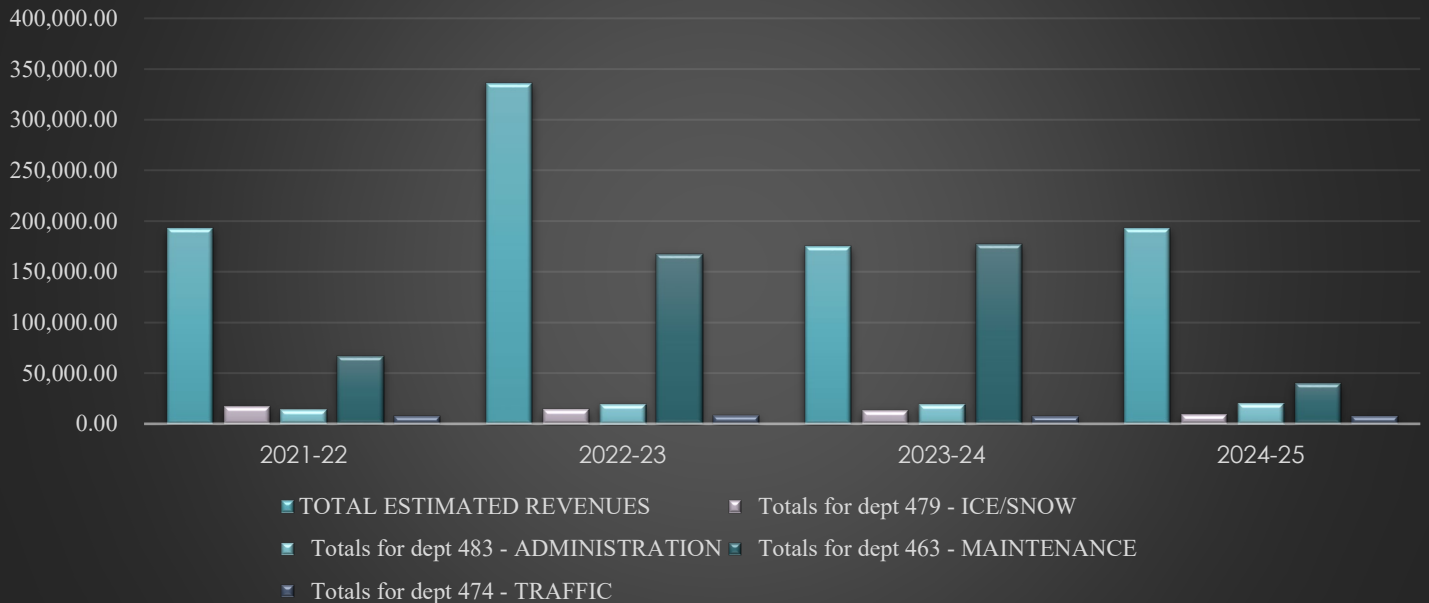
VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

**MAJOR ROADS FUND (202)**

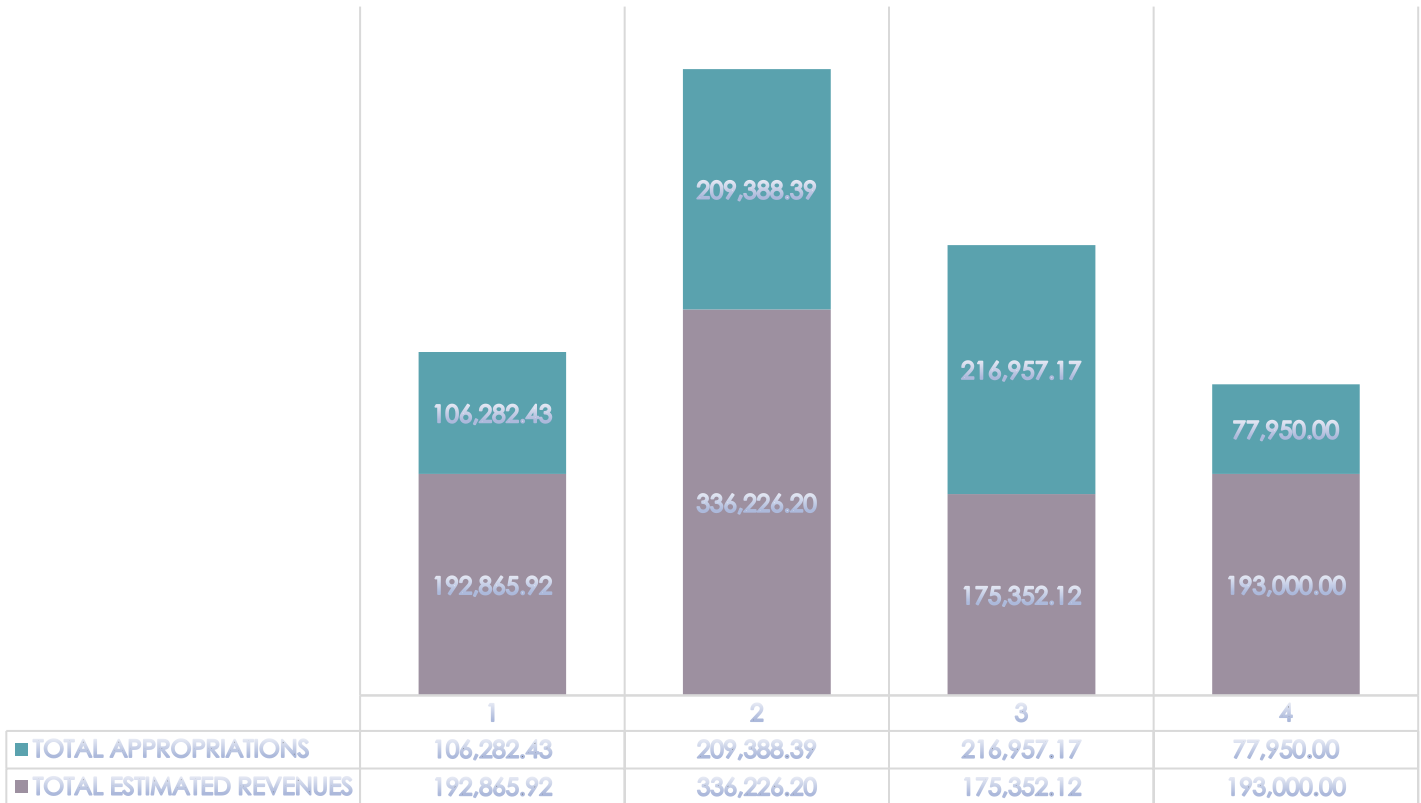
	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER			THRU 02/29/24	BUDGET
TOTAL ESTIMATED REVENUES	192,865.92	336,226.20	175,352.12	193,000.00
Totals for dept 463 - MAINTENANCE	66,862.76	167,282.57	177,400.29	40,200.00
Totals for dept 474 - TRAFFIC	7,912.00	8,234.00	7,238.72	8,000.00
Totals for dept 479 - ICE/SNOW	17,706.91	14,204.05	13,358.05	9,500.00
Totals for dept 483 - ADMINISTRATION	13,800.76	19,667.77	18,960.11	20,250.00
TOTAL APPROPRIATIONS	106,282.43	209,388.39	216,957.17	77,950.00
NET OF REVENUES/APPROPRIATIONS - FUND 202	86,583.49	126,837.81	(41,605.05)	115,050.00
BEGINNING FUND BALANCE	610,722.05	697,305.54	824,143.35	795,153.35
ENDING FUND BALANCE	697,305.54	824,143.35	782,538.30	910,203.35

**MAJOR STREET FUND - 202**



## MAJOR STREET FUND - 202

■ TOTAL ESTIMATED REVENUES ■ TOTAL APPROPRIATIONS



## STATE TRUNK LINE HIGHWAY SYSTEM

### Act 51 of 1951

AN ACT to provide for the classification of all public roads, streets, and highways in this state, and for the revision of that classification and for additions to and deletions from each classification; to set up and establish the Michigan transportation fund; to provide for the deposits in the Michigan transportation fund of specific taxes on motor vehicles and motor vehicle fuels; to provide for the allocation of funds from the Michigan transportation fund and the use and administration of the fund for transportation purposes; to promote safe and efficient travel for motor vehicle drivers, bicyclists, pedestrians, and other legal users of roads, streets, and highways; to set up and establish the truck safety fund; to provide for the allocation of funds from the truck safety fund and administration of the fund for truck safety purposes; to set up and establish the Michigan truck safety commission; to establish certain standards for road contracts for certain businesses; to provide for the continuing review of transportation needs within the state; to authorize the state transportation commission, counties, cities, and villages to borrow money, issue bonds, and make pledges of funds for transportation purposes; to authorize counties to advance funds for the payment of deficiencies necessary for the payment of bonds issued under this act; to provide for the limitations, payment, retirement, and security of the bonds and pledges; to provide for appropriations and tax levies by counties and townships for county roads; to authorize contributions by townships for county roads; to provide for the establishment and administration of the state trunk line fund, local bridge fund, comprehensive transportation fund, and certain other funds; to provide for the deposits in the state trunk line fund, critical bridge fund, comprehensive transportation fund, and certain other funds of money raised by specific taxes and fees; to provide for definitions of public transportation functions and criteria; to define the purposes for which Michigan transportation funds may be allocated; to provide for Michigan transportation fund grants; to provide for review and approval of transportation programs; to provide for submission of annual legislative requests and reports; to provide for the establishment and functions of certain advisory entities; to provide for conditions for grants; to provide for the issuance of bonds and notes for transportation purposes; to provide for the powers and duties of certain state and local agencies and officials; to provide for the making of loans for transportation purposes by the state transportation department and for the receipt and repayment by local units and agencies of those loans from certain specified sources; to investigate and study the tolling of roads, streets, highways, or bridges; and to repeal acts and parts of acts.

VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

**LOCAL ROADS FUND (203)**

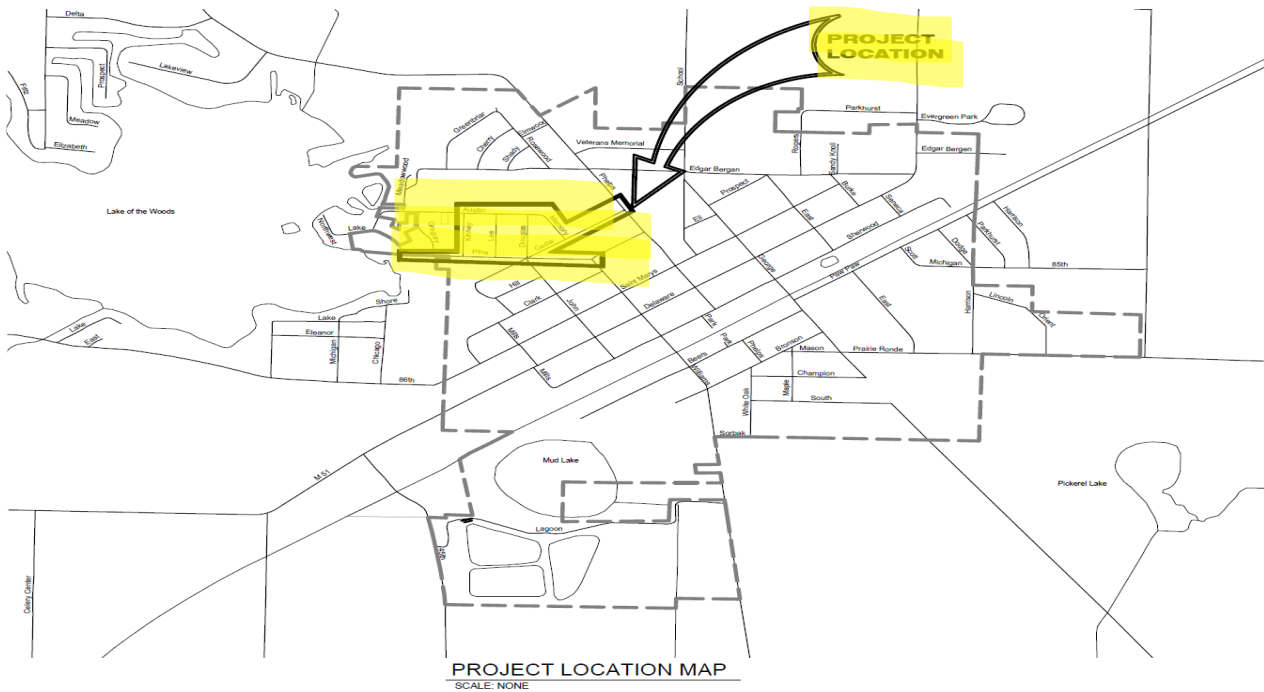
	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
			THRU 02/29/24	BUDGET
TOTAL ESTIMATED REVENUES	234,052.47	234,832.31	805,937.62	739,900.00
Totals for dept 451 - NEW CONSTRUCTION				529,000.00
Totals for dept 463 - MAINTENANCE	145,260.73	357,208.11	327,937.14	186,000.00
Totals for dept 474 - TRAFFIC	2,163.74	638.45	411.34	500.00
Totals for dept 479 - ICE/SNOW	9,128.24	6,465.76	4,594.15	5,075.00
Totals for dept 482 - ADMINISTRATION - USDA		8,900.00	11,052.68	15,000.00
Totals for dept 483 - ADMINISTRATION	13,800.72	19,667.39	18,959.72	22,900.00
TOTAL APPROPRIATIONS	170,353.43	392,879.71	362,955.03	758,475.00
NET OF REVENUES/APPROPRIATIONS - FUND 203	63,699.04	(158,047.40)	442,982.59	(18,575.00)
BEGINNING FUND BALANCE	120,810.30	184,509.34	26,461.94	447,531.94
ENDING FUND BALANCE	184,509.34	26,461.94	469,444.53	428,956.94

The Village is on schedule to submit construction site plans for the anticipated USDA infrastructure improvements outline in the Village Capital Improvement plan, to obtain issuance of a series of revenue bonds pursuant to Act 94 for water infrastructure improvements, and revenue bonds for sewer infrastructure improvements. Additionally, in combination with these improvement projects, the Village has secured funding from the State of Michigan, State Infrastructure Bank for local road reconstruction. In November 2023, the Council along with engineers received a final draft of USDA Capital Improvement project specifications, contract document and final opinion of the probable construction.

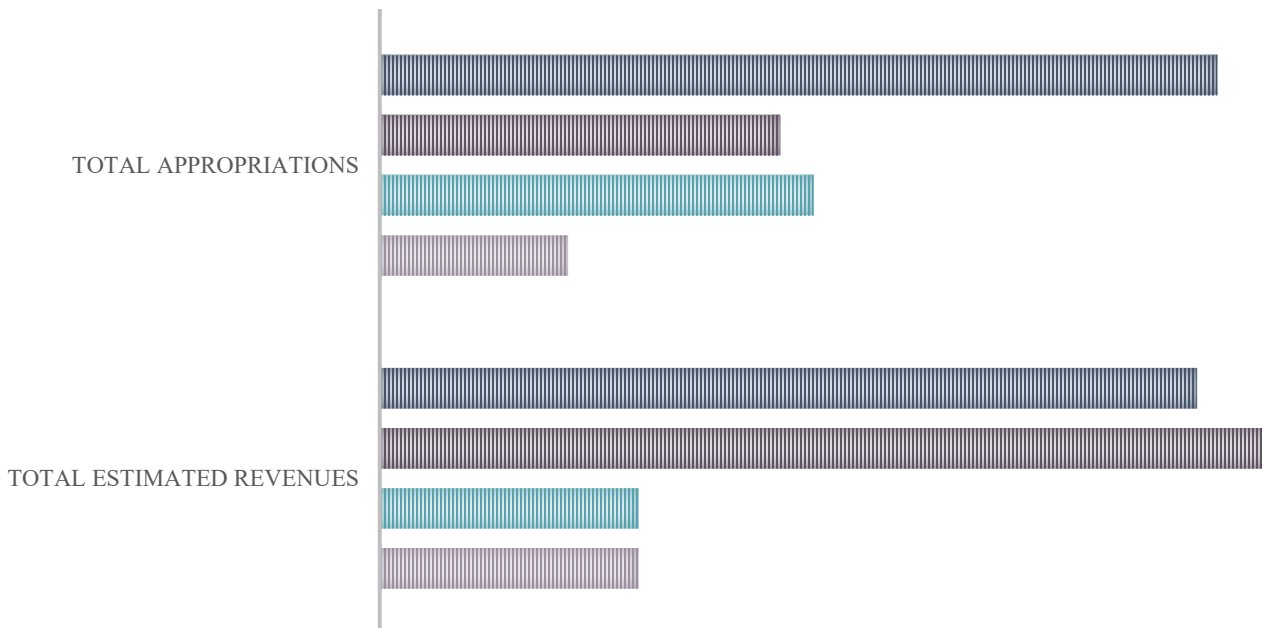
Contact A - \$2,767,170.30 Water Main Replacement  
 Contact B - \$2,370,200.00 Wastewater Stabilization Lagoon  
 Contact C - \$525,558.00 Sewer Pipelining  
 Misc - \$530,000.00 Local Street Reconstruction  
 Total Infrastructure Improvement \$ 6,192,928.30.

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

## PUBLIC DRAFT #1



## LOCAL STREETS FUND - 203



## Current PASER Rating Summary w/Chart

Printed On November, 3, 2023

**Mileage Type:** Centerline miles

**Road Class:** All Roads

**Road Ownership:** All Roads

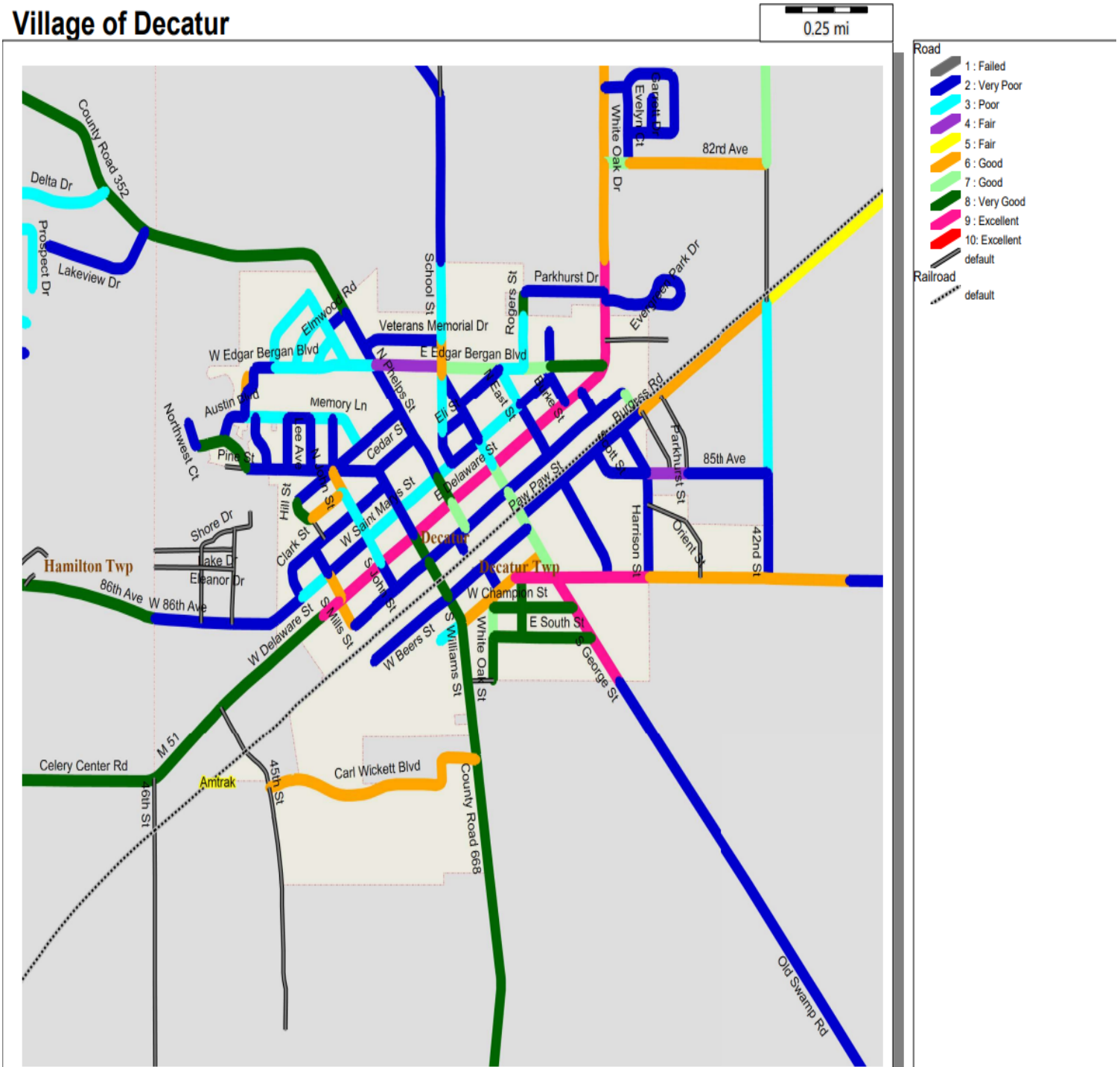
Condition	Centerline Miles	Percentage
Unrated	0.000	0.00%
1 (Poor)	0.000	0.00%
2 (Poor)	7.721	48.48%
3 (Poor)	2.870	18.02%
4 (Poor)	0.208	1.31%
5 (Fair)	0.046	0.29%
6 (Fair)	1.446	9.08%
7 (Fair)	0.768	4.82%
8 (Good)	2.127	13.36%
9 (Good)	0.739	4.64%
10 (Good)	0.000	0.00%

The Village of Decatur currently maintains approximately 16.564 miles of paved surfaces within the Village limits. The Van Buren County Road Commission has provided the Village with a comprehensive report to best determine road conditions. The Paser Rating information has been provided in this document to provide additional information on the condition of roads within the Village limits. The Paser Rating Map of 2023 provides more of an illustration of continued progress the Village is yielding with improvements to the transportation network. Furthermore, with the expectation of the USDA Water & Wastewater Infrastructure reconstruction, several local streets will also be accomplished. Staff in union with engineers secured funding through the State of Michigan SIB for funding of \$529,000.00. It should be noted, the USDA does not fund road projects. After the achievement of the infrastructure work the following local streets will be reconstructed, which will improve the overall rating discussed in the rating report. Those local street include Cedar, Memory, Austin, Lee, Kinney, portions of Pine, and Douglas.

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

## Village of Decatur



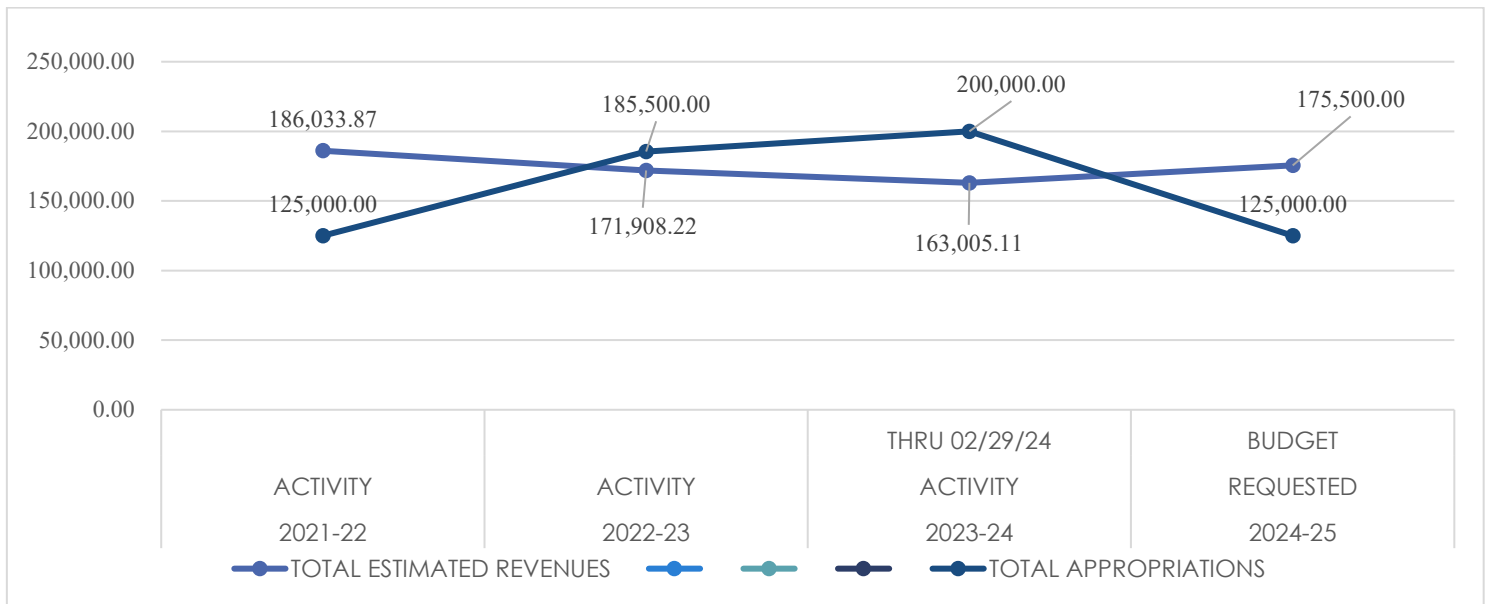
The Village of Decatur has made progress over the prior (3) three years with street developments. Some of those improvements include resurfacing, Mason, Maple, Champion, and South Street. The Village Council approved capital spending of roughly \$266,685.41 into the local street infrastructure. Additionally, the Council supported financing of approximately \$438,547.09 reconstruction of South George Street. Furthermore, the Council endorsed investment of \$376,000.00 in the reconstruction of Praire Ronde Street. Upon the accomplishment of the USDA work schedule for calendar years 2024-2025, the Village Council will have an estimated road infrastructure investment of \$1,610,235.50 into the quality of life for all residents who call Decatur home. Additional work is still needed, but the Village Council along with staff are committed to continued success in the coming years ahead.

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

## MUNICIPAL STREET FUND (204)

	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
			THRU 02/29/24	BUDGET
TOTAL ESTIMATED REVENUES	186,033.87	171,908.22	163,005.11	175,500.00
TOTAL APPROPRIATIONS	125,000.00	185,500.00	200,000.00	125,000.00
NET OF REVENUES/APPROPRIATIONS - FUND 204	61,033.87	(13,591.78)	(36,994.89)	50,500.00
BEGINNING FUND BALANCE	179,987.34	241,021.21	227,429.43	195,429.43
ENDING FUND BALANCE	241,021.21	227,429.43	190,434.54	245,929.43



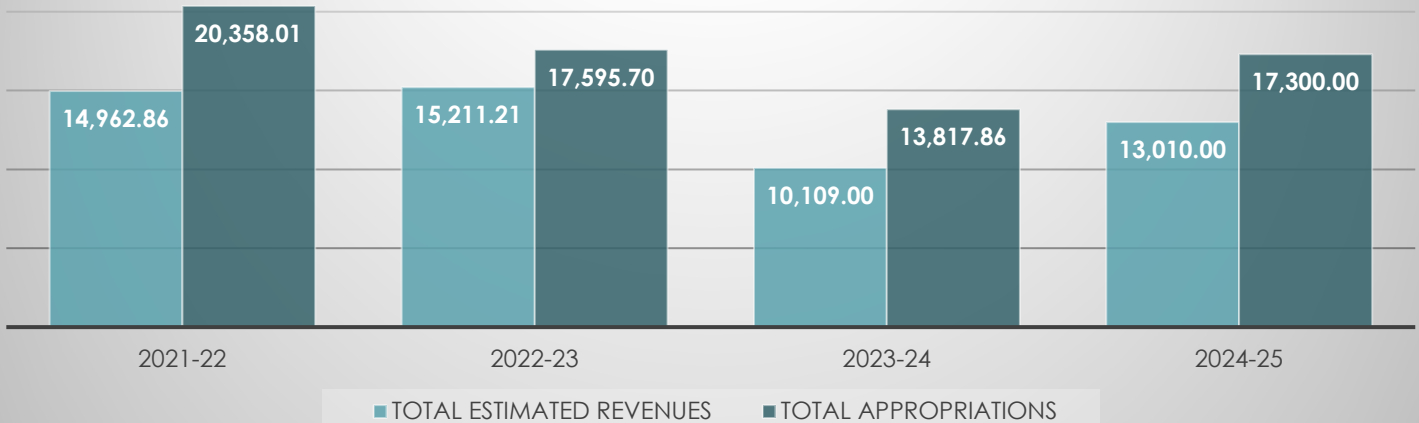
The establishment of a "Municipal Street Fund" is recommended by MDOT, but not required, for cities and villages that have locally raised monies for street purposes other than street tax levies, such as appropriations from the General Fund. Recording locally raised revenues in the Municipal Street Fund will allow more flexibility in determining where and when these funds will eventually be used. Municipal Street Fund revenues can be transferred to the Major and Local Street Funds on an as needed basis. Expenditures incurred for the preservation, construction, acquisition, and extension of your Major and Local street system, as defined by your annual mileage certification map, must be recorded in full in the Major and Local Street Funds, not in the Municipal Street Fund. It is generally simpler to record all street expenditures in the Major and Local Street Funds as incurred, and to subsequently transfer revenue from the Municipal Street Fund to the Major and Local Street Funds as needed. When locally raised, revenues are transferred to the Major or Local Street Fund, they take on the restricted nature of those funds. Prior year transfers may not be transferred back out of the Major or Local Street Funds.



**VEHICLE INSPECTION FUND (213)**

	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER			THRU 02/29/24	BUDGET
TOTAL ESTIMATED REVENUES	14,962.86	15,211.21	10,109.00	13,010.00
TOTAL APPROPRIATIONS	20,358.01	17,595.70	13,817.86	17,300.00
NET OF REVENUES/APPROPRIATIONS - FUND 213	(5,395.15)	(2,384.49)	(3,708.86)	(4,290.00)
BEGINNING FUND BALANCE	27,063.72	21,668.57	19,284.08	18,684.08
ENDING FUND BALANCE	21,668.57	19,284.08	15,575.22	14,394.08

**VEHICLE INSPECTION FUND - 213**



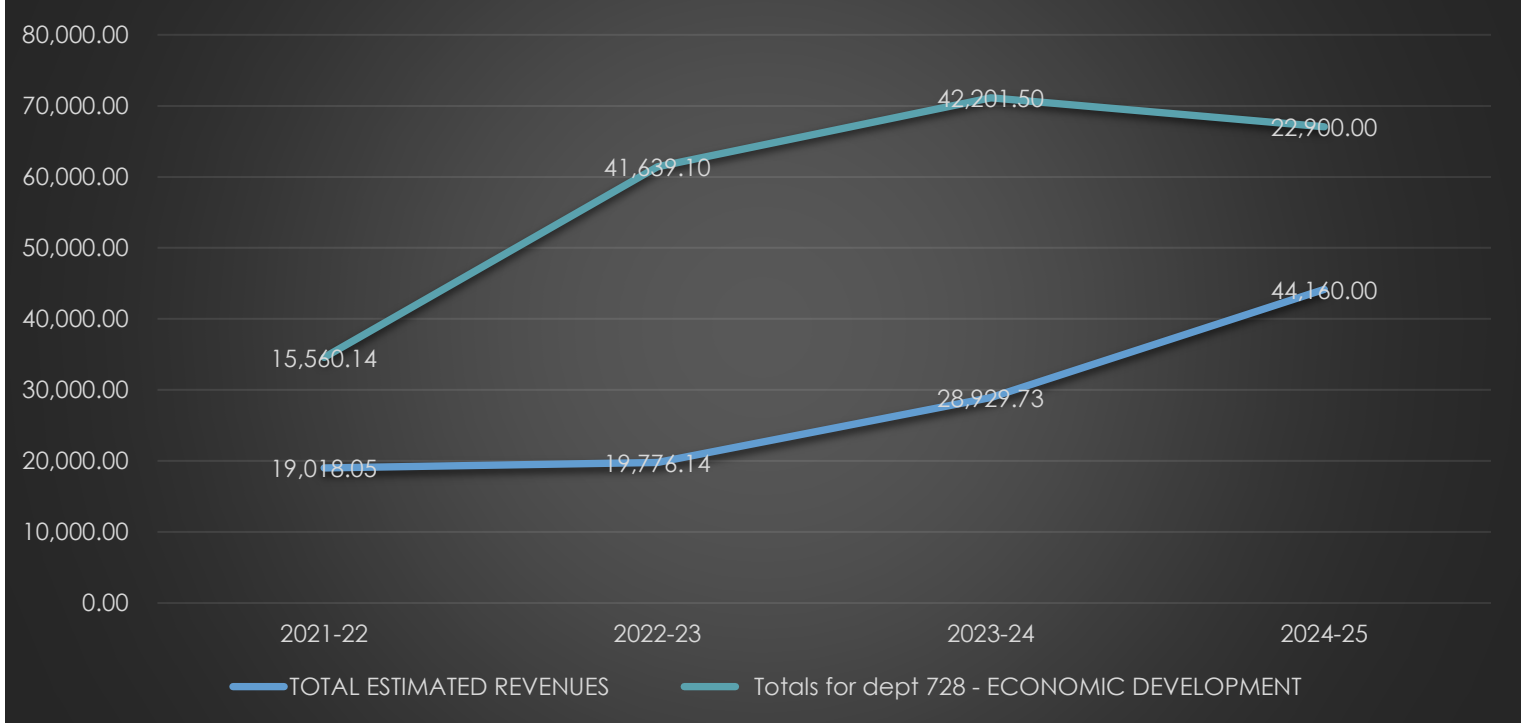
VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

**DDA FUND (248)**

	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
			THRU 02/29/24	BUDGET
TOTAL ESTIMATED REVENUES	19,018.05	19,776.14	28,929.73	44,160.00
Totals for dept 728 - ECONOMIC DEVELOPMENT	15,560.14	41,639.10	42,201.50	22,900.00
NET OF REVENUES/APPROPRIATIONS - FUND 248	3,457.91	(21,862.96)	(13,271.77)	21,260.00
BEGINNING FUND BALANCE	105,877.01	105,928.92	84,065.96	70,390.96
FUND BALANCE ADJUSTMENTS	(3,406.00)			
ENDING FUND BALANCE	105,928.92	84,065.96	70,794.19	91,650.96

**DDA FUND - 248**



**2024 Calendar of DDA Sponsored Events**

<b><u>January</u></b>	<b><u>February</u></b>	<b><u>March</u></b>	<b><u>April</u></b>
No Scheduled Events	Valentines Contest	St. Patrick's Contest	No Scheduled Events
		Easter Egg Hunt w/ NHS (Saturday, March 30)	
<b><u>May</u></b>	<b><u>June</u></b>	<b><u>July</u></b>	<b><u>August</u></b>
Night Market Event (Friday, May 31)	Night Market Event (Friday, Jun 28)	3 <sup>rd</sup> Annual Fireworks & Food Trucks Extravaganza (Thursday, July 4)	Chalk the Walk (Friday, August 2)
Food Truck Days (Mondays/Tuesdays)	Food Truck Days (Mondays/Tuesdays)	Food Truck Days (Mondays/Tuesdays)	Decatur Day Festival (Saturday, August 3)
		Night Market Event (Friday, July 26)	Night Market Event (Friday, August 30)
			Food Truck Days (Mondays/Tuesdays)
<b><u>September</u></b>	<b><u>October</u></b>	<b><u>November</u></b>	<b><u>December</u></b>
Food Truck Days (Mondays/Tuesdays)	Scarecrow Decorating Contest	No Scheduled Events	Christmas Decorating Contest
Night Market Event (Friday, September 27)	Boo Bash Event w/ VBDL (Thursday, October 31)		Christmas in the Village (Sunday, December 1)

The Village of Decatur established a Downtown Development Authority by virtue of the authority granted in MCL 125.4201 et seq. A public hearing in regard to the establishment of a Downtown Development Authority was held in accordance with MCL 125.4201 et seq., at the Village Hall at 7:30 p.m. on August 17, 1981.

The purpose of the Downtown Development Authority is to eliminate causes of deterioration and to promote and provide for the economic growth and improvement of the business district of the Village. The powers and duties of the Downtown Development Authority are those enumerated in MCL 125.4207, and the authority shall be under the supervision and control of a board consisting of the president of the Village and nine members appointed by said president, subject to the approval of the Village Council as provided in MCL 125.4204.

➤ **Sewer, Water, and Garbage Collection Funds**

These are Enterprise Funds, which means that they, essentially, function as a business unit inside of the Village. These funds are much less restrictive than the Governmental Funds. These are paid through rates and possible grants for water and sewer improvements.

***483-ADMINISTRATION***

***528-WASTE AND RUBBISH DISPOSAL***

***550-COLLECTION***

***552-DISTRIBUTION***

***553-WELLS/TOWER***



The Village is on schedule to submit construction site plans for the anticipated USDA infrastructure improvements outline in the Village Capital Improvement plan, to obtain issuance of a series of revenue bonds pursuant to Act 94 for water infrastructure improvements, and revenue bonds for sewer infrastructure improvements. Additionally, in combination with these improvement projects, the Village has secured funding from the State of Michigan, State Infrastructure Bank for local road reconstruction. In November 2023, the Council along with engineers received a final draft of USDA Capital Improvement project specifications, contract document and final opinion of the probable construction.

Contact A - \$2,767,170.30 Water Main Replacement  
 Contact B - \$2,370,200.00 Wastewater Stabilization Lagoon  
 Contact C - \$525,558.00 Sewer Pipelining  
 Misc - \$530,000.00 Local Street Reconstruction  
 Total Infrastructure Improvement \$ 6,192,928.30.

VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

**SEWER FUND (590)**

	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER		THRU 02/29/24		BUDGET
TOTAL ESTIMATED REVENUES	233,212.26	274,153.16	281,559.71	495,850.00
Totals for dept 290 - CONTINGENCY				171,000.00
Totals for dept 482 - ADMINISTRATION - USDA			85,013.02	124,797.00
Totals for dept 548 - SEWER LINE MAINTENANCE	45,158.20	22,855.50	27,985.61	37,000.00
Totals for dept 549 - MAINTENANCE-LIFT STATIONS	93,995.75	86,225.92	82,900.00	85,550.00
Totals for dept 550 - COLLECTION	106,835.29	113,623.80	62,595.26	73,360.00
	267,052.75	252,119.61	287,505.94	525,407.00
TOTAL APPROPRIATIONS				
NET OF REVENUES/APPROPRIATIONS - FUND 590	(33,840.49)	22,033.55	(5,946.23)	(29,557.00)
BEGINNING FUND BALANCE	2,091,181.42	1,992,925.93	2,014,959.48	1,963,004.48
FUND BALANCE ADJUSTMENTS	(64,415.00)			
ENDING FUND BALANCE	1,992,925.93	2,014,959.48	2,009,013.25	1,933,447.48

\*\*\*\*FOOTNOTE (Contingency \$171,000.00) This is the owner's contribution for the USDA municipal financing.

**Contract**

Description (name and location):

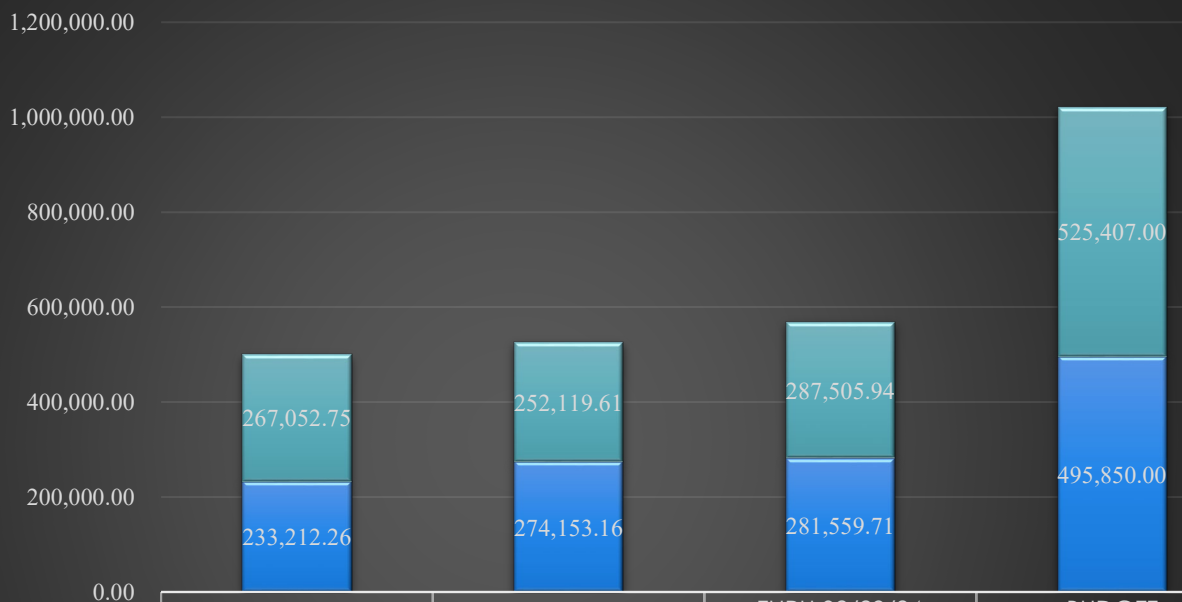
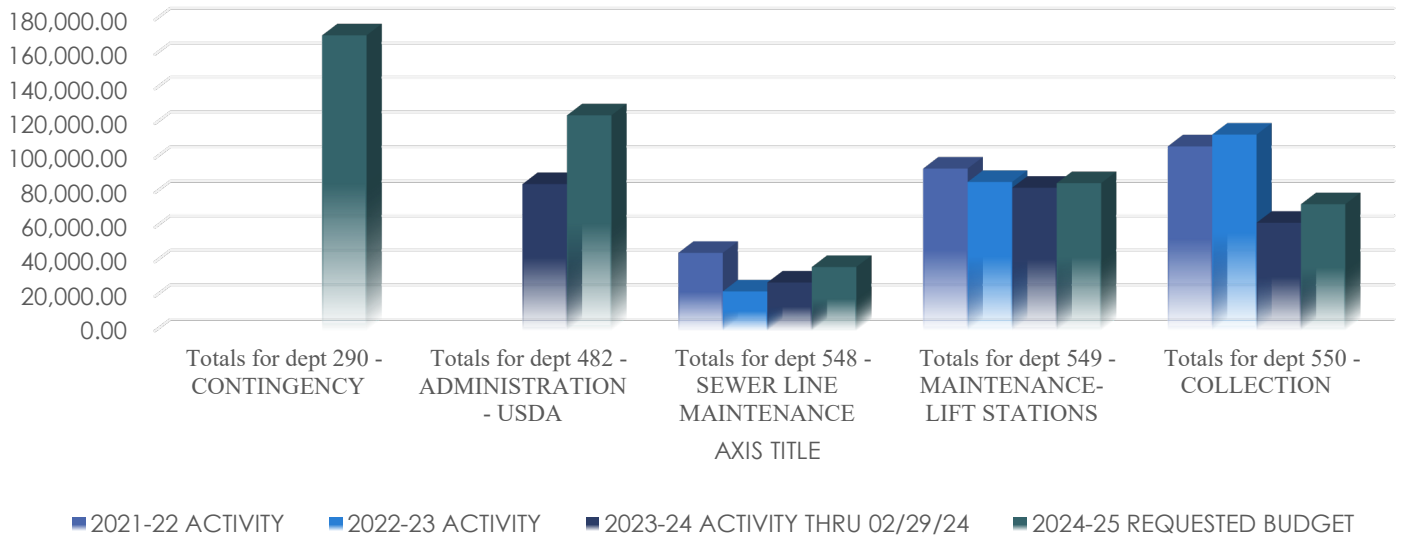
**Village of Decatur: Water and Wastewater System  
Improvements Project, Contract B - Wastewater  
Stabilization Lagoon Improvements**

Contract Price:

Effective Date of Contract:

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

## PUBLIC DRAFT #1



	ACTIVITY 2021-22	ACTIVITY 2022-23	THRU 02/29/24 ACTIVITY 2023-24	BUDGET REQUESTED 2024-25
TOTAL APPROPRIATIONS	267,052.75	252,119.61	287,505.94	525,407.00
TOTAL ESTIMATED REVENUES	233,212.26	274,153.16	281,559.71	495,850.00

TOTAL ESTIMATED REVENUES TOTAL APPROPRIATIONS

VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

**WATER FUND (591)**

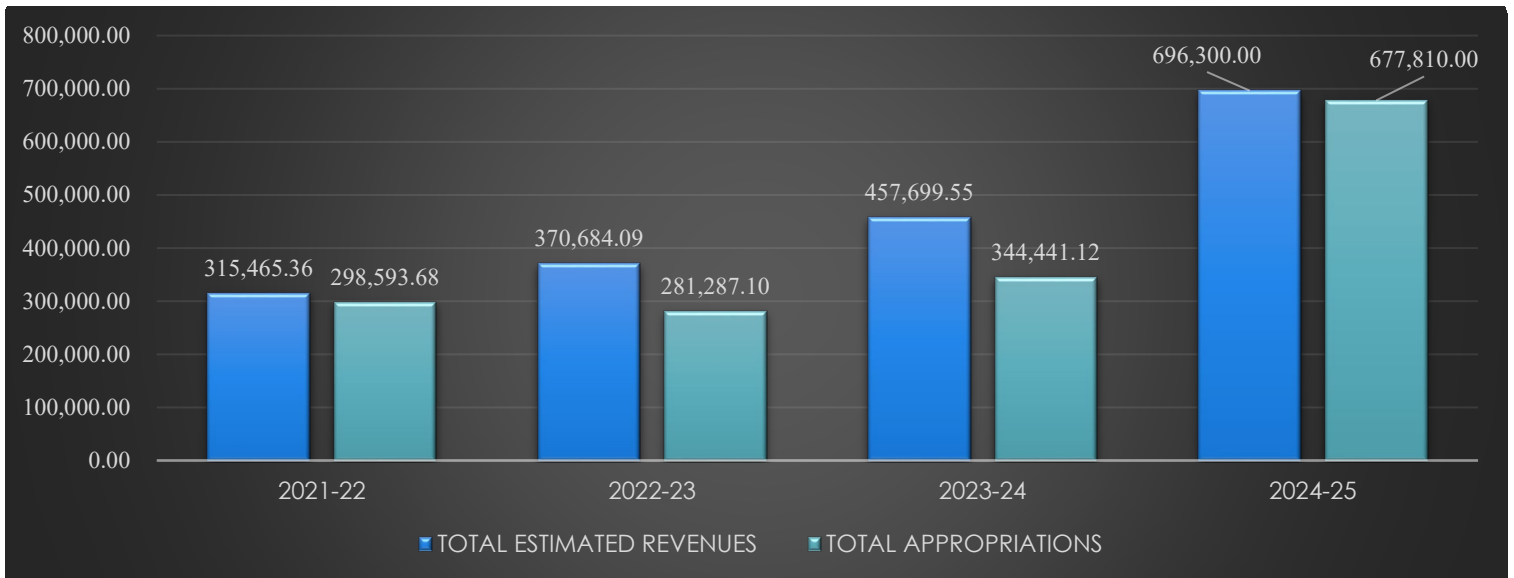
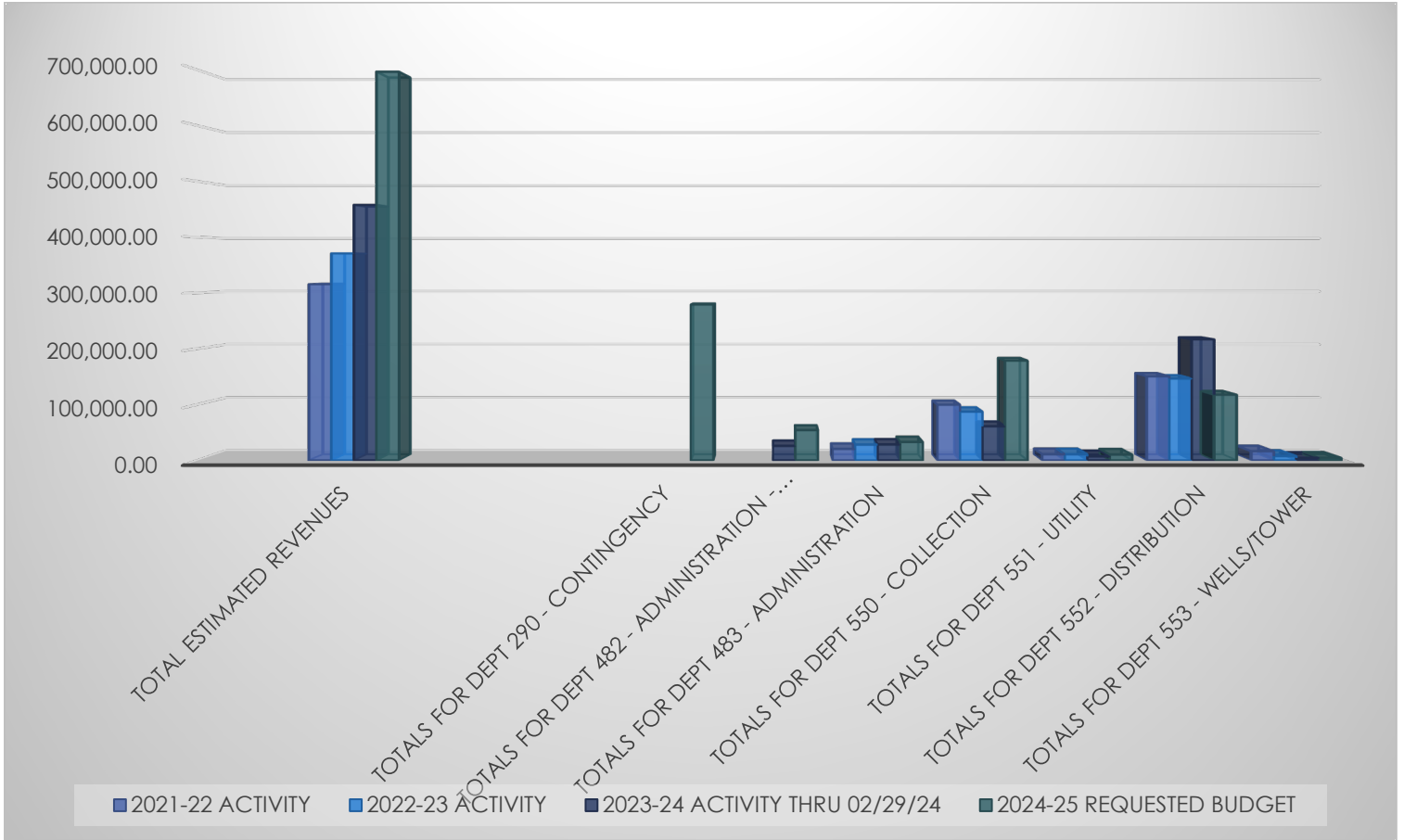
	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER			THRU 02/29/24	BUDGET
TOTAL ESTIMATED REVENUES	315,465.36	370,684.09	457,699.55	696,300.00
Totals for dept 290 - CONTINGENCY				279,000.00
Totals for dept 482 - ADMINISTRATION - USDA			26,004.75	54,240.00
Totals for dept 483 - ADMINISTRATION	20,643.46	28,317.09	28,614.18	33,100.00
Totals for dept 550 - COLLECTION	99,753.15	87,345.01	61,154.09	178,620.00
Totals for dept 551 - UTILITY	11,115.19	11,095.59	7,397.14	10,500.00
Totals for dept 552 - DISTRIBUTION	150,538.47	146,584.52	216,655.91	117,650.00
Totals for dept 553 - WELLS/TOWER	16,543.41	7,944.89	4,615.05	4,700.00
TOTAL APPROPRIATIONS	298,593.68	281,287.10	344,441.12	677,810.00
NET OF REVENUES/APPROPRIATIONS - FUND 591	16,871.68	89,396.99	113,258.43	18,490.00
BEGINNING FUND BALANCE	1,386,999.32	1,403,871.00	1,493,267.99	1,550,561.99
ENDING FUND BALANCE	1,403,871.00	1,493,267.99	1,606,526.42	1,569,051.99

\*\*\*\*FOOTNOTE (Contingency \$279,000.00) This is the owner's contribution for the USDA municipal financing

**VILLAGE OF DECATUR**  
**WATER AND WASTEWATER SYSTEM IMPROVEMENTS PROJECT**  
**CONTRACT A – WATER MAIN REPLACEMENT**

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

## PUBLIC DRAFT #1

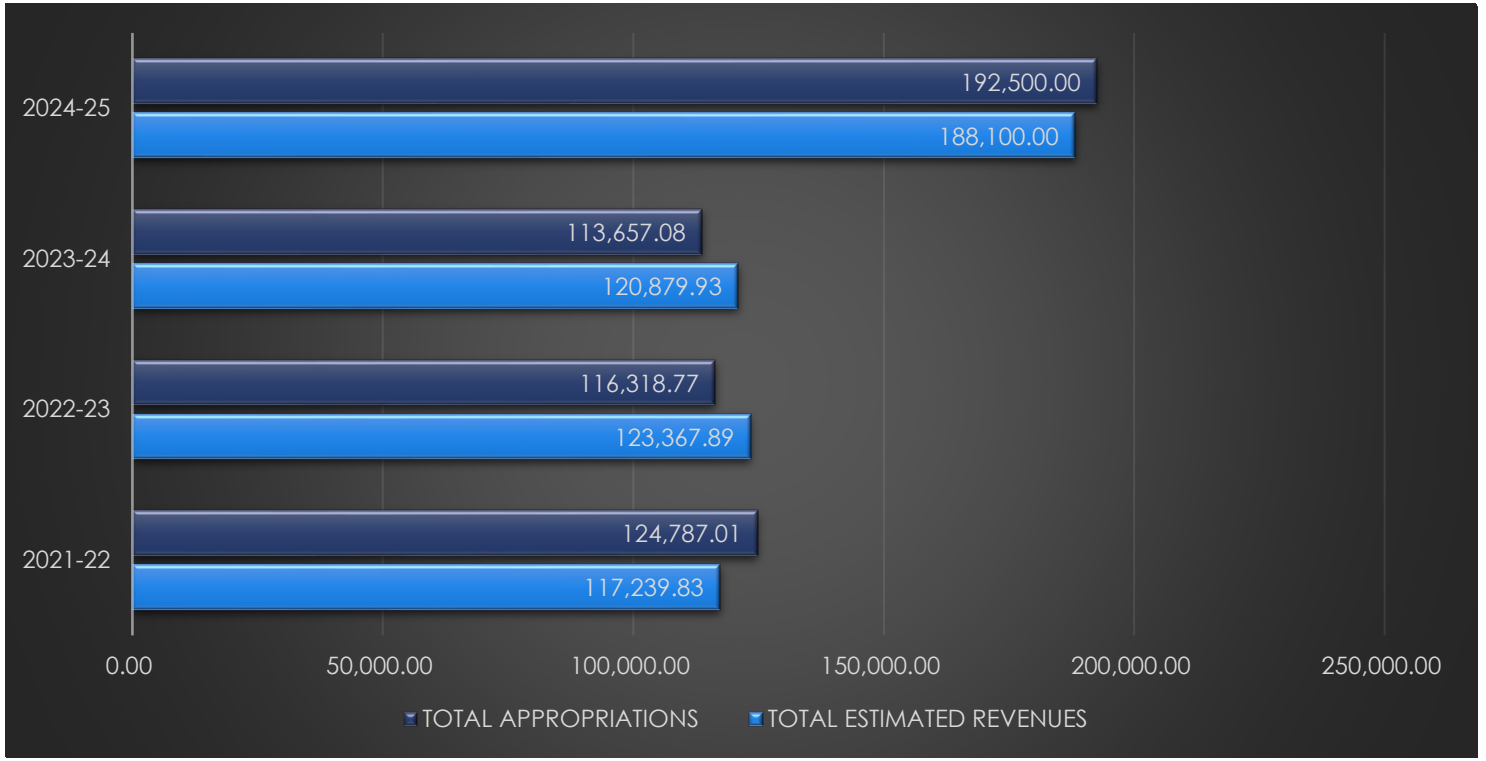




VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

**GARBAGE COLLECTION FUND (596)**



	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER			THRU 02/29/24	BUDGET
TOTAL ESTIMATED REVENUES	117,239.83	123,367.89	120,879.93	188,100.00
TOTAL APPROPRIATIONS	124,787.01	116,318.77	113,657.08	192,500.00
NET OF REVENUES/APPROPRIATIONS - FUND 596	(7,547.18)	7,049.12	7,222.85	(4,400.00)
BEGINNING FUND BALANCE	12,178.91	4,631.73	11,680.85	7,980.85
ENDING FUND BALANCE	4,631.73	11,680.85	18,903.70	3,580.85

**MOTOR POOL FUND (661)**

This is an internal fund that has been created to improve document equipment usage for the Village of Decatur. Any time a piece of equipment is used on the job, money is put into the account. When it comes time to replace a piece of equipment, it is paid for out of this account.

***301-POLICE DEPARTMENT***

***441-DPW***

***483-ADMINISTRATION***

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

## MOTOR POOL FUND (661)

	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER			THRU 02/29/24	BUDGET
TOTAL ESTIMATED REVENUES	148,089.86	151,993.08	118,537.79	162,000.00
Totals for dept 301 - POLICE DEPARTMENT	20,032.62	23,531.58	24,147.21	21,300.00
Totals for dept 441 - DPW	98,783.67	116,951.66	64,953.26	221,200.00
Totals for dept 483 - ADMINISTRATION	13,249.05	12,647.66	7,727.00	7,800.00
TOTAL APPROPRIATIONS	132,065.34	153,130.90	96,827.47	250,300.00
NET OF REVENUES/APPROPRIATIONS - FUND 661	16,024.52	(1,137.82)	21,710.32	(88,300.00)
BEGINNING FUND BALANCE	868,191.19	884,215.71	883,077.89	852,607.89
ENDING FUND BALANCE	884,215.71	883,077.89	904,788.21	764,307.89

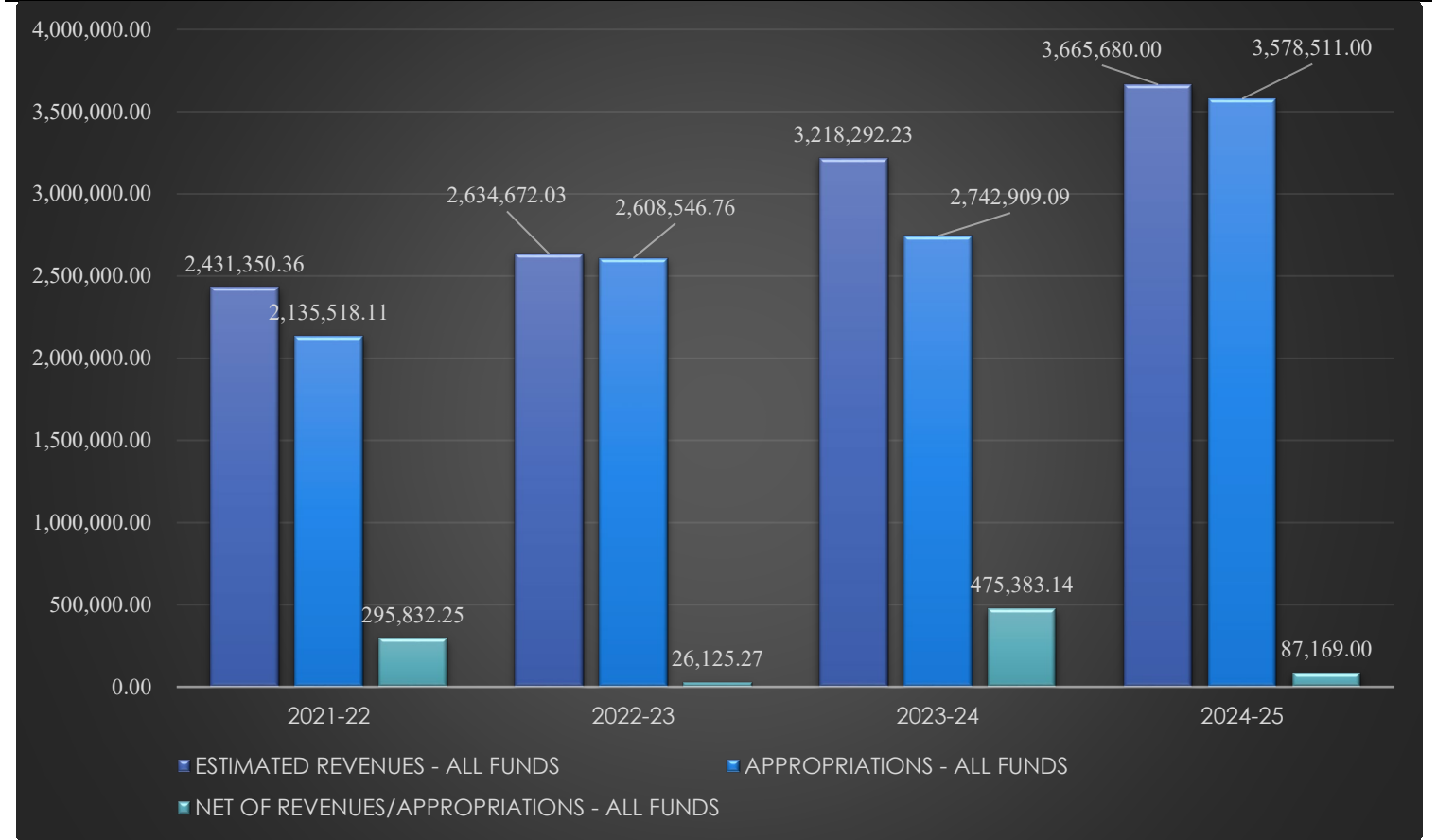


# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

## SUMMARY OF ALL FUNDS

	2021-22	2022-23	2023-24	2024-25
	ACTIVITY	ACTIVITY	ACTIVITY	REQUESTED
GL NUMBER			THRU 02/29/24	BUDGET
ESTIMATED REVENUES - ALL FUNDS	2,431,350.36	2,634,672.03	3,218,292.23	3,665,680.00
APPROPRIATIONS - ALL FUNDS	2,135,518.11	2,608,546.76	2,742,909.09	3,578,511.00
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	295,832.25	26,125.27	475,383.14	87,169.00
BEGINNING FUND BALANCE - ALL FUNDS	6,232,089.94	6,454,585.37	6,476,928.32	6,736,029.27
FUND BALANCE ADJUSTMENTS - ALL FUNDS				
ENDING FUND BALANCE - ALL FUNDS	6,454,585.37	6,476,928.32	6,952,311.46	6,823,198.27



**2024-25 Proposed Capital Improvement Projects**

The Village of Decatur has multiple projects forecasted in the FY 25 Budget. The table below provides a list of these projects, estimated costs, and the funding source(s). A small, detailed description of each project appears after the table.

Project	Estimated Cost	Fund
USDA Drinking Water Funding (Owner Contribution)	\$279,000.00	WF
USDA Wastewater Funding (Owner Contribution)	\$171,000.00	SF
SIB – Cedar, Austin, Douglas, Kinney, Lee, Pine, Memory (Local Street Reconstruction)	\$529,000.00	LRP, MRF
Clean Interior of Water Tower	\$15,000.00	WF
Red Woolfe Park Improvements – Splash Pad	\$180,0000	GF
Red Woolfe Park Improvements – Restrooms	\$120,0000	GF
Sewer Cleaner Vacuum Truck	\$339,943.93	MP
Broom for skid steer	\$12,450.00	LRF, MRF, WF
Grapple bucket for Kubota	\$5,5000.00	LRF, MRF, MP
Fire Hydrant replacement	\$21,000.00	WF
Ferris Zero turn mower	\$16,000.00	MP
New ¾ ton Truck (replacement of 2016 Chev)	\$70,000.00	MF
Backup Power System – Village Hall & DPW	\$17,000.00	GF, MP, WF, SF
Sidewalk Repair & Replacement Program	\$15,000.00	MRF, LRF

**2024-25 PROPOSED BUDGET**

Below you will find the Fund and Department Totals for the Village of Decatur's FY 2025 Budget. These totals cannot be increased without formal approval by the Village Council throughout the fiscal year.

		2024-25
		REQUESTED
GL NUMBER	DESCRIPTION	BUDGET
ESTIMATED REVENUES		
Dept 000		
101-000-402.000	REAL ESTATE TAXES	370,000.00
101-000-410.000	PERSONAL PROPERTY TAX	50,000.00
101-000-411.000	DELINQUENT TAX	20,000.00
101-000-411.001	DELINQUENT ADMIN FEE	100.00
101-000-432.000	PILOT	6,800.00
101-000-439.000	STATE OF MI MARIJUANA PAYMENTS	105,000.00
101-000-445.000	REAL ESTATE TAX INTEREST	500.00
101-000-447.000	ADMIN. FEE TREASURER	5,800.00
101-000-477.000	CABLE TV FEES	12,000.00
101-000-478.000	LIQUOR LICENSE	2,000.00
101-000-491.000	BUILDING PERMIT FEES	15,000.00
101-000-492.000	RENTAL INSPECTION FEE	5,000.00
101-000-494.000	MARIHUANA LICENSE FEES	40,000.00
101-000-495.000	ZONING LICENSES & PERMITS	100.00
101-000-496.000	SELLING PERMITS	100.00
101-000-497.000	FENCE PERMITS	100.00
101-000-501.010	GRANT	
101-000-530.000	FEDERAL GRANT	
101-000-543.000	POLICE TRAINING-STATE	1,000.00
101-000-573.001	METRO ACT	15,000.00
101-000-574.000	STATE REVENUE SHARING	230,000.00
101-000-606.000	PARKING FEES/FINES	1,500.00

**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

101-000-606.100	<b>COST OF PROSECUTION</b>	
101-000-607.000	<b>POLICE REPORTS</b>	100.00
101-000-609.000	<b>APPLICATION FEES</b>	50.00
101-000-647.000	<b>CROSSING GUARDS-SCHOOL</b>	13,000.00
101-000-664.100	<b>INTEREST CHECKING</b>	200.00
101-000-664.200	<b>INTEREST EARNED</b>	1,500.00
101-000-668.000	<b>COMM. TOWER LEASE</b>	1,200.00
101-000-669.610	<b>ADMIN TRANSFER-MOTOR POOL</b>	5,000.00
101-000-672.000	<b>SRO REIMBURSEMENT</b>	28,000.00
101-000-675.000	<b>OTHER REVENUE</b>	9,000.00
101-000-685.000	<b>PRINCIPAL ON MORFORD</b>	1,900.00
101-000-686.000	<b>PRINCIPAL ON KNISS</b>	100.00
101-000-687.000	<b>PRINCIPAL ON HILLRING</b>	3,750.00
101-000-689.000	<b>PRINCIPLE FINAL GRAVITY</b>	7,560.00
101-000-699.244	<b>TRANSFER TO LOAN FUND</b>	
101-000-699.248	<b>ADMIN TRANSFER DDA</b>	
101-000-699.596	<b>ADMIN TRANSFER GARBAGE COLLECTION</b>	6,500.00
Totals for dept 000 -		957,860.00
TOTAL ESTIMATED REVENUES		957,860.00
APPROPRIATIONS		
Dept 101 - VILLAGE COUNCIL		
101-101-703.000	<b>COUNCIL SALARY</b>	9,600.00
101-101-715.000	<b>FICA/MEDICARE</b>	735.00
101-101-717.000	<b>WORKMAN'S COMP.</b>	30.00
101-101-728.000	<b>COUNCIL SUPPLIES</b>	
101-101-807.000	<b>AUDIT</b>	2,600.00
101-101-822.000	<b>CONTRACTUAL SERVICES</b>	3,000.00
101-101-901.000	<b>PRINTING/PUBLISHING</b>	1,000.00
101-101-936.000	<b>TECH SERVICES</b>	1,500.00
101-101-958.000	<b>MISCELLANEOUS</b>	2,200.00
101-101-958.001	<b>DUES/MEMBERSHIPS</b>	3,000.00
Totals for dept 101 - VILLAGE COUNCIL		23,665.00

**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

Dept 137 - MUNICIPAL ATTORNEY		
101-137-827.000	<b>LABOR ATTORNEY EXPENSES</b>	
101-137-828.000	<b>ORDINANCE ENFORCEMENT ATTORNEY FEES</b>	9,000.00
Totals for dept 137 - MUNICIPAL ATTORNEY		9,000.00
Dept 172 - VILLAGE MANAGER		
101-172-703.000	<b>SALARY-MANAGER</b>	35,200.00
101-172-703.020	<b>HOLIDAY PAY</b>	
101-172-703.030	<b>VACATION PAY</b>	
101-172-703.040	<b>SICK/PERSONAL</b>	
101-172-715.000	<b>FICA/MEDICARE</b>	2,600.00
101-172-716.000	<b>UNEMPLOYMENT COMPENSATION</b>	94.00
101-172-717.000	<b>WORKMAN'S COMPENSATION</b>	30.00
101-172-718.000	<b>PENSION</b>	1,800.00
101-172-719.000	<b>HEALTH INSURANCE</b>	12,000.00
101-172-719.500	<b>DISABILITY INSURANCE</b>	960.00
101-172-720.000	<b>LIFE INSURANCE</b>	130.00
101-172-721.000	<b>TUITION REIMBURSEMENT</b>	7,500.00
101-172-722.000	<b>VISION REIMBURSEMENT</b>	
101-172-728.000	<b>SUPPLIES</b>	
101-172-730.000	<b>POSTAGE</b>	
101-172-853.000	<b>TELEPHONE</b>	700.00
101-172-853.020	<b>CELL PHONE</b>	650.00
101-172-864.000	<b>CONFERENCES/WORKSHOPS</b>	2,000.00
101-172-901.000	<b>PRINTING</b>	
101-172-936.000	<b>TECH SERVICES</b>	3,000.00
101-172-958.000	<b>MISCELLANEOUS</b>	
101-172-958.001	<b>DUES/MEMBERSHIPS</b>	500.00
Totals for dept 172 - VILLAGE MANAGER		67,164.00
Dept 215 - VILLAGE CLERK		
101-215-703.000	<b>SALARY-ADMIN. CLERK</b>	14,000.00
101-215-703.020	<b>HOLIDAY PAY</b>	
101-215-703.030	<b>VACATION PAY</b>	
101-215-703.040	<b>SICK/PERSONAL</b>	
101-215-715.000	<b>FICA/MEDICARE</b>	1,100.00



**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

101-215-716.000	<b>UNEMPLOYMENT COMPENSATION</b>	100.00
101-215-717.000	<b>WORKERS COMP. FUND.</b>	40.00
101-215-718.000	<b>PENSION-ADMIN. CLERK</b>	900.00
101-215-719.000	<b>HEALTH INSURANCE</b>	5,500.00
101-215-719.500	<b>DISABILITY INSURANCE</b>	700.00
101-215-720.000	<b>LIFE INSURANCE</b>	150.00
101-215-722.000	<b>VISION REIMBURSEMENT</b>	
101-215-728.000	<b>SUPPLIES</b>	300.00
101-215-730.000	<b>POSTAGE</b>	1,000.00
101-215-830.000	<b>BANK SERVICE CHGS</b>	250.00
101-215-853.000	<b>TELEPHONE</b>	700.00
101-215-853.020	<b>CELL PHONE</b>	160.00
101-215-864.000	<b>CONFERENCES/WORKSHOPS</b>	3,000.00
101-215-901.000	<b>PRINTING</b>	
101-215-936.000	<b>TECH SERVICES</b>	5,000.00
101-215-958.000	<b>MISCELLANEOUS</b>	
101-215-958.001	<b>DUES/MEMBERSHIPS</b>	
Totals for dept 215 - VILLAGE CLERK		32,900.00
Dept 253 - VILLAGE TREASURER		
101-253-703.000	<b>SALARY-TREASURER</b>	4,600.00
101-253-715.000	<b>FICA/MEDICARE</b>	360.00
101-253-717.000	<b>WORKMAN'S COMP.</b>	30.00
101-253-718.000	<b>PENSION</b>	290.00
101-253-719.000	<b>HEALTH INSURANCE</b>	2,000.00
101-253-728.000	<b>SUPPLIES</b>	500.00
101-253-730.000	<b>POSTAGE</b>	3,000.00
101-253-807.000	<b>AUDIT</b>	6,000.00
101-253-853.020	<b>CELL PHONE</b>	500.00
101-253-864.000	<b>CONFERENCES/WORKSHOPS</b>	3,000.00
101-253-901.000	<b>PRINTING</b>	
101-253-936.000	<b>TECH SERVICES</b>	1,500.00
Totals for dept 253 - VILLAGE TREASURER		21,780.00
Dept 265 - VILLAGE HALL		
101-265-776.000	<b>SUPPLIES</b>	1,000.00

**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

101-265-822.000	<b>CONTRACTUAL SERVICES</b>	2,000.00
101-265-921.000	<b>ELECTRIC</b>	5,000.00
101-265-923.000	<b>HEAT</b>	3,000.00
101-265-931.000	<b>REPAIRS &amp; MAINTENANCE</b>	5,000.00
101-265-936.000	<b>TECH SERVICES</b>	300.00
101-265-958.000	<b>MISCELLANEOUS</b>	
101-265-981.000	<b>CAPITAL OUTLAY</b>	
Totals for dept 265 - VILLAGE HALL		16,300.00
Dept 266 - MUNICIPAL ATTORNEY		
101-266-826.000	<b>ATTORNEY FEES</b>	8,000.00
101-266-826.100	<b>ATTORNEY EXPENSES</b>	
Totals for dept 266 - MUNICIPAL ATTORNEY		8,000.00
Dept 296 - PROSECUTING ATTY		
101-296-826.000	<b>ATTORNEY FEES</b>	800.00
Totals for dept 296 - PROSECUTING ATTY		800.00
Dept 301 - POLICE DEPARTMENT		
101-301-703.000	<b>POLICE SALARY</b>	370,000.00
101-301-703.010	<b>OVERTIME PAY</b>	
101-301-703.020	<b>HOLIDAY PAY</b>	
101-301-703.030	<b>VACATION PAY</b>	
101-301-703.040	<b>SICK/PERSONAL</b>	
101-301-703.050	<b>PART TIME SALARIES</b>	1,200.00
101-301-715.000	<b>FICA/MEDICARE</b>	
101-301-716.000	<b>UNEMPLOYMENT INSURANCE</b>	300.00
101-301-717.000	<b>WORKMAN'S COMP</b>	5,200.00
101-301-718.000	<b>PENSION</b>	40,000.00
101-301-719.000	<b>HEALTH INSURANCE</b>	
101-301-719.500	<b>DISABILITY INSURANCE</b>	4,000.00
101-301-720.000	<b>LIFE INSURANCE</b>	1,400.00
101-301-721.000	<b>TUITION REIMBURSEMENT</b>	15,000.00
101-301-728.000	<b>SUPPLIES</b>	1,700.00
101-301-730.000	<b>POSTAGE</b>	
101-301-756.000	<b>MISCELLANEOUS</b>	

**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

101-301-768.000	<b>UNIFORMS/BOOTS/ETC</b>	3,000.00
101-301-768.100	<b>UNIFORM CLEANING</b>	1,500.00
101-301-853.000	<b>TELEPHONE</b>	1,400.00
101-301-853.020	<b>CELL PHONE</b>	1,800.00
101-301-853.030	<b>RADIOS</b>	
101-301-865.000	<b>MILEAGE/TRAVEL EXP</b>	3,000.00
101-301-901.000	<b>PRINTING</b>	
101-301-936.000	<b>TECH SERVICES</b>	4,500.00
101-301-955.000	<b>TRAINING FUNDS-STATE</b>	1,350.00
101-301-956.000	<b>TRAINING FUNDS-VILLAGE</b>	4,000.00
101-301-958.001	<b>DUES/MEMBERSHIPS</b>	150.00
101-301-959.000	<b>LEIN SERVICE</b>	1,200.00
101-301-963.000	<b>LIABILITY INSURANCE</b>	
101-301-965.000	<b>EQUIPMENT PURCHASE</b>	1,000.00
101-301-981.000	<b>CAPITAL OUTLAY</b>	
101-301-995.610	<b>PD EQUIP RENTAL TO MOTOR POOL</b>	37,000.00
Totals for dept 301 - POLICE DEPARTMENT		498,700.00
Dept 302 - CROSSING GUARDS		
101-302-703.050	<b>SALARIES PART-TIME</b>	13,000.00
101-302-715.000	<b>FICA/MEDICARE</b>	1,000.00
101-302-716.000	<b>UNEMPLOYMENT COMPENSATION</b>	
101-302-717.000	<b>WORKMAN'S COMP</b>	300.00
101-302-756.000	<b>OPERATING SUPPLIES</b>	
101-302-958.000	<b>MISCELLANEOUS</b>	
Totals for dept 302 - CROSSING GUARDS		14,300.00
Dept 371 - BUILDING INSPECTOR		
101-371-802.000	<b>CODE ENFORCE/CONTRACTUAL</b>	10,000.00
101-371-822.000	<b>BUILDING INSPECTOR FEES</b>	20,000.00
101-371-823.000	<b>RENTAL INSPECTION FEE</b>	4,500.00
Totals for dept 371 - BUILDING INSPECTOR		34,500.00
Dept 441 - DPW		
101-441-703.000	<b>SALARIES</b>	50,000.00
101-441-703.010	<b>OVERTIME PAY</b>	2,500.00

**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

101-441-715.000	<b>FICA/MEDICARE</b>	20,000.00
101-441-716.000	<b>UNEMPLOYMENT INSURANCE</b>	400.00
101-441-717.000	<b>WORKMAN'S COMP</b>	2,000.00
101-441-718.000	<b>PENSION</b>	16,000.00
101-441-719.000	<b>HEALTH INSURANCE</b>	12,000.00
101-441-776.000	<b>SUPPLIES</b>	4,000.00
101-441-801.000	<b>PROFESSIONAL/CONTRACT SERVICES</b>	1,000.00
101-441-853.000	<b>TELEPHONE</b>	1,200.00
101-441-860.000	<b>CDL EXPENSES</b>	1,500.00
101-441-921.000	<b>ELECTRIC</b>	300.00
101-441-923.000	<b>HEAT</b>	3,200.00
101-441-926.000	<b>STREET LIGHTS</b>	19,000.00
101-441-931.000	<b>BUILDING REPAIRS &amp; MAINT.</b>	3,000.00
101-441-934.000	<b>CONTRACTUAL SERVICES</b>	6,000.00
101-441-943.000	<b>PW EQUIPMENT RENTALGENERAL FUN</b>	
101-441-958.000	<b>MISCELLANEOUS</b>	
101-441-963.000	<b>MULTI-PERIL INSURANCE</b>	
101-441-965.000	<b>EQUIPMENT PURCHASE</b>	
Totals for dept 441 - DPW		142,100.00
Dept 721 - PLANNING COMMISSION		
101-721-826.000	<b>VILLAGE PLANNER FEES</b>	3,000.00
101-721-901.000	<b>PRINTING/PUBLISHING</b>	60.00
101-721-936.000	<b>TECH SERVICES</b>	
101-721-958.000	<b>DUES/MEMBERSHIPS/EDU</b>	300.00
Totals for dept 721 - PLANNING COMMISSION		3,360.00
Dept 728 - ECONOMIC DEVELOPMENT		
101-728-890.000	<b>LOAN DRAW</b>	
Totals for dept 728 - ECONOMIC DEVELOPMENT		
Dept 751 - PARKS AND RECREATION		
101-751-703.000	<b>SALARIES-LEISURE SERVICES</b>	25,000.00
101-751-703.010	<b>OVERTIME</b>	
101-751-717.000	<b>WORKMAN'S COMP.</b>	
101-751-719.000	<b>HEALTH INSURANCE</b>	8,000.00

**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

101-751-756.000	<b>SUPPLIES &amp; MAINTENANCE</b>	5,000.00
101-751-901.000	<b>PRINTING/PUBLISHING</b>	
101-751-921.000	<b>ELECTRIC</b>	800.00
101-751-930.000	<b>REPAIRS</b>	500.00
101-751-931.000	<b>CONTRACTUAL</b>	4,000.00
101-751-943.000	<b>EQUIP.RENTAL TRANSFER</b>	15,000.00
101-751-963.000	<b>MULTI-PERIL INSURANCE</b>	
101-751-985.000	<b>COMMUNITY PROJECTS</b>	
Totals for dept 751 - PARKS AND RECREATION		58,300.00
TOTAL APPROPRIATIONS		930,869.00
NET OF REVENUES/APPROPRIATIONS - FUND 101		26,991.00
BEGINNING FUND BALANCE		720,908.94
FUND BALANCE ADJUSTMENTS		
ENDING FUND BALANCE		747,899.94
Fund 202 - MAJOR ROADS		
ESTIMATED REVENUES		
Dept 000		
202-000-546.000	<b>STATE OF MICHIGAN</b>	190,000.00
202-000-569.000	<b>OTHER STATE GRANT</b>	
202-000-664.100	<b>INTEREST ON INVESTMENT</b>	3,000.00
Totals for dept 000 -		193,000.00
TOTAL ESTIMATED REVENUES		193,000.00
APPROPRIATIONS		
Dept 463 - MAINTENANCE		
202-463-703.000	<b>SALARIES-MAINTENANCE</b>	8,200.00
202-463-703.010	<b>OVERTIME PAY</b>	500.00
202-463-717.000	<b>WORKMAN'S COMP.</b>	3,000.00
202-463-719.000	<b>HEALTH INSURANCE</b>	2,500.00
202-463-782.000	<b>MATERIALS</b>	7,000.00

**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

202-463-812.000	<b>ENGINEERING</b>	10,000.00
202-463-943.000	<b>EQUIPMENT RENTAL</b>	9,000.00
202-463-963.000	<b>LIABILITY</b>	
202-463-981.000	<b>CAPITAL OUTLAY</b>	
Totals for dept 463 - MAINTENANCE		40,200.00
Dept 474 - TRAFFIC		
202-474-703.000	<b>SALARIES-TRAFFIC SERVICES</b>	
202-474-940.000	<b>LEASE/RENTAL</b>	8,000.00
Totals for dept 474 - TRAFFIC		8,000.00
Dept 479 - ICE/SNOW		
202-479-703.000	<b>SALARIES-SNOW &amp; ICE REMOVAL</b>	3,500.00
202-479-703.010	<b>OVERTIME PAY</b>	1,000.00
202-479-719.000	<b>HEALTH INSURANCE</b>	
202-479-782.000	<b>MATERIALS</b>	
202-479-943.000	<b>EQUIPMENT RENTAL</b>	5,000.00
Totals for dept 479 - ICE/SNOW		9,500.00
Dept 483 - ADMINISTRATION		
202-483-703.172	<b>MANAGER SALARY</b>	9,000.00
202-483-703.215	<b>CLERK SALARY</b>	3,500.00
202-483-715.000	<b>SOCIAL SECURITY</b>	950.00
202-483-718.000	<b>PENSION</b>	800.00
202-483-719.000	<b>HEALTH INSURANCE</b>	1,000.00
202-483-807.000	<b>AUDIT</b>	5,000.00
Totals for dept 483 - ADMINISTRATION		20,250.00
TOTAL APPROPRIATIONS		77,950.00
NET OF REVENUES/APPROPRIATIONS - FUND 202		115,050.00
BEGINNING FUND BALANCE		795,153.35
ENDING FUND BALANCE		910,203.35
Fund 203 - LOCAL ROADS		

VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

ESTIMATED REVENUES		
Dept 000		
203-000-546.000	STATE OF MICHIGAN	85,000.00
203-000-547.000	STATE OF MICHIGAN - SIB	
203-000-581.000	COUNTY ROAD MILLAGE	
203-000-664.100	INTEREST ON INVESTMENT	900.00
203-000-699.230	TRANSFER FROM STREETS	125,000.00
203-000-699.390	TRANSFER FROM FUND BALANCE	529,000.00
Totals for dept 000 -		739,900.00
TOTAL ESTIMATED REVENUES		739,900.00
APPROPRIATIONS		
Dept 451 - NEW CONSTRUCTION		
203-451-822.000	CONTRACTUAL-NEW CONSTRUCTION	529,000.00
Totals for dept 451 - NEW CONSTRUCTION		529,000.00
Dept 463 - MAINTENANCE		
203-463-703.000	SALARIES-MAINTENANCE	50,000.00
203-463-703.010	OVERTIME PAY	1,000.00
203-463-717.000	WORKMAN'S COMP.	3,000.00
203-463-719.000	HEALTH INSURANCE	15,000.00
203-463-782.000	MATERIALS	10,000.00
203-463-812.000	ENGINEERING	
203-463-822.000	CONTRACTUAL	
203-463-943.000	EQUIPMENT RENTAL	60,000.00
203-463-963.000	LIABILITY	
203-463-981.000	CAPITAL OUTLAY	47,000.00
Totals for dept 463 - MAINTENANCE		186,000.00
Dept 474 - TRAFFIC		
203-474-921.000	ELECTRIC	500.00
203-474-943.000	TRAFFIC SERVICE EQUIP RENTAL	
Totals for dept 474 - TRAFFIC		500.00

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Dept 479 - ICE/SNOW		
203-479-703.000	<b>SALARIES-SNOW &amp; ICE REMOVAL</b>	2,000.00
203-479-703.010	<b>OVERTIME PAY</b>	700.00
203-479-719.000	<b>HEALTH INSURANCE</b>	375.00
203-479-943.000	<b>EQUIPMENT RENTAL</b>	2,000.00
Totals for dept 479 - ICE/SNOW		5,075.00
Dept 482 - ADMINISTRATION - USDA		
203-482-962.000	<b>USDA - ENGINEERING</b>	
203-482-971.000	<b>MDOT SIB LOAN</b>	15,000.00
Totals for dept 482 - ADMINISTRATION - USDA		15,000.00
Dept 483 - ADMINISTRATION		
203-483-703.172	<b>MANAGER SALARY</b>	8,200.00
203-483-703.215	<b>CLERK SALARY</b>	3,700.00
203-483-715.000	<b>SOCIAL SECURITY</b>	1,000.00
203-483-718.000	<b>PENSION</b>	800.00
203-483-719.000	<b>HEALTH INSURANCE</b>	2,000.00
203-483-807.000	<b>AUDIT</b>	7,200.00
Totals for dept 483 - ADMINISTRATION		22,900.00
TOTAL APPROPRIATIONS		758,475.00
NET OF REVENUES/APPROPRIATIONS - FUND 203		(18,575.00)
BEGINNING FUND BALANCE		447,531.94
ENDING FUND BALANCE		428,956.94
Fund 204 - MUNICIPAL STREET FUND		
ESTIMATED REVENUES		
Dept 000		
204-000-403.000	<b>STREETS-PROPERTY TAXES</b>	150,000.00
204-000-410.000	<b>PERSONAL PROPERTY TAX</b>	20,000.00
204-000-411.000	<b>DELINQUENT TAX</b>	5,000.00
204-000-445.000	<b>REAL ESTATE TAX INTEREST</b>	300.00
204-000-664.100	<b>INTEREST INCOME</b>	200.00



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Totals for dept 000 -		175,500.00
TOTAL ESTIMATED REVENUES		175,500.00
APPROPRIATIONS		
Dept 728 - ECONOMIC DEVELOPMENT		
204-728-981.000	<b>CAPITAL OUTLAY</b>	
204-728-995.030	<b>TRANSFER TO LOCAL ROADS</b>	125,000.00
Totals for dept 728 - ECONOMIC DEVELOPMENT		125,000.00
TOTAL APPROPRIATIONS		125,000.00
NET OF REVENUES/APPROPRIATIONS - FUND 204		50,500.00
BEGINNING FUND BALANCE		195,429.43
ENDING FUND BALANCE		245,929.43
Fund 206 - FIRE INSURANCE PROCEEDS		
ESTIMATED REVENUES		
Dept 000		
206-000-664.100	<b>INTEREST INCOME</b>	
206-000-664.200	<b>INTEREST ON SAVINGS</b>	
Totals for dept 000 -		
TOTAL ESTIMATED REVENUES		
NET OF REVENUES/APPROPRIATIONS - FUND 206		
BEGINNING FUND BALANCE		439.21
ENDING FUND BALANCE		439.21
Fund 213 - SALVAGE VEHICLE INSPECTIONS		
ESTIMATED REVENUES		
Dept 000		
213-000-610.000	<b>VEHICLE INSPECTION FEE</b>	13,000.00

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213-000-664.100	INTEREST INCOME	10.00
Totals for dept 000 -		13,010.00
TOTAL ESTIMATED REVENUES		13,010.00
APPROPRIATIONS		
Dept 301 - POLICE DEPARTMENT		
213-301-703.011	VEHICLE INSPECTION	15,000.00
213-301-715.000	FICA/MEDICARE	
213-301-719.000	HEALTH INSURANCE	1,500.00
213-301-776.000	OPERATING SUPPLIES	800.00
213-301-865.500	VEH INSP MILEAGE/EXPENSES	
Totals for dept 301 - POLICE DEPARTMENT		17,300.00
TOTAL APPROPRIATIONS		17,300.00
NET OF REVENUES/APPROPRIATIONS - FUND 213		(4,290.00)
BEGINNING FUND BALANCE		18,684.08
ENDING FUND BALANCE		14,394.08
Fund 244 - BUSINESS LOANS		
ESTIMATED REVENUES		
Dept 000		
244-000-664.100	INTEREST INCOME	
244-000-665.000	INTEREST INCOME-LOANS	
244-000-675.000	OTHER REVENUE	
244-000-685.000	PRINCIPAL ON MOORMANN	
Totals for dept 000 -		
TOTAL ESTIMATED REVENUES		
APPROPRIATIONS		
Dept 728 - ECONOMIC DEVELOPMENT		

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244-728-807.000	<b>AUDIT</b>	
244-728-995.000	<b>TRANSFER TO GEN FUND</b>	
Totals for dept 728 - ECONOMIC DEVELOPMENT		
TOTAL APPROPRIATIONS		
NET OF REVENUES/APPROPRIATIONS - FUND 244		
BEGINNING FUND BALANCE		
FUND BALANCE ADJUSTMENTS		
ENDING FUND BALANCE		
Fund 245 - HOME REHAB LOANS		
ESTIMATED REVENUES		
Dept 000		
245-000-609.000	<b>APPLICATION FEES</b>	
245-000-664.100	<b>INTEREST INCOME</b>	
245-000-665.000	<b>INTEREST INCOME-LOANS</b>	
245-000-675.000	<b>OTHER REVENUE</b>	
245-000-685.000	<b>PRINCIPAL ON MOORMANN</b>	
245-000-686.000	<b>PRINCIPAL ON KNISS</b>	
Totals for dept 000 -		
TOTAL ESTIMATED REVENUES		
APPROPRIATIONS		
Dept 728 - ECONOMIC DEVELOPMENT		
245-728-785.000	<b>LEGAL FEES</b>	
245-728-807.000	<b>AUDIT</b>	
245-728-890.000	<b>LOAN DRAW</b>	
Totals for dept 728 - ECONOMIC DEVELOPMENT		
TOTAL APPROPRIATIONS		
NET OF REVENUES/APPROPRIATIONS - FUND 245		

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BEGINNING FUND BALANCE		111,735.12
ENDING FUND BALANCE		111,735.12
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY		
ESTIMATED REVENUES		
Dept 000		
248-000-404.000	PROPERTY TAXES	15,000.00
248-000-410.000	PERSONAL PROPERTY TAX	3,500.00
248-000-411.000	DELINQUENT TAX	100.00
248-000-445.000	REAL ESTATE TAX INTEREST	50.00
248-000-641.000	DONATIONS - JULY 4TH EVENT	20,000.00
248-000-664.100	INTEREST INCOME	10.00
248-000-666.000	DONATIONS - DECATUR DAY EVENTS	2,000.00
248-000-674.000	DONATIONS - SPRING EVENTS	500.00
248-000-675.000	OTHER REVENUE	1,000.00
248-000-676.000	VENDOR REVENUE	1,000.00
248-000-677.000	DONATIONS - BOO BASH EVENTS	500.00
248-000-678.000	DONATIONS - CHRISTMAS IN THE VILLAGE	500.00
Totals for dept 000 -		44,160.00
TOTAL ESTIMATED REVENUES		44,160.00
APPROPRIATIONS		
Dept 728 - ECONOMIC DEVELOPMENT		
248-728-756.000	DDA-SUPPLIES	1,000.00
248-728-801.000	CONSULTING FEES	1,000.00
248-728-901.000	PRINTING/PUBLISHING	1,000.00
248-728-930.000	REPAIRS	
248-728-958.000	MISCELLANEOUS	200.00
248-728-968.000	DEPRECIATION	
248-728-981.000	CAPITAL OUTLAY	
248-728-982.000	JULY 4TH EVENT	13,000.00
248-728-983.000	SPRING EVENTS	500.00
248-728-984.000	DECATUR DAY EVENT	2,000.00

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248-728-985.000	<b>COMMUNITY SERVICE PROJECTS</b>	1,500.00
248-728-986.000	<b>DOWNTOWN FLOWERS</b>	1,500.00
248-728-987.000	<b>BOO BASH EVENT</b>	700.00
248-728-988.000	<b>CHRISTMAS IN THE VILLAGE</b>	500.00
248-728-995.010	<b>GEN FUND ADMIN TRANSFER</b>	
Totals for dept 728 - ECONOMIC DEVELOPMENT		22,900.00
TOTAL APPROPRIATIONS		22,900.00
NET OF REVENUES/APPROPRIATIONS - FUND 248		21,260.00
BEGINNING FUND BALANCE		70,390.96
FUND BALANCE ADJUSTMENTS		
ENDING FUND BALANCE		91,650.96
Fund 265 - DRUG FORFEITURE		
ESTIMATED REVENUES		
Dept 000		
265-000-664.100	<b>INTEREST INCOME</b>	
265-000-664.200	<b>INTEREST-SAVINGS</b>	
Totals for dept 000 -		
TOTAL ESTIMATED REVENUES		
NET OF REVENUES/APPROPRIATIONS - FUND 265		
BEGINNING FUND BALANCE		1,384.30
ENDING FUND BALANCE		1,384.30
Fund 282 - APRA FUND		
ESTIMATED REVENUES		
Dept 000		
282-000-664.100	<b>INTEREST INCOME</b>	
Totals for dept 000 -		
TOTAL ESTIMATED REVENUES		

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NET OF REVENUES/APPROPRIATIONS - FUND 282		
BEGINNING FUND BALANCE		216.73
ENDING FUND BALANCE		216.73
Fund 590 - SEWER FUND		
ESTIMATED REVENUES		
Dept 000		
590-000-626.000	TAP IN FEES	3,000.00
590-000-628.000	SEWER SERVICE CHARGES	310,000.00
590-000-629.000	PENALTIES	10,000.00
590-000-664.000	INTEREST ON CD'S	1,500.00
590-000-664.100	INTEREST ON CHECKING	50.00
590-000-664.120	INTEREST ON CHECKING-RECEIVING	300.00
590-000-689.000	CASH OVER AND SHORT	
590-000-699.390	TRANSFER FROM FUND BALANCE	171,000.00
Totals for dept 000 -		495,850.00
TOTAL ESTIMATED REVENUES		495,850.00
APPROPRIATIONS		
Dept 290 - CONTINGENCY		
590-290-969.000	CONTINGENCY	171,000.00
Totals for dept 290 - CONTINGENCY		171,000.00
Dept 482 - ADMINISTRATION - USDA		
590-482-960.000	USDA - BONDS \$13,130.00	13,130.00
590-482-961.000	USDA - RRI RESERVE - \$11,667.00	11,667.00
590-482-962.000	USDA - ENGINEERING	100,000.00
Totals for dept 482 - ADMINISTRATION - USDA		124,797.00
Dept 483 - ADMINISTRATION		
590-483-703.172	MANAGER SALARY	15,100.00
590-483-703.215	CLERK SALARY	9,200.00

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590-483-715.000	<b>FICA/MEDICARE</b>	2,100.00
590-483-718.000	<b>PENSION</b>	1,400.00
590-483-719.000	<b>HEALTH INSURANCE</b>	4,900.00
590-483-807.000	<b>AUDIT</b>	1,000.00
Totals for dept 483 - ADMINISTRATION		33,700.00
Dept 548 - SEWER LINE MAINTENANCE		
590-548-756.000	<b>OPERATING SUPPLIES</b>	
590-548-768.000	<b>UNIFORMS/BOOTS/ETC</b>	1,000.00
590-548-812.000	<b>ENGINEERING</b>	
590-548-820.000	<b>MISS DIG</b>	800.00
590-548-822.000	<b>CONTRACTUAL SERVICES</b>	15,000.00
590-548-853.020	<b>CELL PHONE</b>	700.00
590-548-864.000	<b>CONFERENCES/WORKSHOPS</b>	100.00
590-548-874.000	<b>LAB TESTING</b>	2,500.00
590-548-934.000	<b>MAINTENANCE</b>	12,000.00
590-548-936.000	<b>TECH SERVICES</b>	200.00
590-548-943.000	<b>EQUIPMENT RENTAL</b>	
590-548-963.000	<b>LIABILITY INSURANCE</b>	4,700.00
590-548-965.000	<b>EQUIPMENT PURCHASE</b>	
Totals for dept 548 - SEWER LINE MAINTENANCE		37,000.00
Dept 549 - MAINTENANCE-LIFT STATIONS		
590-549-703.000	<b>SALARIES-MAINTENANCE</b>	45,000.00
590-549-703.010	<b>OVERTIME PAY</b>	3,000.00
590-549-703.020	<b>HOLIDAY PAY</b>	
590-549-703.030	<b>VACATION PAY</b>	
590-549-703.040	<b>SICK/PERSONAL PAY</b>	
590-549-715.000	<b>FICA</b>	
590-549-716.000	<b>UNEMPLOYMENT</b>	
590-549-717.000	<b>WORKMAN'S COMP</b>	300.00
590-549-718.000	<b>PENSION</b>	
590-549-719.000	<b>HEALTH INSURANCE</b>	9,500.00
590-549-719.500	<b>DISABILITY INSURANCE</b>	900.00
590-549-720.000	<b>LIFE INSURANCE</b>	200.00
590-549-722.000	<b>VISION REIMBURSEMENT</b>	

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590-549-756.000	<b>OPERATING SUPPLIES</b>	
590-549-807.000	<b>AUDIT</b>	1,000.00
590-549-822.000	<b>CONTRACTUAL SERVICES</b>	700.00
590-549-853.000	<b>TELEPHONE</b>	700.00
590-549-853.020	<b>CELL PHONE</b>	400.00
590-549-921.000	<b>ELECTRIC</b>	3,500.00
590-549-931.000	<b>MAINTENANCE SERVICE</b>	2,000.00
590-549-931.010	<b>COUNTY DRAIN MAINTENANCE</b>	550.00
590-549-934.000	<b>MAINTENANCE EQUIPMENT</b>	
590-549-943.000	<b>EQUIPMENT RENTAL</b>	13,000.00
590-549-963.000	<b>LIABILITY INSURANCE</b>	4,800.00
590-549-968.000	<b>DEPRECIATION</b>	
Totals for dept 549 - MAINTENANCE-LIFT STATIONS		85,550.00
Dept 550 - COLLECTION		
590-550-703.000	<b>SALARIES</b>	35,000.00
590-550-703.010	<b>OVERTIME PAY</b>	
590-550-703.020	<b>HOLIDAY PAY</b>	
590-550-703.030	<b>VACATION PAY</b>	
590-550-703.040	<b>SICK/PERSONAL PAY</b>	
590-550-715.000	<b>FICA/MEDICARE</b>	2,600.00
590-550-716.000	<b>UNEMPLOYMENT COMPENSATION</b>	60.00
590-550-717.000	<b>WORKMAN'S COMP.</b>	400.00
590-550-718.000	<b>PENSION</b>	2,000.00
590-550-719.000	<b>HEALTH INSURANCE</b>	
590-550-719.500	<b>DISABILITY INSURANCE</b>	1,000.00
590-550-720.000	<b>LIFE INSURANCE</b>	300.00
590-550-728.000	<b>OFFICE SUPPLIES</b>	500.00
590-550-730.000	<b>POSTAGE</b>	1,900.00
590-550-807.000	<b>AUDIT</b>	2,000.00
590-550-808.000	<b>PAYMENT PROCESSING FEES</b>	2,500.00
590-550-853.000	<b>TELEPHONE</b>	700.00
590-550-864.000	<b>CONFERENCES/WORKSHOPS</b>	400.00
590-550-901.000	<b>PRINTING</b>	
590-550-934.000	<b>SERVICE CONTRACTS</b>	16,000.00
590-550-936.000	<b>TECH SERVICES</b>	8,000.00



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590-550-958.000	<b>MISCELLANEOUS</b>	
590-550-964.000	<b>NSF CHECK CHARGES</b>	
590-550-968.000	<b>DEPRECIATION</b>	
Totals for dept 550 - COLLECTION		73,360.00
TOTAL APPROPRIATIONS		525,407.00
NET OF REVENUES/APPROPRIATIONS - FUND 590		(29,557.00)
BEGINNING FUND BALANCE		1,963,004.48
FUND BALANCE ADJUSTMENTS		
ENDING FUND BALANCE		1,933,447.48
Fund 591 - WATER FUND		
ESTIMATED REVENUES		
Dept 000		
591-000-539.000	<b>STATE GRANTS</b>	
591-000-608.000	<b>NSF CHECK FEE</b>	
591-000-629.000	<b>PENALTIES</b>	10,000.00
591-000-642.000	<b>WATER TURN ONS</b>	3,000.00
591-000-643.000	<b>METERED SALES</b>	400,000.00
591-000-645.000	<b>WATER TAP FEES</b>	3,000.00
591-000-664.000	<b>INTEREST ON CD'S-RECEIVING</b>	1,000.00
591-000-664.100	<b>INTEREST-WATER OPERATING</b>	100.00
591-000-664.120	<b>INTEREST ON CHECKING-RECEIVING</b>	200.00
591-000-675.000	<b>REIMBURSEMENTS SPECIAL SERVICES</b>	
591-000-689.000	<b>CASH OVER AND SHORT</b>	
591-000-699.390	<b>TRANSFER FROM FUND BALANCE</b>	279,000.00
Totals for dept 000 -		696,300.00
TOTAL ESTIMATED REVENUES		696,300.00
APPROPRIATIONS		
Dept 290 - CONTINGENCY		
591-290-969.000	<b>CONTINGENCY</b>	279,000.00

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Totals for dept 290 - CONTINGENCY		279,000.00
Dept 482 - ADMINISTRATION - USDA		
591-482-960.000	<b>USDA - BONDS \$8,240.00</b>	8,240.00
591-482-961.000	<b>USDA - RRI RESERVE \$16,000.00</b>	16,000.00
591-482-962.000	<b>USDA - ENGINEERING</b>	30,000.00
Totals for dept 482 - ADMINISTRATION - USDA		54,240.00
Dept 483 - ADMINISTRATION		
591-483-703.172	<b>MANAGER SALARY</b>	15,500.00
591-483-703.215	<b>CLERK SALARY</b>	9,200.00
591-483-715.000	<b>FICA/MEDICARE</b>	1,900.00
591-483-718.000	<b>PENSION</b>	1,500.00
591-483-719.000	<b>HEALTH INSURANCE</b>	5,000.00
Totals for dept 483 - ADMINISTRATION		33,100.00
Dept 550 - COLLECTION		
591-550-703.000	<b>SALARIES-CLERICAL</b>	35,500.00
591-550-703.010	<b>OVERTIME PAY</b>	200.00
591-550-703.020	<b>HOLIDAY PAY</b>	
591-550-703.030	<b>VACATION PAY</b>	
591-550-703.040	<b>SICK/PERSONAL</b>	
591-550-715.000	<b>FICA/MEDICARE</b>	3,000.00
591-550-716.000	<b>UNEMPLOYMENT COMPENSATION</b>	75.00
591-550-717.000	<b>WORKMAN'S COMP</b>	35.00
591-550-718.000	<b>PENSION</b>	2,000.00
591-550-719.000	<b>HEALTH INSURANCE</b>	
591-550-719.500	<b>DISABILITY INSURANCE</b>	900.00
591-550-720.000	<b>LIFE INSURANCE</b>	300.00
591-550-722.000	<b>VISION REIMBURSEMENT</b>	
591-550-728.000	<b>OFFICE SUPPLIES</b>	600.00
591-550-730.000	<b>POSTAGE</b>	1,900.00
591-550-807.000	<b>AUDIT</b>	800.00
591-550-808.000	<b>PAYMENT PROCESSING FEES</b>	
591-550-853.000	<b>TELEPHONE</b>	700.00
591-550-864.000	<b>CONFERENCES/WORKSHOPS</b>	900.00

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591-550-901.000	<b>PRINTING</b>	1,000.00
591-550-931.000	<b>MAINT-SERVICES</b>	12,000.00
591-550-934.000	<b>SERVICE CONTRACTS</b>	2,500.00
591-550-936.000	<b>TECH SERVICES</b>	61,000.00
591-550-958.000	<b>MISCELLANEOUS</b>	1,200.00
591-550-964.000	<b>NSF CHECK CHARGES</b>	10.00
591-550-965.000	<b>EQUIPMENT PURCHASE</b>	
591-550-968.000	<b>DEPRECIATION</b>	54,000.00
Totals for dept 550 - COLLECTION		178,620.00
Dept 551 - UTILITY		
591-551-921.000	<b>POWER PUMPING-ELECTRIC</b>	10,500.00
Totals for dept 551 - UTILITY		10,500.00
Dept 552 - DISTRIBUTION		
591-552-703.000	<b>SALARIES-DISTRIBUTION</b>	50,000.00
591-552-703.010	<b>OVERTIME PAY</b>	5,000.00
591-552-703.020	<b>HOLIDAY PAY</b>	
591-552-703.030	<b>VACATION PAY</b>	
591-552-703.040	<b>SICK/PERSONAL PAY</b>	
591-552-715.000	<b>FICA/MEDICARE</b>	
591-552-716.000	<b>UNEMPLOYMENT INSURANCE</b>	
591-552-717.000	<b>WORKMAN'S COMP</b>	1,000.00
591-552-718.000	<b>PENSION</b>	
591-552-719.000	<b>HEALTH INSURANCE</b>	11,000.00
591-552-719.500	<b>DISABILITY INSURANCE</b>	100.00
591-552-720.000	<b>LIFE INSURANCE</b>	450.00
591-552-756.000	<b>OPERATING SUPPLIES</b>	
591-552-768.000	<b>UNIFORMS/BOOTS/ETC</b>	700.00
591-552-776.000	<b>SUPPLIES &amp; MAINTENANCE</b>	10,000.00
591-552-807.000	<b>AUDIT</b>	1,000.00
591-552-812.000	<b>ENGINEERING</b>	
591-552-822.000	<b>CONTRACTUAL SERVICES</b>	8,000.00
591-552-853.020	<b>CELL PHONE</b>	2,000.00
591-552-864.000	<b>CONF/WORKSHOPS</b>	500.00
591-552-874.000	<b>WATER TESTING</b>	5,000.00

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591-552-936.000	<b>TECH SERVICES</b>	2,000.00
591-552-943.000	<b>EQUIPMENT RENTAL-WATER FUND</b>	15,000.00
591-552-958.000	<b>MISCELLANEOUS</b>	
591-552-958.001	<b>DUES/MEMBERSHIPS</b>	1,000.00
591-552-963.000	<b>LIABILITY INSURANCE</b>	4,900.00
Totals for dept 552 - DISTRIBUTION		117,650.00
Dept 553 - WELLS/TOWER		
591-553-934.000	<b>REPAIR WELLS</b>	
591-553-963.000	<b>LIABILITY INSURNACE</b>	4,700.00
591-553-968.000	<b>DEPRECIATION</b>	
591-553-981.000	<b>CAPITAL OUTLAY</b>	
Totals for dept 553 - WELLS/TOWER		4,700.00
TOTAL APPROPRIATIONS		677,810.00
NET OF REVENUES/APPROPRIATIONS - FUND 591		18,490.00
BEGINNING FUND BALANCE		1,550,561.99
ENDING FUND BALANCE		1,569,051.99
Fund 596 - GARBAGE COLLECTION		
ESTIMATED REVENUES		
Dept 000		
596-000-539.000	<b>GRANT PAYMENTS</b>	46,250.00
596-000-628.000	<b>TRASH SERVICE CHARGES</b>	130,000.00
596-000-629.000	<b>PENALTIES</b>	3,200.00
596-000-647.000	<b>COMMUNITY PROJECTS - DUMP DAY</b>	1,000.00
596-000-664.100	<b>INTEREST INCOME</b>	100.00
596-000-664.120	<b>INTEREST ON CHECKING-RECEIVING</b>	50.00
596-000-675.000	<b>OTHER REVENUE</b>	7,500.00
Totals for dept 000 -		188,100.00
TOTAL ESTIMATED REVENUES		188,100.00

**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

APPROPRIATIONS		
Dept 528 - RUBBISH COLLECTION/DISPOSAL		
596-528-819.000	<b>WASTE AND RUBBISH DISPOSAL</b>	130,000.00
596-528-822.000	<b>CONTRACTUAL SERVICES</b>	1,000.00
596-528-860.000	<b>VBCD TRANSFER STATION</b>	55,000.00
596-528-995.596	<b>ADMIN TRANSFER TO GF</b>	6,500.00
Totals for dept 528 - RUBBISH COLLECTION/DISPOSAL		192,500.00
TOTAL APPROPRIATIONS		192,500.00
NET OF REVENUES/APPROPRIATIONS - FUND 596		(4,400.00)
BEGINNING FUND BALANCE		7,980.85
ENDING FUND BALANCE		3,580.85
Fund 661 - MOTOR POOL		
ESTIMATED REVENUES		
Dept 000		
661-000-664.100	<b>INTEREST INCOME</b>	1,000.00
661-000-668.100	<b>RENTAL EQUIPMENT-POLICE</b>	25,000.00
661-000-668.200	<b>RENTAL EQUIPMENT PARKS</b>	15,000.00
661-000-668.300	<b>RENTAL EQUIPMENT-LOCAL</b>	60,000.00
661-000-668.310	<b>EQUIP RENTAL L/R ICE/SNOW</b>	1,000.00
661-000-668.400	<b>RENTAL EQUIPMENT-MAJOR</b>	8,000.00
661-000-668.410	<b>EQUIP RENTAL M/R ICE/SNOW</b>	6,000.00
661-000-668.500	<b>RENTAL EQUIPMENT-WATER</b>	16,000.00
661-000-668.600	<b>RENTAL EQUIPMENT-SEWER LINE</b>	
661-000-668.605	<b>LS MAINT. EQUIP RENTAL</b>	13,000.00
661-000-668.700	<b>RENTAL EQUIPMENT-PUBLIC WORKS</b>	16,000.00
661-000-673.000	<b>SALE OF FIXED ASSETS</b>	1,000.00
661-000-675.000	<b>MISCELLANEOUS</b>	
Totals for dept 000 -		162,000.00
TOTAL ESTIMATED REVENUES		162,000.00

**VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL**

**PUBLIC DRAFT #1**

<b>APPROPRIATIONS</b>		
<b>Dept 301 - POLICE DEPARTMENT</b>		
661-301-870.000	<b>GAS</b>	10,000.00
661-301-872.000	<b>TIRES</b>	2,000.00
661-301-930.000	<b>REPAIRS</b>	3,000.00
661-301-963.000	<b>MULTI-PERIL INSURANCE</b>	6,300.00
661-301-970.000	<b>EQUIPMENT PURCHASED</b>	
661-301-981.000	<b>CAPITAL OUTLAY</b>	
Totals for dept 301 - POLICE DEPARTMENT		21,300.00
<b>Dept 441 - DPW</b>		
661-441-807.000	<b>AUDIT</b>	1,000.00
661-441-870.000	<b>GAS</b>	22,000.00
661-441-872.000	<b>TIRES</b>	5,000.00
661-441-930.000	<b>REPAIRS &amp; MAINTENANCE</b>	21,000.00
661-441-963.000	<b>MULTI-PERIL INSURANCE</b>	6,200.00
661-441-968.000	<b>DEPRECIATION</b>	62,000.00
661-441-970.000	<b>EQUIPMENT PURCHASED</b>	18,000.00
661-441-981.000	<b>CAPITAL OUTLAY</b>	86,000.00
Totals for dept 441 - DPW		221,200.00
<b>Dept 483 - ADMINISTRATION</b>		
661-483-703.172	<b>MANAGER SALARY</b>	3,900.00
661-483-703.215	<b>CLERK SALARY</b>	2,000.00
661-483-715.000	<b>FICA/MEDICARE</b>	500.00
661-483-718.000	<b>PENSION</b>	400.00
661-483-719.000	<b>HEALTH INSURANCE</b>	1,000.00
661-483-995.010	<b>GEN FUND ADMIN TRANSFER</b>	
Totals for dept 483 - ADMINISTRATION		7,800.00
<b>TOTAL APPROPRIATIONS</b>		250,300.00
<b>NET OF REVENUES/APPROPRIATIONS - FUND 661</b>		<b>(88,300.00)</b>
<b>BEGINNING FUND BALANCE</b>		852,607.89
<b>ENDING FUND BALANCE</b>		764,307.89

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

## PUBLIC DRAFT #1

ESTIMATED REVENUES - ALL FUNDS		3,665,680.00
APPROPRIATIONS - ALL FUNDS		3,578,511.00
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		87,169.00
BEGINNING FUND BALANCE - ALL FUNDS		6,736,029.27
FUND BALANCE ADJUSTMENTS - ALL FUNDS		
ENDING FUND BALANCE - ALL FUNDS		6,823,198.27

**2024-2025 Fee Schedule**

<b><u>APPLICATION/FORMS</u></b>	<b>Description</b>	<b>2024 Fee</b>
<b>Fee Type</b>	<b><u>CLERK</u></b>	
Marijuana License	Annual Application	\$5,000.00
FOIA	Paper Copies (per page)	\$5.00 first pg \$0.35 additional
FOIA	Hourly Rate of Least Expensive Competent Employee	TBA
Food Truck Vendor Application	Food Truck	\$30.00 per day
Garage/Yard Sale	Permit	\$5.00 per day
Fence, including Zoning Permit	Permit	\$95.00
Peddlers Permit	Permit	\$25 plus \$5.00 per day
Golf Cart Application	Permit	\$75.00
	<b><u>TREASURER</u></b>	
<b>Fee Type</b>	<b>Description</b>	
Copies-Paper Print	Per Page	\$0.35 per pg
Notary	Resident/Non resident	Free/\$10.00
NSF Check Return Fee	Per Check	\$35.00
	<b><u>VIOLATIONS/TICKETS</u></b>	
<b>Fee Type</b>	<b>Description</b>	
Ticket	Per Violation	
Ticket	Handicap	
	<b><u>EVENTS</u></b>	
<b>Fee Type</b>	<b>Description</b>	
Non Village Events	Per Officer	
Blocking of Streets/Barricades	Per Event	
<b><u>ORDINANCE ENFORCEMENT FEE SCHEDULE</u></b>		
Weed/Grass Removal		TBD
Nuisance/Blight Removal		TBD
Hazardous Materials Removal		TBD
Property Maintenance Code - Admin fees		
<b>Note:</b> All expenses incurred for the removal of weeds or grass will be calculated by either using the		



# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

## PUBLIC DRAFT #1

total charge for a vendor to do the work or by using a minimum of one hour of labor/equipment		
charges for DPW employees if the work is done by the Village		
<b><u>PLANNING, ZONING, AND ECONOMIC DEVELOPMENT FEE SCHEDULE</u></b>		
ZBA - Variance Request - Residence		\$400.00
ZBA - Variance Request - Commercial		\$400.00
ZBA - Temporary Use Application/ Request		\$400.00
ZBA - Violation Hearing		\$400.00
ZBA- Administrative Appeal		\$400.00
ZBA - Special Meeting Request		\$400.00
Preliminary Site Plan Review		\$400.00
Site Plan Review - Residential		\$400.00
Site Plan Review - Commercial		\$400.00
Site Plan Review (Amendment to Existing Plan)		TBD
Special Land Use Request		\$250.00
Petition to Change Zoning Map or Ordinance text		\$400.00
PC - Special Meeting Request		\$400.00
Right of Way Application Fee		\$85.00
Zoning Compliance Permit		\$85.00
Sign Review/Permit (New Sign)		\$85.00
Sign Review/Permit (Substantial Alteration)		\$85.00
Temporary Sign Review/Permit		\$85.00
Predevelopment Site Plan Review Meeting with Consulting a Planner/Engineer		\$400.00
After the Fact Surcharge- If work intentionally started without permit or completed without inspection		TBD
Parcel Combination Application/Permit		\$175.00
Parcel Split Application/Permit		\$175.00
Zoning Compliance Letters		\$85.00
<b><u>SAFEBUILT - BUILDING DEPARTMENT</u></b>		
Electrical Permit Application		\$75.00
Mechanical Permit Application		\$75.00
Plumbing Permit Application		\$75.00
Building Permit Application		\$75.00

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

## PUBLIC DRAFT #1

<b><u>INSPECTIONS – RENTAL</u></b>		
BI-ENNIAL INSPECTIONS		
Registration date	July 1 <sup>st</sup> due date each year	
Annual registration fee	Late fee of \$15.00 per day after the 15th day	\$25.00/per application
1-2 registered units/per each building on parcel		\$250.00
3-4 registered units/per each building on parcel		\$230.00
5-11 registered units/per each building on parcel		\$200.00
12-20 registered unites/per each building on parcel		\$180.00
21 or more registered units/per each building on parcel		\$150.00
Non-Registration Rental Letter – enforcement		\$50.00/\$100.00
Registration Letter Notice – enforcement		\$50.00/\$100.00
Bi-ennal Letter – enforcement		\$50.00/\$100.00
Failure to pay for and schedule a reinspection if an inspection did not pass - enforcement		\$100.00
Failure to schedule an inspection- enforcement		\$100.00
Failure to register a new rental - enforcement		\$100.00
Ticket Writing and Court activity - enforcement		\$500.00
<b><u>Additional Inspection Notes</u></b>		
Breaking down the per day cost looks like 356 days/yrs. X 2 = 730 days...take		
\$250.00 rental inspection every other year, divided by 730 days = approx. .35/day or \$9.80 per month in cost to the landlord		

## PUBLIC DRAFT #1

**2025 VILLAGE OF DECATUR WATER RATES****WATER BASE (WB) (READINESS TO SERVE FEE)**

All Single-Family Residential, Commercial, and Industrial users connected to the Public Water System shall pay a monthly Readiness to Serve Charge per Unit, billed in arrears, based on the size of the public water meter which serves the premises. Rate factors will be based upon the following table:

RTS	FY 25 (3.0%)	FY 26 (3.0%)	FY 27 (3.0%)	FY 28 (1.5%)	FY 29 (1.5%)	FY 30 (1.5%)
5/8"	\$23.25	\$23.95	\$24.66	\$25.03	\$25.41	\$25.79
3/4"	\$23.25	\$23.95	\$24.66	\$25.03	\$25.41	\$25.79
1"	\$41.38	\$42.62	\$43.90	\$44.56	\$45.23	\$45.90
1 1/4"	\$64.63	\$66.57	\$68.56	\$69.59	\$70.64	\$71.70
1 1/2"	\$93.01	\$95.80	\$98.67	\$100.15	\$101.65	\$103.18
2"	\$165.31	\$170.27	\$175.38	\$178.01	\$180.68	\$183.39
3"	\$372.01	\$383.17	\$394.66	\$400.58	\$406.59	\$412.69
4"	\$661.23	\$681.07	\$701.50	\$712.02	\$722.70	\$733.54
6"	\$1488.03	\$1532.67	\$1578.65	\$1602.33	\$1626.36	\$1650.79
8"	\$2645.42	\$2724.79	\$2806.53	\$2848.63	\$2891.36	\$2934.73
10"	\$4133.45	\$4257.46	\$4385.18	\$4450.96	\$4517.72	\$4585.49
12"	\$5952.11	\$6130.67	\$6314.59	\$6409.31	\$6505.45	\$6603.03

All Multi-Family Residential users providing service to more than one Dwelling Unit from one public water meter connected to the Public Water System shall pay a monthly Readiness to Serve Charge, billed in arrears, based on a 1.00 Rate Factor per Dwelling Unit.

**\*\*NOTE: AS LONG AS CONNECTION TO THE PUBLIC WATER SYSTEM EXISTS, A READINESS TO SERVE CHARGE SHALL NOT BE WAIVED OR OTHERWISE DISCONTINUED. \*\***

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

## PUBLIC DRAFT #1

### COMMODITY CHARGE (WU) (WATER USAGE)

Users connected to the Public Water System shall pay a monthly Commodity Charge, billed in arrears, based on the water usage during the immediately preceding month at a rate of \$3.09 per 1,000 gallons of water, starting in FY 25. The application fee for all new “tap in” connections is \$1,500.00

Per 1,000 gals	<b>FY 25 (3.0%)</b>	<b>FY 26 (3.0%)</b>	<b>FY 27 (3.0%)</b>	<b>FY 28 (1.5%)</b>	<b>FY 29 (1.5%)</b>	<b>FY 30 (1.5%)</b>
5/8"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
3/4"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
1"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
1 1/4"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
1 1/2"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
2"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
3"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
4"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
6"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
8"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
10"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42
12"	\$3.09	\$3.18	\$3.28	\$3.32	\$3.37	\$3.42

### PENALTY FEE

All payments made after the 20<sup>th</sup> of each month (or the following business day if the 20<sup>th</sup> falls on a weekend or holiday) will be assessed as a penalty of the sum of 10%.

### WATER DEPOSIT

Before the water may be turned on for any premises located within the Village of Decatur Corporate Limits the owner shall deposit with the Utility Billing Clerk a “guaranteed deposit” of \$50.00 for all those using meters under two (2) inches and the sum of \$100.00 for those using meters over two (2) inches. Where notice is given that a tenant is responsible for water charges, no water service shall be rendered to such premises until a cash deposit of \$80.00 shall have been made. For owners of premises located outside the Village of Decatur Corporate Limits, the “guaranteed deposit” shall be the sum of \$80.00 unless notice is given that a tenant is responsible for water charges as hereinbefore set forth, then no water service shall be rendered to such premises until a cash deposit of \$300.00 shall have been made.

### TURN-ON FEE

When water service is discontinued due to nonpayment, the water shall not be turned on again until all delinquent charges have been paid, including the guaranteed deposit provided in paragraph C of Section III and, in addition, a turn-on fee of \$75.00 has been paid to the Village Water & Sewer Office.

### Exterior Water Line Coverage

Users connected to the Public Water System shall have the opportunity to enroll in homeowner protection plans. The Village of Decatur has approved the Service Line Warranties of America to offer optional protection plans to all utilities customers.

Utility Service Partners Private Label, Inc., known as Service Line Warranties of America (“SLWA”), with corporate offices located at 7134 Lee Highway, Chattanooga, TN 37421, is an *independent company separate from your local utility or community* and offers this optional service plan as an authorized representative of the service contract provider, North American Warranty, Inc., 175 West Jackson Blvd., Chicago, IL 60604. Your choice of whether to participate in this service plan will not affect any service you have with your local utility or community.

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

PUBLIC DRAFT #1

## **2025 VILLAGE OF DECATUR WASTEWATER RATES**

### **WASTEWATER BASE (SB) (READINESS TO SERVE FEE)**

All Single-Family Residential, Commercial, and Industrial users connected to the Public Sewer System shall pay a monthly Readiness to Serve Charge per Unit, billed in arrears, based on the size of the public water meter which serves the premises. Rate factors will be based upon the following table:

RTS	FY 25 (3.0%)	FY 26 (3.0%)	FY 27 (3.0%)	FY 28 (1.5%)	FY 29 (1.5%)	FY 30 (1.5%)
5/8"	\$21.77	\$22.42	\$23.10	\$23.44	\$23.79	\$24.15
3/4"	\$21.77	\$22.42	\$23.10	\$23.44	\$23.79	\$24.15
1"	\$38.76	\$39.92	\$41.12	\$41.74	\$42.36	\$43.00
1 1/4"	\$60.54	\$62.36	\$64.23	\$65.19	\$66.17	\$67.16
1 1/2"	\$87.10	\$89.71	\$92.40	\$93.79	\$95.19	\$96.62
2"	\$154.82	\$159.47	\$164.25	\$166.72	\$169.22	\$171.75
3"	\$348.41	\$358.86	\$369.62	\$375.17	\$380.80	\$386.51
4"	\$619.29	\$637.87	\$657.01	\$666.86	\$676.87	\$687.02
6"	\$1393.63	\$1435.43	\$1478.50	\$1500.67	\$1523.18	\$1546.03
8"	\$2477.60	\$2551.93	\$2628.49	\$2667.92	\$2707.94	\$2748.55
10"	\$3871.23	\$3987.37	\$4106.99	\$4168.59	\$4231.12	\$4294.59
12"	\$5574.50	\$5741.74	\$5913.99	\$6002.70	\$6092.74	\$6184.13

All Multi-Family Residential users providing service to more than one Dwelling Unit from one public water meter connected to the Public Water System shall pay a monthly Readiness to Serve Charge, billed in arrears, based on a 1.00 Rate Factor per Dwelling Unit.

**\*\*NOTE: AS LONG AS CONNECTION TO THE PUBLIC WASTEWATER SYSTEM EXISTS, A READINESS TO SERVE CHARGE SHALL NOT BE WAIVED OR OTHERWISE DISCONTINUED. \*\***

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

## PUBLIC DRAFT #1

### **COMMODITY CHARGE (WU) (WASTEWATER USAGE)**

Users connected to the Public Sewer System shall pay a monthly Commodity Charge, billed in arrears, based on the water usage during the immediately preceding month at a rate of \$1.90 per 1,000 gallons of water, starting in FY 25. The application fee for all new “tap in” connections is \$1,500.00. The above-referenced Commodity Charge shall consider metered water that does not enter the system (e.g., Lawn and garden irrigation water, cooling water, unpolluted air-conditioned water, etc.) if such metered water is separately metered by a deduct meter or irrigation meter in a manner acceptable to the Village. Accordingly, the Commodity Charge for such a user shall be based upon the “net” metered water usage determined by subtracting the volume of water metered by the deduct or irrigation meter from the volume of water metered by the public water meter.

Per 1,000 gals	<b>FY 25 (3.0%)</b>	<b>FY 26 (3.0%)</b>	<b>FY 27 (3.0%)</b>	<b>FY 28 (1.5%)</b>	<b>FY 29 (1.5%)</b>	<b>FY 30 (1.5%)</b>
5/8"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
3/4"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
1"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
1 1/4"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
1 1/2"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
2"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
3"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
4"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
6"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
8"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
10"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11
12"	\$1.90	\$1.96	\$2.01	\$2.04	\$2.08	\$2.11

### **PENALTY FEE**

All payments made after the 20<sup>th</sup> of each month (or the following business day if the 20<sup>th</sup> falls on a weekend or holiday) will be assessed as a penalty of the sum of 10%.

### **WATER DEPOSIT**

Where written notice is given that a tenant is responsible for charges and service, no further service shall be rendered until a “guaranteed deposit” in the amount of \$50.00 is provided.

Where a user utilizes a deduct meter provided by the Village a meter deposit of \$25.00 shall be paid prior to receiving said deduct meter. The deposit shall be held by the Village as a guarantee of return of the meter. Such meter deposit shall be refunded to the depositor when the deduct meter is returned to the Village.

### **TURN-ON FEE**

When water service is discontinued due to nonpayment, the water shall not be turned on again until all delinquent charges have been paid, including the guaranteed deposit provided in paragraph C of Section III and, in addition, a turn-on fee of \$75.00 has been paid to the Village Water & Sewer Office.

### **Exterior Sewer/Septic Line Coverage**

Users connected to the Public Sewer System shall have the opportunity to enroll in homeowner protection plans. The Village of Decatur has approved the Service Line Warranties of America to offer optional protection plans to all utilities customers.

Utility Service Partners Private Label, Inc., known as Service Line Warranties of America (“SLWA”), with corporate offices located at 7134 Lee Highway, Chattanooga, TN 37421, is an *independent company separate from your local utility or community* and offers this optional service plan as an authorized representative of the service contract provider, North American Warranty, Inc., 175 West Jackson Blvd., Chicago, IL 60604. Your choice of whether to participate in this service plan will not affect any service you have with your local utility or community.

# VILLAGE OF DECATUR – FISCAL YEAR 2025 ANNUAL APPROPRIATION BILL

## PUBLIC DRAFT #1

VILLAGE OF DECATUR  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN

**RESOLUTION 2024-01:** A RESOLUTION ADOPTING THE FISCAL YEAR 2025 BUDGET FOR THE VILLAGE OF DECATUR; APPROPRIATING THE AMOUNTS NECESSARY FOR MUNICIPAL PURPOSES; PROVIDING FOR THE LEVY OF THE AMOUNT NECESSARY TO BE RAISED BY AD VALOREM TAXES UPON REAL AND PERSONAL PROPERTY FOR MUNICIPAL PURPOSES; IN ACCORDANCE WITH THE UNIFORM BUDGETING AND ACCOUNTING ACT (MCL 141).

At a Regular Meeting of the Village Council of the Village of Decatur, Michigan, held at Village Hall on February 26, 2024, the following Resolution was offered.  
WHEREAS, The Chief Administrative Officer of the Village of Decatur has prepared and presented a budget to commence March 1, 2024, to expire February 29, 2025, for Fiscal Year 2025, and;

WHEREAS The Village of Decatur did hold a Public Hearing on the purposed Fiscal Year 2025 Budget, with proper notification to the public to solicit comments, and;  
WHEREAS, It is necessary to provide for the implementation, operation and periodic adjustment of this act;

### REVENUES

GL NUMBER	DESCRIPTION	FY25 PROPOSED
101	GENERAL FUND	\$957,860.00
202	MAJOR ROAD FUND	\$193,000.00
203	LOCAL ROAD FUND	\$739,900.00
213	SALVAGE VIN FUND	\$13,010.00
204	STREETS FUND	\$175,500.00
244	BUSINESS LOANS FUND	\$0.00
245	HOME REHAB FUND	\$0.00
248	DDA FUND	\$44,160.00
590	SEWER FUND	\$495,850.00
591	WATER FUND	\$696,300.00
596	GARBAGE COLLECTION FUND	\$188,100.00
661	MOTOR POOL FUND	\$162,000.00
	OTHER	
	GRAND TOTAL	\$3,665,680.00

### EXPENSES

GL NUMBER	DESCRIPTION	FY 25 PROPOSED
101	GENERAL FUND	\$930,869.00
202	MAJOR ROAD FUND	\$77,950.00
203	LOCAL ROAD FUND	\$758,475.00
213	SALVAGE VIN FUND	\$17,300.00
204	STREETS FUND	\$125,000.00
244	BUSINESS LOANS FUND	\$0.00
245	HOME REHAB FUND	\$0.00
248	DDA FUND	\$22,900.00
590	SEWER FUND	\$525,407.00
591	WATER FUND	\$667,810.00
596	GARBAGE COLLECTION FUND	\$192,500.00
661	MOTOR POOL FUND	\$232,300.00
	OTHER	\$0.00
	GRAND TOTAL	\$3,560,511.00

NOW THEREFORE BE IT RESOLVED that the proposed budget document as presented by the Village Manager, titled Village of Decatur Fiscal Year 2025 Budget, covering March 1, 2024, through February 29, 2025, be adopted by fund, and the Village Manager is hereby authorized to make expenditures and amendments provided for in said budget, provided such expenditures are made in accordance with General Village Charter and Policies, and:

BE IT FURTHER RESOLVED, The Village of Decatur does hereby direct the levy of 11.41660 mills for Operating, 4.56640 mills for Streets from all non-exempt properties within the Village of Decatur limits, and a 1.82620 mill in additional tax on properties located within the designated Downtown Development District.

RESOLUTION DECLARED ADOPTED, this 6th day of February 2023.