

VILLAGE OF DECATUR COUNCIL SPECIAL MEETING AGENDA

Monday,
October 9, 2023



VILLAGE OF DECATUR
SPECIAL COUNCIL MEETING
Monday, October 9, 2023 – 6:00PM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

6:00 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 Special Council Meeting Agenda for October 9, 2023.

5A.2 - Approval of the Regular Meeting Minutes from September 11, 2023.

5A.3– Approval of Accounts Payable and Payroll for week ending September 30,
2023

6. COMMUNICATIONS TO THE COUNCIL – PRESENTATIONS & GUEST

7. PUBLIC HEARING

7A.1 – Request to hold a public hearing for the Downtown Development Authority recodified tax increment financing plan along with the DDA area expansion plan, subsequently adopt Ordinance 2023-005.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

9A.1 – Request to approve Halloween Trick or Treat Events 2024.

9A.2 – Request to approve recommendation from the DDA, July 4, 2024, Fireworks contact.

9A.3 – Request to approve Village of Decatur Strategic Plan Update proposal from Abonmarche.

9A.4 – Request to approve Decatur-Hamilton Fire Department donation of fire equipment to the VBISD.

9A.5 – Request to approve Motor Pool equipment purchase.

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 Reports

11. PUBLIC COMMENTS – SECOND OPPORTINUTY

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 September 11, 2023, at 7:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

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

II. **Roll Call**

Clerk/Treasurer, Duncan provided roll call; Trustee Beute, Trustee Gunther (excused), 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. Let the record show no public comment was received.

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

a. Trustee Beute made a motion with support from Trustee Pelfrey to approve the Regular Council Meeting agenda for September 11, 2023, along with approval of meeting minutes from August 7, 2023, and accounts payable ending August 31, 2023, in the amount of \$206,162.38, motion carried 5-0.

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

- a. Matt Holland, Gabridge & Company, presented to Village Council the Fiscal Year 2023 Audit report. Mr. Holland stated no discrepancies were found, solid internal controls are in place, and the Village has a healthy fund balance. Mr. Holland thanked Clerk/Treasurer Duncan for her assistance with gathering information for the audit and stated she is doing a great job. Trustee Pachner made a motion with support from Trustee Beute to approve the Audit Report for Fiscal Year 2023, Roll call vote, Trustee Beute, President Pro Tam Jackson, Trustee Pachner, Trustee Pelfrey, President Elwaer, all voting yes, motion carried 5-0.
- b. Leah Bectel and Madelyn Landry, Abonmarche, present to Council The DWAM/DSMI Service Line Replacement Project, 100% Grant funded that was awarded to the Village of Decatur. This Grant allows for 20% of Village water service lines to be replaced in accordance with EGLE guidelines.

VI. Public Hearing

- a. Trustee Pachner made a motion with support from Trustee Pelfrey to close the Regular Council meeting and enter into the Public Hearing at 7:25 P.M., motion carried 5-0.
- b. Joe Parish made public comments concerning the Fire Department placing a Special Assessment Roll without the vote from the township residents.
- c. President Pro Tem Jackson made a motion with support from Trustee Beute to close the Public Hearing and re-enter back into the Regular Council meeting at 7:30 P.M., motion carried 5-0.
- d. President Pro Temp Jackson made a motion with support from Trustee Pachner to adopt Resolution 2023-013 Special Assessment Roll & Budget for the Decatur-Hamilton Fire & QR Department additional, the Council intends to reject any proposed budget for the 2024-2025 fiscal year unless the 1987 mutual agreement is amended by May 2024 to address issues previously communicated to the Fire Department as amended, Roll call vote, Trustee Beute, President Pro Tem Jackson, Trustee Pachner, Trustee Pelfrey, President Elwaer, all voting yes, motion carried 5-0.

VII. Unfinished Business

- a. No unfinished business.

VIII. New Business – Request to approve Homecoming Parade Street closures for Decatur Public Schools.

- a. President Pro Tem Jackson made a motion with support from Trustee Pachner to approve the Homecoming Parade Street closures for Decatur Public Schools on September 22, 2023, at 2:00 P.M., additionally the Council approved the in-kind support services from the Police Department and DPW, motion carried 5-0.

IX. New Business – Request to review and discussion regarding the DPW equipment replacement.

- a. President Pro Tem Jackson made a motion with support Trustee Pachner to approve the purchase and the budget amendment of proposal received from Young Chevrolet for a 2023 Chevrolet Silverado MD 4WD Reg Cab Work Truck for an amount not to exceed \$87,898.00, additionally, the approval of purchase of proposal received from Ausra Equipment 2023 Kubota M Series, Utility Cab 4x4 tractor, for an amount not to exceed \$50,000.00 motion carried 5-0.

X. New Business – Request to approve and authorize, the Village Manager to engage with Decatur Township with efforts to annex Lake Drive into the Village of Decatur, along with surrounding properties.

- a. President Pro Tem Jackson made a motion with support from Trustee Beute to approve and authorized, the Village Manager to engage with Decatur Township with efforts to annex Lake Drive into the Village of Decatur, along with surrounding properties, motion carried 5-0.

XIII. Department Reports

- a. Clerk/Treasurer Duncan, Chief of Police, Thomas VanDerWoude, and DPW Forman, James Ebeling provided Department Reports to the Council. Each department report was provided in the agenda packet. A general discussion ensued regarding the department reports.
- b. Chief VanDerWoude reported to Council that Mr. Ken Dunkerly just finished week 5 of the Police Academy in Battle Creek and is doing well. Additionally, the Chief reported on the receipt of grant funds received in the amount of \$24,000.00 to assist in the funding of Dunkerly to attend the academy.
- c. Chief VanDerWoude stated to Council that he is absolutely thrilled to have Officer Frank as the SRO at Decatur Public Schools. Office Frank is doing great.

XIV. Public Comments

- a. Let the record show no public comment was received.

XV. Council Comments & Additional Public Comments

- a. Trustee Pachner, in memory of 9/11, hold a moment of silence.
- b. President Pro Tem Jackson thanked Chief and Staff for their work.
- c. President Elwaer expressed his appreciation for all departments.

XVI. Adjournment

- a. President Pro Tem Jackson made a motion with the support of Trustee Pelfrey to adjourn the meeting at 8:01 P.M., motion carried 5-0. 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: October 2, 2023

SUBJECT: Accounts Payable – Payroll – September 30, 2023

Action Requested:

It is requested that the Village Council approve Accounts Payable and Payroll for period ending September 30, 2023, in the amount of \$343,200.29.

Background:

Attached is the Accounts Payable and Payroll for the period ending September 30, 2023. It should be noted that the increase in payable for the month of September includes the purchase of the 2023 Chevy Truck and the new Kabota tractor for DPW.

Attachments:

Accounts Payable and Payroll

CHECK DATE	VENDOR NAME	CHECK#	AMOUNT PAID	DESCRIPTION
09/01/2023	UNUM	GEN 1054(E)	1,085.20	SHORT/LONG/AD&D/LIFE INSURANCE PREMIUMS FOR EMPLOYEES
09/01/2023	DELTA DENTAL	GEN 1052(E)	630.15	DENTAL INSURANCE FOR EMPLOYEES
09/01/2023	AMERICAN ELECTRIC POWER	GEN 1050(E)	3,669.97	ELECTRICAL SERVICES
09/01/2023	CONSUMERS ENERGY	GEN 1051(E)	22.28	HEATING SERVICES
09/01/2023	VERIZON WIRELESS	GEN 1055(E)	298.50	CELL PHONE SERVICES
09/05/2023	MYERS, GORDY J	30374	1,595.36	PAYROLL
09/05/2023	BLUE CARE NETWORK,	30375	11,731.97	PAYROLL
09/05/2023	MISDU,	30377	54.48	PAYROLL
09/05/2023	TAPPER, CHRISTOPHER C	DD658	3,076.80	PAYROLL
09/05/2023	DUNCAN, MEGAN M	DD659	1,725.00	PAYROLL
09/05/2023	BUSH, DOMINIC J	DD660	2,190.44	PAYROLL
09/05/2023	DAHLQUIST, THOMAS L	DD661	2,416.37	PAYROLL
09/05/2023	DUNKERLEY, KENNETH R	DD662	2,067.40	PAYROLL
09/05/2023	FRANK, ZACKERY A	DD663	2,353.75	PAYROLL
09/05/2023	RIGG, THEODORE A	DD664	2,531.04	PAYROLL
09/05/2023	VANDERWOUDE, THOMAS C	DD665	3,940.00	PAYROLL
09/05/2023	BRIDGES, DEBRA J	DD666	168.00	PAYROLL
09/05/2023	CLENDENIN, KAREN R	DD667	56.00	PAYROLL
09/05/2023	MANN, JESSEKA L	DD668	56.00	PAYROLL
09/05/2023	BOITNOTT, PATRICK A	DD669	1,449.00	PAYROLL
09/05/2023	DRISCOLL, DAVID J	DD670	1,537.00	PAYROLL
09/05/2023	EBELING, JAMES S	DD671	3,144.76	PAYROLL
09/05/2023	SHROYER, TIMOTHY J	DD672	1,829.50	PAYROLL
09/05/2023	DAVIS, NATALIE A	DD673	1,385.00	PAYROLL
09/05/2023	PENTLAND, SHANTEL M	DD674	1,359.50	PAYROLL
09/05/2023	INTERNAL REVENUE SERVICE,	EFT1029	7,387.61	PAYROLL
09/05/2023	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1030	4,205.62	PAYROLL
09/05/2023	STATE OF MICHIGAN,	EFT1031	1,106.00	PAYROLL
09/11/2023	THE CURCIO LAW FIRM	GEN 30401	612.50	PROFESSIONAL ATTORNEY FEES FOR JULY
09/11/2023	WIGHTMAN & ASSOCIATES	GEN 30404	9,300.00	USDA SEWER IMPROVEMENTS
09/11/2023	WIGHTMAN & ASSOCIATES	GEN 30404	2,000.00	NON-USDA ROAD IMPROVEMENTS
09/11/2023	WIGHTMAN & ASSOCIATES	GEN 30404	7,500.00	USDA DRINKING WATER IMPROVEMENTS
09/11/2023	LOZADA AUTO REPAIR	GEN 30394	45.00	OIL CHANGE FOR 2020 PATROL CAR
09/11/2023	STATE OF MICHIGAN	GEN 30399	9,938.17	MDOT REFUND GEORGE ST IMPROVEMENTS COMING IN UNDER BUDGET
09/11/2023	DIVISION TIRE AND BATTERY	GEN 30390	3,612.00	REPLACEMENT TIRES AND RIM ON 92 CHEVY KODIAK
09/11/2023	DECATUR DO IT CENTER	GEN 30388	50.56	SUPPLIES FOR DPW AND PD
09/11/2023	HYDROCORP, INC	GEN 30392	342.50	CROSS CONNECTION CONTROL PROGRAM
09/11/2023	REPUBLIC SERVICES	GEN 30397	438.19	GARBAGE SERVICE
09/11/2023	HONOR CREDIT UNION	GEN 30391	2,106.15	CREDIT CARD CHARGES FOR AUGUST
09/11/2023	INVOICE CLOUD	GEN 1056(E)	237.45	INVOICE PRESENTMENT FOR PAPERLESS CUSTOMERS
09/11/2023	YOUNG, CARISSA	GEN 30384	43.38	UB refund for account: 1066
09/11/2023	CITY SERVICES INC	GEN 30386	950.00	INSTALLATION OF HYDRANT METER AN REPAIRS
09/11/2023	TRACE ANALYTICAL LABORATORIES INC	GEN 30402	489.75	WATER TESTING FOR WATER QUALITY REPORT
09/11/2023	TRACE ANALYTICAL LABORATORIES INC	GEN 30402	454.75	WATER TESTING FOR WATER QUALITY REPORT
09/11/2023	TRACE ANALYTICAL LABORATORIES INC	GEN 30402	454.75	WATER TESTING FOR WATER QUALITY REPORT
09/11/2023	VILLAGE MARKET	GEN 30403	4.98	ICE FOR DECATUR DAY
09/11/2023	REPUBLIC SERVICES	GEN 30397	10,554.56	GARBAGE SERVICE
09/11/2023	LAW OFFICE OF CRYSTAL MORGAN, PLLC	GEN 30393	799.50	PROFESSIONAL ATTORNEY FEES FOR BLIGHT AND ORD. VIOLATIONS
09/11/2023	DECATUR LUMBER COMPANY	GEN 30389	595.66	SUPPLIES FOR DPW, PARKS, AND WATER MAINTENANCE
09/11/2023	TAPPER FORD	GEN 30400	111.71	LEFT FRONT AXLE LEAK ON PATROL CAR 2020
09/11/2023	QUADIENT LEASING USA, INC	GEN 30396	962.95	UTILITY BILLING FOR RESIDENTS FOR JULY AND AUGUST
09/11/2023	BLOOMINGDALE COMMUNICATIONS	GEN 30385	514.86	VOIP PHONES AND FAX FOR DPW AND VILLAGE HALL
09/11/2023	SAFEBUILT LLC	GEN 30398	4,669.40	BUILDING PERMITS, RENTAL INSPECTIONS, CODE ENFORCEMENT
09/11/2023	DAVE'S CONCRETE PRODUCTS	GEN 30387	289.00	INSTALLATION OF A NEW METER PIT
09/11/2023	PASLEY DORTHA TRUST	GEN 30395	1,083.17	2023 Vil Tax Refund 80-43-040-418-00
09/11/2023	BEUTE, HARVEY N	30378	108.50	PAYROLL
09/11/2023	ELWAER, ALI M	30379	167.00	PAYROLL
09/11/2023	GUNTHER, KIM M	30380	108.50	PAYROLL
09/11/2023	MEAD JR, ROBERT H	30381	108.50	PAYROLL
09/11/2023	PACHNER, CYNTHIA A	30382	108.50	PAYROLL
09/11/2023	PELFREY, JESSICA L	30383	108.50	PAYROLL
09/11/2023	INTERNAL REVENUE SERVICE,	EFT1032	260.68	PAYROLL
09/11/2023	STATE OF MICHIGAN,	EFT1033	44.76	PAYROLL
09/15/2023	ABONMARCHÉ CONSULTANTS INC	GEN 30405	10,000.00	EGLE DWAM AND DSMI GRANT WORK
09/15/2023	THE CLOTHES BASKET	GEN 30414	156.25	DRY CLEANING FOR PD UNIFORMS FOR AUGUST
09/15/2023	VAN BUREN COUNTY CENTRAL DISPATCH	GEN 30415	87.00	PD MODEM/AIRCARD FOR MAY
09/15/2023	VAN BUREN COUNTY CENTRAL DISPATCH	GEN 30415	87.18	PD MODEM/AIRCARD FOR JUNE
09/15/2023	VAN BUREN COUNTY CENTRAL DISPATCH	GEN 30415	87.18	PD MODEM/AIRCARD FOR JULY
09/15/2023	MCKENNA	GEN 30408	555.00	ASSISTING WITH DDA & TIF PLAN PROCESS
09/15/2023	ROOP GURLEEN PATROLEUM	GEN 30413	1,086.01	GASOLINE FOR PATROL CARS FOR AUGUST
09/15/2023	VC3 INC	GEN 30416	2,560.00	LABOR FOR INSTALLING PD SERVER IN APRIL
09/15/2023	PREFERRED PRINTING	GEN 30410	57.20	NAME PLATES FOR PLANNING COMMISSION GATELY AND COE
09/15/2023	DALE MOEN	GEN 30409	54.00	WINDOW CLEANING AT VILLAGE HALL
09/15/2023	AUSRA EQUIPMENT & SUPPLY	GEN 30406	50,000.00	NEW KUBOTA TRACTOR AND BUCKET
09/15/2023	YOUNG ST. JOHNS CHEVROLET	GEN 30417	87,898.00	2023 CHEVY SILVERADO FOR DPW
09/15/2023	RIVERA-CASTILLO ERNESTO	GEN 30412	241.60	2023 Vil Tax Refund 80-43-040-163-20

09/15/2023	REVIZE	GEN 30411	5,500.00	YEAR 3 ANNUAL HOSTING AND MAINTENANCE 2023
09/15/2023	LERETA	GEN 30407	143.66	2023 Vil Tax Refund 80-43-050-010-00
09/18/2023	BLUE CARE NETWORK,	30419	1,303.56	PAYROLL
09/18/2023	MISDU,	30421	54.48	PAYROLL
09/18/2023	FOPLC,	30422	148.00	PAYROLL
09/18/2023	INTERNAL REVENUE SERVICE,	EFT1034	7,995.47	PAYROLL
09/18/2023	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1035	4,443.81	PAYROLL
09/18/2023	STATE OF MICHIGAN,	EFT1036	1,174.99	PAYROLL
09/19/2023	MYERS, GORDY J	30418	1,572.00	PAYROLL
09/19/2023	TAPPER, CHRISTOPHER C	DD675	3,076.80	PAYROLL
09/19/2023	DUNCAN, MEGAN M	DD676	1,700.00	PAYROLL
09/19/2023	BUSH, DOMINIC J	DD677	2,496.08	PAYROLL
09/19/2023	DAHLQUIST, THOMAS L	DD678	3,979.61	PAYROLL
09/19/2023	DUNKERLEY, KENNETH R	DD679	2,067.40	PAYROLL
09/19/2023	FRANK, ZACKERY A	DD680	2,313.40	PAYROLL
09/19/2023	RIGG, THEODORE A	DD681	3,467.66	PAYROLL
09/19/2023	VANDERWOUDE, THOMAS C	DD682	2,940.00	PAYROLL
09/19/2023	BRIDGES, DEBRA J	DD683	504.00	PAYROLL
09/19/2023	CLENDENIN, KAREN R	DD684	84.00	PAYROLL
09/19/2023	MANN, ELESIA F	DD685	224.00	PAYROLL
09/19/2023	MANN, JESSEKA L	DD686	140.00	PAYROLL
09/19/2023	BOITNOTT, PATRICK A	DD687	1,480.70	PAYROLL
09/19/2023	DRISCOLL, DAVID J	DD688	454.73	PAYROLL
09/19/2023	EBELING, JAMES S	DD689	3,339.01	PAYROLL
09/19/2023	SHROYER, TIMOTHY J	DD690	1,939.50	PAYROLL
09/19/2023	DAVIS, NATALIE A	DD691	1,360.00	PAYROLL
09/19/2023	PENTLAND, SHANTEL M	DD692	1,360.00	PAYROLL
09/22/2023	CERTASITE, LLC	GEN 30423	575.48	ANNUAL MAINTENANCE AND REPLACEMENT OF FIRE EXTINGUISHERS
09/22/2023	VAN BUREN CO SHERIFF DEPT	GEN 30430	243.30	PAYMENT FOR RESERVES FOR MIDWEST FEST 2023
09/22/2023	ROSE PEST SOLUTIONS	GEN 30428	125.00	PEST CONTROL PER CONTRACT
09/22/2023	SIEGFRIED, CRANDALL	GEN 30429	1,530.00	PROFESSIONAL SERVICES FOR AUGUST BANK RECS & QUESTIONS
09/22/2023	FIRST STATE BANK	GEN 30426	50.00	YEARLY RENTAL FEE FOR SAFE DEPOSIT BOX
09/22/2023	PARRETT COMPANY	GEN 30427	348.16	COPY AND PRINTR SERVICES FOR AUGUST
09/22/2023	EJ USA, INC	GEN 30425	7,523.23	REPLACEMENT FIRE HYDRANT AND PARTS FOR HYDRANTS
09/22/2023	CHRIS TAPPER	GEN 30431	173.10	WATER INFRASTRUCTURE CONFERENCE REIMBURSEMENT CTAPPER
09/22/2023	CLEAN EARTH ENVIRONMENTAL	GEN 30424	2,223.16	MAINTENANCE CLEANING OF 2 LIFT STATIONS
09/22/2023	SHEILA DRAGOMIR	GEN 30432	28.00	PUMPKINS AND GOURDS FOR DOWNTOWN
		TOTAL:	343,200.29	



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

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

DATE: October 2, 2023

SUBJECT: Request to hold a public hearing for the Downtown Development Authority recodified tax increment financing plan along with the DDA area expansion plan, subsequently adopt Ordinance 2023-005.

Action Requested:

It is requested that the Village Council to hold a public hearing for the Downtown Development Authority recodified tax increment financing plan along with the DDA area expansion plan, subsequently adopt Ordinance 2023-005.

Background:

The purpose of this Development Plan and Tax Increment Financing (TIF) Plan is to provide for the acquisition, construction, and financing of the necessary street, sidewalk, lighting, streetscaping, parking, leisure, recreational, and other facilities in Decatur's Downtown District. The 2023 Development Plan and TIF Plan are anticipated to carry out the objectives of the Downtown Development Authority (DDA) so as to prevent any deterioration of the Downtown District while promoting economic growth, which is to the benefit of all taxing jurisdictions located within and benefitted by the Downtown District.

I would like to take the opportunity to recognize the efforts of James Creagan, Jay Newell, Lee Moser, Elissa Zimmer, Roger Kemp, Mary Miller, Jami Swihart, Matt Cooper. The Members of the DDA have taken much time and focus with the assembly of the Decatur 2023 Downtown Development and Tax Increment Financing (TIF) Plan.

I would also like to point out during this time, the original DDA plan was created and adopted in September 1981. Through much effort and support from members, staff, consultants, public officials, residents, and business owners. The DDA has developed an economic blueprint for the Downtown Development Authority for years to come.



Attachment:

Ordinance 2023-005

2023 DDA TIF PLAN

Village of Decatur
114 N Phelps Street
Decatur, MI 49045

VILLAGE OF DECATUR

ORDINANCE NO. 2023-005

AN ORDINANCE TO APPROVE AND ADOPT THE 2023 DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN FOR THE VILLAGE OF DECATUR DOWNTOWN DEVELOPMENT DISTRICT.

THE VILLAGE OF DECATUR ORDAINS:

Section 1. **Title**. This Ordinance shall be known and may be cited as the "Ordinance providing for the Year 2023 Amendment to the Development Plan and Tax Increment Financing Plan."

Section 2. **Definitions**. The terms used herein shall have the same meaning given in Act 197 as hereinafter in this section provided unless the context clearly indicates to the contrary. As used in this Ordinance:

- (a) "Act 197" shall mean Act No. 197 of the Public Acts of 1975, as amended, as now in effect or hereinafter amended, being known as the Michigan Downtown Development Authority Act.
- (b) "Authority" shall mean the Downtown Development Authority of the Village of Decatur
- (c) "Authority Board" shall mean the Board of the Authority, its governing body.
- (d) "Village Council" shall mean the Village Council of the Village of Decatur, Van Buren Counties, Michigan, a municipal corporation of the state of Michigan.
- (e) "Development Area" shall mean the development area designated in the Development Plan, as amended.
- (f) "Development Plan" shall mean the Development Plan portion of the Plan.
- (g) "Plan" shall mean the Downtown Development Authority of the Village of Decatur Development Plan and Tax Increment Financing Plan, originally approved by Ordinance 83, the year 1981, amendment by Ordinance 2023-005, the year 2023.
- (h) "Tax Increment Financing Plan" shall mean the Tax Increment Financing plan portion of the Plan for the collection of tax increments.
- (i) "2023 Amendment" shall mean the 2023 Amendment to the Downtown Development Authority of the Village of Decatur Development Plan and Tax Increment Financing Plan submitted by the Authority to the Village Council pursuant to Act 197 and approved by this Ordinance as it may be hereafter amended.

Section 3. **Public Purpose.** The Village Council finds and confirms the continued necessity to halt property value deterioration, to eliminate the causes of such deterioration and to promote economic growth, and hereby determines that the 2023 Amendment adopted by the Authority Board on September 13, 2023, and presented to the City Council constitutes a public purpose.

Section 4. **Considerations.** In accordance with Section 19 of Act 197, the Village Council has considered the factors enumerated in that section and herein stated, making the following determinations:

- (a) The Village Council has received and considered the findings and recommendations of the development area citizens council.
- (b) The Development Plan meets the requirements set forth in Section 17(2) of Act 197.
- (c) The proposed method of financing the development is feasible and the Authority has the ability to arrange the financing.
- (d) The development is reasonable and necessary to carry out the purposes of Act 197.
- (e) The land included within the Development Area which may be acquired is reasonably necessary to carry out the purposes of the Development Plan and of Act 197 in an efficient and economically satisfactory manner.
- (f) The Development Plan is in reasonable accord with the Village's master plan.
- (g) Public services, such as fire and police protection and utilities, are or will be adequate to service the project area.
- (h) Changes in zoning, streets, street levels, intersections and utilities are reasonably necessary for the project and for the municipality.

Section 5. **Meetings.** Representatives of all taxing jurisdictions within which all or a portion of the Development Area lies have had a reasonable opportunity to present their opinions and comments regarding the Year 2023 Amendment to the Village Council.

Section 6. **Best Interest of the Public.** The Village Council hereby determines that it is in the best interests of the public to proceed with the Plan to prevent any deterioration of the Downtown District while promoting economic growth, which is to the benefit of all taxing jurisdictions located within and benefitted by the Downtown District.

Section 7. **Approval and Adoption of Plan.** The Plan is hereby approved and adopted. A copy of the Plan and all later amendments thereto shall be maintained on file in the Village Clerk's office.

Section 8. **Conflict and Severability.** Sections of this Ordinance shall be deemed severable and should any Section, clause, or provision of this Ordinance be declared to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

Section 9. **Public Hearing.** The Village Council has held a public hearing on the 2023 Amendment, with notice property given in accordance with Section 18 of Act 197, and the Village Council has provided an opportunity for all interested persons to be heard regarding such amendment.

Section 10. **Development Area.** The Development Area as set forth and described in the 2023 Amendment. The new Development Area Legal Description is included within the 2023 Amendment, Appendix A: Legal Description.

Section 11. **Transmittal of Revenues.** The Village Treasurer shall transmit to the Authority that portion of the tax levy of all taxing bodies paid each year on real and personal property in the Development Area on the captured assessed value as set forth in the Tax Increment Financing Plan.

Section 12. **Paragraph Headings.** The paragraph headings in this Ordinance are furnished for convenience of reference only and shall not be considered to be a part of the Ordinance.

Section 13. **Publication and Effective Date.** The Village Clerk of the Village of Decatur, Van Buren County, Michigan shall certify the adoption of this Ordinance, and cause the same to be published as required by law; and this Ordinance shall take effect the 1st of November 2023. Adopted by the Village Council of the Village of Decatur, Van Buren County, Michigan on this 9th day of October 2023.

Section 14. **Severability and Repeal.** If any portion of this Ordinance shall be held to be unlawful, the remaining portions shall remain in full force and effect. All ordinances and parts of Ordinances in conflict herewith are hereby repealed.

THIS ORDINANCE WAS INTRODUCED on October 9, 2023, ADOPTED/REJECTED

Ali Elwaer, Village President

Megan Duncan, Village Clerk & Treasurer

CERTIFICATION

STATE OF MICHIGAN)
) SS.
COUNTY OF VAN BUREN)

I, the undersigned, the duly qualified and acting Clerk of the Village of Decatur, Van Buren County, Michigan, do hereby certify that the foregoing Ordinance was adopted by Village of Decatur at a Regular Village Council meeting duly held on the 9th day of October, 2023, and that the meeting was held in compliance with notice provisions and all other requirements of Act 267 of the Public Acts of 1976, as amended. I hereby certify that I published the Ordinance in the Decatur Republican on the 9th day of October 2023.

Megan Duncan, Village Clerk & Treasurer



2023 Development Plan and Tax Increment Financing Plan

DOWNTOWN DEVELOPMENT AUTHORITY
VILLAGE OF DECATUR, MICHIGAN

DRAFT – SEPTEMBER 11, 2023



2023 Development Plan and Tax Increment Financing Plan

for the

VILLAGE OF DECATUR
DOWNTOWN DEVELOPMENT AUTHORITY

Downtown Development Authority (DDA) – Village of Decatur, Van Buren County, Michigan

Recommended by the Downtown Development Authority (DDA):

Approved by the Decatur Village Council:

Prepared with the Assistance of:



235 East Main Street, Suite 105
Northville, MI 48167
(248) 596-0920
mcka.com

Acknowledgements

The participation and cooperation of residents, members of the business community, community stakeholders, and agency leaders in preparation of the Decatur 2023 Downtown Development and Tax Increment Financing (TIF) Plan is greatly appreciated. We send a sincere ‘thank you’ to everyone who participated in its development.

In particular, we acknowledge the efforts of:

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) BOARD

James Creagan – First State Bank
Jay Newell – Newell Insurance Agency, Inc
David Moormann – Decatur Republican
Lee Moser – MWA Financial Services Inc, Modern Woodman of America
Elissa Zimmer – Van Buren District Library
Roger Kemp – Decatur Automotive Supplies
Mary Miller – Mousse Lodge
Jami Swihart – Honor Credit Union
Matt Cooper – Cooper Law Office

VILLAGE COUNCIL

Ali Elwaer –President
Charlene Jackson – President Pro Tem
Jessica Pelfrey – Trustee
Kim Gunther – Trustee
Harvey Beute – Trustee
Cindy Pachner – Trustee
Robert Mead Jr. – Trustee

VILLAGE STAFF

Christopher Tapper – Village Manager
Megan Duncan – Village Treasurer
Shantel Pentland – Administrative Assistant

This Development and TIF Plan contains the information required by Sections 125.4214 and 125.4217 of Public Act 57 of 2018, the Recodified Tax Increment Financing Act.

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Executive Summary

Introduction

The purpose of this Development Plan and Tax Increment Financing (TIF) Plan is to provide for the acquisition, construction, and financing of the necessary street, sidewalk, lighting, streetscaping, parking, leisure, recreational, and other facilities in Decatur's Downtown District. The 2023 Development Plan and TIF Plan are anticipated to carry out the objectives of the Downtown Development Authority (DDA) so as to prevent any deterioration of the Downtown District while promoting economic growth, which is to the benefit of all taxing jurisdictions located within and benefitted by the Downtown District.

Public Act 197 of 1975, the Downtown Development Authority Act, has been one of the most successful tools to facilitate reinvestment and the boom in popularity of downtowns. With over 40 years of success, 100s of DDAs in Michigan have been established to revive declining downtowns. While Public Act 57 of 2018 replaced the DDA Act, the entity along with its powers and duties remains. All the powers and duties are given by P.A. 57 of 2018 and are excerpted below:

An ACT to provide for the recodification and establishment of certain tax increment finance authorities; to prescribe the powers and duties of the authorities; to correct and prevent deterioration in residential, commercial, and industrial areas and certain other areas; to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation and implementation of development plans and development areas; to promote residential and economic growth; to create certain boards; to prescribe the powers and duties of certain boards; to authorize the issuance of bonds and other evidences of indebtedness; to levy certain taxes; to authorize the use of tax increment financing; to prescribe powers and duties of certain state officials; to provide for rule promulgation; to provide for enforcement of this act; and to repeal acts and parts of acts.

The DDA wishes to attract and stimulate additional investment in the development area as well as maintain and nurture existing businesses and partnerships. As such, this Plan includes marketing, economic development, organizational, and planning and design project(s) to stimulate investment in the District.

As required by P.A. 57 of 2018, the Decatur Downtown Development Authority has prepared this Development and Tax Increment Financing Plan to guide the continued development of the Downtown District. It is the purpose of this Development and TIF Plan to establish the legal basis and procedure for the capture and expenditure of tax increment revenues in accordance with P.A. 57 of 2018, for the purpose of stimulating and encouraging private investment.

Overview of Decatur's DDA

The Village of Decatur DDA was established on August 17, 1981 to support and encourage the growth and development of Downtown Decatur. 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.

Additionally, in 1981, Village Council adopted the 1981 Decatur Downtown Development Plan, which includes details pertaining to a land use and economic analysis, redevelopment concepts, and recommendations for parking, transportation, as well as other elements.

Since the Downtown Plan was adopted in 1981, the needs of Downtown Decatur have significantly changed. Further, nationwide trends pertaining to downtown shopping, dining, parking, and other aspects have drastically shifted since the 80's. In addition to all of those changes, the Covid-19 pandemic in 2020 became a catalyst for emerging trends in downtowns regarding aspects such as outdoor seating and dining, public spaces, food trucks, online purchasing and ordering, and curbside pickups.

Through the initial existing conditions analysis of the DDA Boundary area, it has been determined that more than 100 people reside within its boundary. Thus, a Development Area Citizens Council (DACC) was appointed as a component of this Plan.



A BRIEF HISTORY OF DECATUR

Located in Southcentral Van Buren County (Southwest Michigan), the Village of Decatur is surrounded by Decatur Township and Hamilton Township. The Village of Decatur is generally located approximately 30 miles southwest of the City of Kalamazoo, 40 miles north of the City of South Bend, Indiana, 25 miles east of Benton Harbor, and approximately 33 miles south of the City of Allegan.

Van Buren County as a whole is known in the West Michigan region for its rural character, prime farmland, natural landscape, and approximately 13 miles of coastline along Lake Michigan.

The Village of Decatur has historic roots in the region, as it was established as a Village in the year 1861. The Village was founded in 1847, and named after Stephen Decatur, Jr., who was celebrated as a hero of the War of 1812.

In the Village, several prominent industrial businesses comprise the majority of the Village's economic vitality. These businesses include Special-Lite Inc., Midwest Fasteners, Dole, and Cargill. The Village's prime location between Chicago and Detroit secured its place along the rail-line in the 1800s. As such, the Village started to grow in population and various industries started to emerge, such as saw mills, a tannery, factories, grain mills, produce warehouses, and a stockyard.

Today, the Village of Decatur boasts a strong historic presence and unique small-town charm, with two-story brick and siding buildings lining the streets of Downtown. Downtown Decatur includes a plethora of local businesses, civic buildings and uses, as well as other entertainment options such as restaurants, personal services, and small shops.



VISION STATEMENT

The DDA's mission is to eliminate causes of deterioration and to promote and provide for the economic growth and improvement of the business district of the Village.



DDA Goals and Objectives

Goals are general in nature and are statements of ideals. Goals represent the values and environment that the community views as important to protect. Objectives, in contrast, are more specific and are intended to provide a strategy for achieving the goals.

Together, the goals and objectives provide the foundation for the DDA's Development Plan and framework for implementation.

01

Goal: Economic Repositioning. Encouraging the growth and development of Downtown Decatur by supporting the highest and best use of property and tenant spaces, coordinating business attraction efforts, business assistance programs, and redevelopment.

OBJECTIVES:

- » **Business Assistance.** Provide resources and guidance to businesses on how best to interact with the public realm to ensure consistency, equity, and uniformity in the district.
- » **Business Attraction.** Develop and deploy economic development, marketing, and regional outreach strategies to secure Decatur's spot as the premier Van Buren County Downtown for prospective businesses to site and grow entrepreneurial vision.
- » **Technical Assistance.** Provide businesses and community members with technical assistance.
- » **Marketing and Promotion.** Develop strategies to promote and advertise Downtown Decatur as a means to attract businesses, residents, and customers.

02

Goal: Placemaking and Design. Utilizing the DDA's resources to plan, design, and construct an innovative and unique sense of place to complement Downtown Decatur's historic charm.

OBJECTIVES:

- » **Public Programming.** Ensure that the public infrastructure and utilities are provided to support community growth.
- » **Amenities and Culture.** Foster the growth of Decatur's cultural presence through support of the arts, creation of public space, and sponsorship of public events.
- » **Outdoor Recreation.** Support the growth and development of Downtown Decatur as a regional destination for outdoor recreation activities.
- » **Aesthetic Enhancements.** Continue to invest in Downtown Decatur's physical character to create a welcoming atmosphere.

03

Goal: Infrastructure and Transportation. Ensuring Downtown Decatur, and the surrounding areas, are fitted with modern and efficient infrastructure to upkeep and enhance the Village's transportation and utility network.

OBJECTIVES:

- » **Mobility Improvements.** Invest in new mobility infrastructure, bike system improvements, and pedestrian enhancements that connect Decatur residents to Downtown and other Village resources such as parks, cultural institutions, and businesses.
- » **Streetscape Improvements.** Work to update, reimagine, and reinvest the streetscape within the Development Area to create a cohesive transition to and from the Downtown Core.

04

Goal: Organization and Partnerships: Developing the necessary administrative tasks and fostering partnerships to implement projects.

OBJECTIVES:

- » **Regional Assistance.** Pursue regional economic development options and assistance programs such as the Michigan Economic Development Corporation's Redevelopment Ready Communities certification.
- » **Supporting Collaboration.** Support and encourage working partnerships between Village Departments and applicable committees/organizations to realize a common vision for Downtown Decatur.
- » **Enhanced Partnerships.** Continue to support and search for new public and private partnerships that will help to further build community connections and support project implementation.



Development Plan

Designation of Boundaries of the Development Area

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(A)

A Development Area encapsulates an area, within the downtown district established by the DDA, for proposed future development that will be guided by a development plan and financed through Village funds and other local donations.

The Decatur DDA Development Area can generally be described as encompassing the downtown core and immediately adjacent areas. The boundaries of the Development Area include the Village limits to the west, Edgar Bergen Blvd. to the north, south along School Street to Saint Marys Street, west to the Village limits, and then south to encompass parcels along the south side of Sherwood Street. From there, the boundary travels further east to Williams Street, and then south again to the Village limits. From the southern Village limit, the boundary travels north along White Oak Street to Bronson Street, then east to George Street, north to Paw Paw Street, to meet at the Village limit.

Map 1 shows the boundaries of the Development Area.

Legal Description of the Development Area

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(B)

The legal description of the Development Area boundary is contained in Appendix A, as provided by the Village of Decatur.

Location and Extent of Existing Streets and Other Public Facilities Within the Development Area; and the Location, Character and Extent of Existing Public and Private Land Uses

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(B)

Existing land uses in the Development Area are shown on Map 3: Existing Land Use, and are classified based on GoogleEarth, Village, and County data.

The Existing Land Uses within the DDA Boundary are largely commercial and public/semi-public in nature, with a variety of retail and restaurant establishments in mixed-use buildings. Further, within the DDA Boundary, there is a notable amount of public/semi-public land uses encompassing Downtown parking lots, Village Hall, Decatur District Library, Post Office, and other municipal buildings. Lastly, the DDA Boundary encompasses several residential land uses with single-family homes.

A breakdown of the residential, commercial, mixed-use, industrial, and public/semi-public land uses are described below.

RESIDENTIAL USES

Residential uses within the Development Area are classified into one (2) housing typologies:

1. **Single Family Residential.** This classification includes parcels with one-family, detached homes.
2. **Multi-Family Residential.** This classification includes parcels with multiple families residing in attached units. In Decatur, multi-family residential buildings are typically apartment units.

COMMERCIAL USES

Decatur's Development Area is home to a variety of commercial businesses that can be subclassified into multiple commercial uses.

1. **Single-Use Commercial.** This classification includes all retail businesses within the Development Area in which commercial establishments are the only dedicated use located on the site. Primarily, the single-use commercial classification includes single-story commercial businesses, personal care establishments, and other similar uses.
2. **Single-Use Restaurant/Entertainment.** This classification within the commercial designation includes sites in which a bar or restaurant is the sole dedicated use on site.
3. **Single-Use Office.** The single-use office classification includes all single-story office buildings that which are the solitary land use located on the site.

MIXED-USES

Decatur's Development area also includes a variety of mixed-use development located primarily within the Downtown Core. The mixed-use land uses greatly contribute to the Development Area's downtown historic charm and context. For the purposes of this analysis, the mixed-use classification is subclassified into several different types of mixed-uses:

1. **Mixed-Use Commercial.** This subclassification includes all the sites within the Development Area, particularly within the Downtown Core, that include ground floor commercial or retail businesses with upper floor residential dwelling units or offices.
2. **Mixed-Use Office.** Within the Development Area, several sites are subclassified as mixed-use office. These lots are located within the Downtown Core and include businesses with ground floor office space with upper floor residential dwelling units.
3. **Mixed-Use Restaurant/Entertainment.** Lastly, the Development Area consists of mixed-use developments with ground floor bars or restaurants and upper floor residential dwelling units or office space.

PUBLIC / SEMI-PUBLIC USES

Public and quasi-public land uses include government and municipal buildings and facilities such as the Decatur Village Hall, Van Buren District Library, and Village-owned parkland. Additionally, the Public / Semi-Public designation includes Village owned parking lots located within the Development Area.

VACANT LAND

Vacant land includes all parcels which have no apparent use at the time of the survey or are undeveloped.



Streets and Other Public Facilities

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(B)

There are a few parcels dedicated to the railroad rights-of-way within the Development Area, in addition to street rights-of-way, alleys or easements.

Public streets within the Development Area include portions of the following:

- Delaware Street
- Phelps Street
- Sherwood Street
- Saint Marys Street
- School Street
- Williams Street
- Beers Street
- George Street
- White Oak Street
- Bronson Street
- Paw Paw Street





DDA Boundary

Village of Decatur, Michigan

March 6, 2023

LEGEND

- Parcels
- DDA Boundary



0 500 1,000
Feet

Basemap Source: Michigan Center for Geographic Information, v. 17a. Data Source: Van Buren County 2022. McKenna 2022.





Existing Land Use

Village of Decatur, Michigan

March 7, 2023

LEGEND

- Single Family Residential
- Multi-Family Residential
- Commercial/Office
- Industrial
- Mixed-Use
- Public/Semi-Public
- Vacant



0 500 1,000
Feet

Basemap Source: Michigan Center for Geographic Information, v. 17a. Data Source: Van Buren County 2022. McKenna 2022.



Location and Extent of Proposed Public and Private Land Uses

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(B)

Proposed land uses for the Development Area are generally consistent with those in the Village's Master Plan, completed in 2017. Mixed-use developments, entertainment opportunities, public spaces, and contemporary upgrades to make the downtown a more desirable, walkable, attractive district are envisioned. It is the intent of this Plan that all potential land use changes are contingent upon agreement between the property owner, DDA, Village of Decatur, and the Decatur Planning Commission. Redevelopment must also be considered within the context of the Village's Comprehensive Plan and zoning regulations to further the DDA's adopted goals.

Existing Improvements in the Development Area to be Demolished, Repaired or Altered, and Time Required for Completion

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(C)

The implementation projects detailed in Table 1 are anticipated to be accomplished over the next 20 years and further the priorities of the DDA.

Public improvements that Table 1 identifies many possible improvement projects. The DDA may assist with renovation, alteration, and repair of existing public improvements such as public roads and utility facilities within the Development Area boundaries; assistance with construction of public infrastructure, utilities, and drainage improvements; landscaping, lighting, sidewalks, open space, and streetscape enhancements; installation of public art; construction of new improvements such as the addition of sidewalks and bike paths; repair/upgrading and installation of street lights; and public transportation facilities. Improvements will be located throughout the Development Area, along the road corridors, at the focal intersections and gateways, or on publicly owned or controlled sites.



The full extent of demolition, repair, or alternation of existing improvements is not yet known since design plans have not been completed for the various projects. Demolition, repair, construction, enhancement, and/or replacement of existing infrastructure is likely a part of the various projects, including sidewalks, curbing, pavement, above and below-ground utilities, decorative walls, fencing, and others. Replacement of landscaping, public signs, lighting and other projects may require demolition, removal, repair or alteration to the existing conditions. Further, redevelopment of privately owned sites may be assisted, on a case-by-case basis, consistent with the priorities and procedures in this Plan, and only as permitted under PA 57 of 2018.

The projects listed in Table 1 below have been identified as a result of a robust public engagement process that includes:

- Strategic working session with the DDA Board and Village Staff
- Online survey administered to the public
- Three (3) public stakeholder round tables

Table 1: Planned Projects within the Development Area

Phase I: 2023-2027

Goal / Objective	Project Name/Brief Description	Estimated Cost
Economic Repositioning		
Marketing and Promotion	Downtown Branding <ul style="list-style-type: none">» Hire or designate a marketing coordinator for Downtown branding options and activities» Create a Downtown branding unique to the Village of Decatur» Utilize the branding for marketing and promotion activities	\$50,000
	Local Entrepreneurs <ul style="list-style-type: none">» Seek out opportunities to partner with local entrepreneurs or developers to expand the commercial, office, and/or residential presence in Downtown Decatur» Assist in the growth and development of local entrepreneurs launching new business ideas into Downtown. Such as temporary shopfront spaces for discounted costs or business incubator events	\$3,000
	Business Support and Expansion <ul style="list-style-type: none">» Establish partnerships with local business owners to determine the highest and best use of properties in Downtown» Continue to work with current Downtown business owners to identify areas and partnerships to support the growth of current operations	\$3,000
Technical Assistance	Mini-Grants <ul style="list-style-type: none">» Determine if additional funding can be secured to further assist property owners as needed	\$25,000
Placemaking and Design		
Aesthetic Enhancements	Façade Improvement Program (\$5,000/year) <ul style="list-style-type: none">» Administer the Façade Improvement Program and streamline the application review process.	\$25,000
Amenities and Culture	Public Art <ul style="list-style-type: none">» Seek partnerships with local artists or schools to implement more public art in the Downtown	\$5,000
	Outdoor Seating and Dining <ul style="list-style-type: none">» Seek out opportunities to transform underutilized space for outdoor seating and dining opportunities with local restaurants	
Organization and Partnerships		
Regional Assistance	State Programs <ul style="list-style-type: none">» Work with economic development agencies to become Redevelopment Ready Community (RRC) certified» Work the State Historic Preservation Office (SHPO) to obtain historic designation on Downtown's premiere qualified properties» Become a certified Main Street community	\$5,000
	County Programs <ul style="list-style-type: none">» Work with economic development agencies and programs within Van Buren County for funding and project implementation. This can include the Van Buren County Brownfield Authority	

Supporting Collaboration	Downtown Business Association	
	<ul style="list-style-type: none"> » Maintain and enhance partnerships with local business owners » Develop a Downtown Business Association with Development Area property owners for project implementation and create a common Downtown vision 	\$5,000
TOTAL for Phase I		\$121,000



Phase II: 2028-2032

Goal / Objective	Project Name/Brief Description	Estimated Cost
Economic Repositioning		
Business Assistance	Incompatible Land Uses » Work with Village Staff and other applicable agencies to relocate incompatible land uses	\$50,000
	Mini-Grants » Determine if additional funding can be secured to further assist property owners as needed	\$25,000
Technical Assistance	Property Acquisition » Target available properties in the DDA area to acquire, as available or applicable » Determine the highest and best use for those vacant or acquired properties	\$35,000
Placemaking and Design		
Aesthetic Enhancements	Façade Improvement Program (\$5,000/year) » Develop a set checklist and guidelines for the administration of the DDA's façade improvement program. » Administer the Façade Improvement Program and streamline the application review process.	\$25,000
	Wayfinding Signage & Gateways » Determine optimal locations for wayfinding signs » Work with a marketing of graphics team to design and implement a wayfinding signage system in Downtown Decatur » Determine various locations for Downtown gateways to create a sense of place » Establish gateways with welcoming signage, landscaping, lighting, and other aesthetic elements	\$35,000
	Welcoming for All » Expand Decatur's amenities to appeal to all residents and communities	\$10,000
Amenities and Culture	Public Space » Seek out areas of the Downtown that can be multi-use or utilized for a public gathering space » Determine the potential amenities to be offered at the public gathering space. Such as hookups for electricity and a sound system for music and concerts » Plan multiple tertiary gathering points within the Development Area (e.g., pocket parks, outdoor dining, etc.)	\$35,000
Infrastructure and Transportation		
Mobility Improvements	Enhanced Pedestrian Experience » Implement sidewalk improvements, bike facilities, and regional nonmotorized transportation alternatives as applicable	\$100,000
Streetscape Improvements	Parking Lot Improvements » Determine the parking areas that need re-pavement and restriping » Repave and restripe parking lots - as needed	\$50,000
TOTAL for Phase II		\$365,000

Phase III: 2033-2043

Goal / Objective	Project Name/Brief Description	Estimated Cost
Economic Repositioning		
Technical Assistance	Market Study <ul style="list-style-type: none">» Conduct an in-depth analysis and market study of various businesses and industries needed in Downtown Decatur and projections of success	\$15,000
	Mini-Grants <ul style="list-style-type: none">» Continue to offer Mini-Grants to property owners within the Development Area» Determine if additional funding can be secured to further assist property owners as needed	\$50,000
Placemaking and Design		
Aesthetic Enhancements	Façade Improvement Program (\$5,000/year) <ul style="list-style-type: none">» Develop a set checklist and guidelines for the administration of the DDA's façade improvement program.» Administer the Façade Improvement Program and streamline the application review process.	\$75,000
	Long-Term Placemaking Improvements <ul style="list-style-type: none">» Assess areas for long-term seasonal enhancements within the Development Area, such as flower plantings along M-51» Determine a long-term plan and/or goal for the large silos and how to incorporate the silos into the Downtown placemaking initiatives	
Organization and Partnerships		
Supporting Collaboration	Volunteer Recruitment Program <ul style="list-style-type: none">» During the implementation phases of each project, the Decatur DDA can consider developing a volunteer program to assist with downtown growth and development efforts	\$1,000
	Parks and Recreation <ul style="list-style-type: none">» Continue collaborations with the Village Parks and Recreation Committee to determine partnership opportunities for youth programming and park enhancements (e.g., benches, splashpad, playground equipment, rental spaces, etc.)	
Total for Phase III		\$141,000

Ongoing: 2023-2043

Goal / Objectives	Project Name/Brief Description	Estimated Cost
Economic Repositioning		
Marketing and Promotion	Enhanced Marketing <ul style="list-style-type: none"> » Create and maintain a robust online presence to market Downtown Decatur by utilizing available resources such as social media, press releases, and website enhancements » Utilize regional resources to market Decatur (such as Pure Michigan, MEDC, MDNR, and other groups as applicable) 	\$25,000
	Building Business <ul style="list-style-type: none"> » Continue to provide business attraction programs and initiatives in Decatur, such as incentives for seasonal businesses » Establish partnerships with regional organizations to assist with economic development activities » Develop a creative approach to business development such as business incubator events » Seek out opportunities to establish needed businesses in Downtown Decatur such as a grocer, bar, restaurant, bakery, professional offices, coffee shop, barber shop, and others 	\$300,000
Technical Assistance	Mini-Grants <ul style="list-style-type: none"> » Determine if additional funding can be secured to further assist property owners as needed 	\$20,000
Placemaking and Design		
Aesthetic Enhancements	Ongoing Maintenance <ul style="list-style-type: none"> » Ensure that Downtown Decatur remains safe and clean by ensuring trash disposal meets the needs of residents and business owners » Maintain Downtown Decatur's amenities such as benches, planters, hanging baskets, streetlamps, and other elements » Develop a schedule for the replacement of Downtown amenities as needed 	\$15,000
	Window Displays <ul style="list-style-type: none"> » Work with Downtown property owners to implement seasonal decorations and window displays 	\$3,000
Public Programming	Housing Development <ul style="list-style-type: none"> » Determine the best locations for additional housing units within the Development Area » Partner with any applicable local or regional housing agencies to construct more housing for people of all ages and socioeconomic status » Assist in the growth and development of the housing market in Decatur, acquiring property as needed for the marketing of new housing development » Assess opportunities for housing opportunities for additional housing where appropriate, such as workforce housing 	\$750,000
	Public Parks <ul style="list-style-type: none"> » Continue to provide support for the various enhancements and improvements to the Village's parks. » Determine how to assist with the creation and development of new public park spaces within the DDA boundary. This can include property acquisition opportunities to redevelop into public space. » Determine the location and associated programming for a public 	\$100,000

	gathering space	
Amenities and Culture	Public Festivals/Events » Plan and host more public events and festivals for all seasons	\$25,000
Infrastructure and Transportation		
Mobility Improvements	Pedestrian and Bike Facilities » Determine bike routes that are best suited for new infrastructure to connect to a larger Villagewide or regional bike network. » Plan for all modes of transportation in Downtown (multi-modal crossings, bike parking, sidewalks, etc.)	\$100,000
	Regional Connections » Assess the current Village sidewalk and bike network (and other regional bike path facilities) to support and fund bike path connections into Downtown. Consider how to connect Downtown Decatur to adjacent resort areas	\$300,000
Organization and Partnerships		
Streetscape Improvements	Public Road/Infrastructure Improvements » Partner with applicable organizations to assist in the planning, design, repair, or re-placement of roads, alleys, public rights-of-way and other infrastructure. This can include the upkeep, placement, and maintenance of street trees and other similar infrastructure	\$1,000,000
Total for Ongoing		\$2,638,000
Total for 2023 – 4043		\$3,265,000

1. Costs estimated for the projects are preliminary and are budget guides only; specific plans and refined cost estimates for Development Area improvements will be completed upon initiation of each project. Funding is expected to come from a combination of sources to be evaluated and optimized by the DDA, including but not limited to grants, loans, TIF revenues, donations, etc. Expenditures will not exceed available funds. Estimates consider design, construction and associated costs.
2. Other projects that arise and are consistent with the objectives and priorities of the DDA – as outlined in this Plan – may be funded consistent with the financing methods described in the Tax Increment Financing Plan.

Location, Extent, Character, and Estimated Cost of Improvements and Stages of Construction Planned

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(E)

The Decatur DDA plans a variety of projects over the next 20 years that will help make the Downtown District into a more special and distinctive place, such as improving public infrastructure (both above and underground), enhancing streetscapes, and placing special emphasis on public gathering spaces and other amenities, as well as implementing projects that more directly lead to new private business investment and tax base increase. Facilitation of development to increase the Development Area's tax base is a high priority.

The location, extent, character, and estimated cost of the improvements including rehabilitation contemplated for the Development Area and an estimate of the time required for completion are listed in Table 1: Planned Projects within the Development Area. Generally, the projects described in Table 1 will be undertaken over a period of one (1) to 20 years and are proposed to remain flexible to permit the DDA to respond to private interest when said interest is expressed and as funding and land opportunities become available. The sequence of timing for implementing the recommendations of this Plan are also flexible to allow the DDA to take advantage of funding and other opportunities which may arise.

As anticipated, the implementation projects in Table 1 are grouped into the following three (3) phases:

- Phase I: 2023 – 2027
- Phase 2: 2028 – 2032
- Phase 3: 2033 – 2043

This phasing is based on several factors, including input from the DDA Board members, opportunities to promote jobs and economic development, the availability of other related investments and funding, the relative speed with which various projects are likely to be accomplished, and potential collaboration and partnerships, along with the benefits and value of each to the community. It should be noted that while each project is assigned a phase and estimated timing for budget and planning purposes, the projects in Phase 1 may be expedited in Phase 1, may continue into Phases 2 or 3, may not begin until Phase 2 or 3, and those in Phase 2 or 3 may begin sooner. Overall, the projects within each phase are not mutually exclusive to one phase or another.

Cost estimates for projects in Table 1 are very preliminary as the extent of these projects is not yet known, construction/engineering drawings have not been completed, and therefore costs are presented as general budget estimates or with costs to be determined and in current 2022 dollars. Actual costs may increase or decrease based on changes, opportunities to maximize return, or factors that are unknown today. Specific plans and refined cost estimates will be completed and approved prior to the initiation of each project.

Funding will be obtained from a variety of sources such as from CDBG, MDOT, Michigan Economic Development Corporation (MEDC), Michigan State Housing Development Authority; private donations; Village funds; and additional sources consistent with PA 57 of 2018, and to be determined.

Project Descriptions

The following public improvements, activities, and projects are proposed for implementation in the Village of Decatur Development Plan and TIF Plan through 2043, the life of this Plan. Please note that not every project listed in the Table 1 above are described in further detail in this section below.

PHASE 1: 2023 – 2027

The following priority projects are proposed to be implemented over the next five years.

PHASE 2: 2028 – 2032

The projects anticipated for Phase 2 all focus on improving the business climate for the Village, public amenities, appearance, and tax base to spur reinvestment in Decatur.

PHASE 3: 2033 – 2043

The following long-term projects are intended to continue reinvestment into business attraction and assistance efforts, aesthetic improvements, outdoor recreation, and other aspects of the community. However, any of these projects may begin earlier based upon opportunities to partner, strategic timing, availability of funding, or other such determination by the DDA.

ONGOING: 2023 – 2043

The following projects are anticipated to continue throughout the life of this Plan, as funding permits.

Business Retention / Attraction. The DDA may engage in community business outreach to stimulate new economic investment, create an expanded tax base, provide public improvement incentives to attract desirable new business and investment, and to retain existing businesses.

A business recruitment and retention program may involve actions such as hiring staff or consultant(s) to assist, adopting standards for public/private partnerships, identifying financial, infrastructure and other possible incentives, and specifying the criteria for those incentives. A focus will be to ensure that the incentives are only those necessary to make the targeted private investment happen, and to maximize the public return on investment.

One business retention activity the DDA may implement early on is to provide the Village with assistance in reviewing procedures to encourage business investment in the Development Area. This will involve a review of current policies for zoning, permitting, and regulatory needs. The intent is to provide the Village with assistance in implementing Redevelopment Ready Communities (RRC) user-friendly policies (to the extent not already instituted) to encourage investment. This process will include clarifying application procedures, consolidating approvals, and implementing other efficiencies to simplify and expedite the development process.

Marketing Programs. Promotion and advertising for Downtown Decatur is a means of promoting revitalization and attracting businesses, residents and customers. The DDA may engage in marketing and public relations efforts to reinforce that Downtown Decatur is a great place to do business.

Maintaining an online presence and marketing collateral such as professionally prepared brochure(s), targeted advertising, marketing of special events, promotion of available business sites and real estate marketing, property tours, use of site consultants, and promotion of the general assets of the Development Area are all elements of a robust marketing program. Collaborative efforts may be pursued with adjacent communities, including the MEDC, Van Buren County, Decatur Township, and other stakeholders to create specific promotional programs and year-round events.

Façade Improvement Program. Throughout the duration of this Plan, the DDA will continue to assist Downtown Decatur property and business owners with improvement and enhancement efforts of building facades.

Mini-Grants. The Decatur DDA provides Downtown property owners the opportunity to apply for mini-grants funded through the DDA. Throughout the duration of this plan, the DDA will continue to administer mini-grants to property owners who submit application materials.

Public Road / Infrastructure Improvements. The DDA may partner with and assist the Village and other jurisdictions with authority on the planning, design, construction, repair, or replacement of roads, alleys, other public rights-of-way, and other public infrastructure. This may include the realignment, modification or improvement of utilities (i.e., water and sewer, storm sewers, and stormwater management facilities) and other improvements that the DDA may determine as necessary to further the goals of this Development Plan and maintain the values of properties in the Development Area.

Public road and infrastructure improvements may include, but are not limited to:

- Acquisition of land, rights-of-way, and easements.
- Studying existing infrastructure.
- Grading, erosion control, drainage, and site preparation.
- Installation of the roadbed and paving.
- Installation of new utility mains and lines, lift stations, and associated infrastructures.
- Related energy management and efficiency improvements.
- Improvements for advanced traffic management and autonomous driving.
- Installation of road lighting, signage and traffic signals and control devices.
- Vacating and closing streets, alleys, and rights-of-way, removal of the street, and remediation and landscaping, the construction of access roads and the elimination of curb cuts.
- Engineering, architectural, legal, and other professional fees.
- Any other items that are necessary or incidental to the items listed above or that the DDA determines to be desirable in connection with this project.

Professional, Technical, Administrative and Management Assistance. The DDA may fund the ongoing professional, technical, administrative and management costs incurred in accomplishing the purposes and undertaking the projects listed in this Development Plan. Costs may include professional fees for consultants, planning, legal, engineering and architect fees, administrative and staff support, supplies, materials, postage, dues, newspaper publications, and similar as permitted under PA 57 of 2018.

There are also various management activities necessary to support ongoing DDA operations, including preparation of annual reports, twice-a-year public informational meetings, website postings and similar as required by PA 57 of 2018. This may also include the facilitation of an annual project prioritization system to guide the DDA's implementation efforts. Such a prioritization system would be based on factors such as the increased tax base created, funding and partnerships available, benefits accruing to multiple properties, significant parcels or image locations affected, ability to maintain the improvement, blight reduction, timing of elements, and other factors.

Parts of the Development Area to be Left as Open Space and Contemplated Future Use

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(F)

Various park and open space projects will be undertaken pursuant to the DDA's established listing of planned projects within the Development Area. These improvements are designed to enhance the walkability and livability of Downtown Decatur, thereby supporting property values within the community.

Portions of the Development Area which the Authority Desires to Sell, Donate, Exchange or Lease to or from the Municipality and the Proposed Terms

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(G)

The DDA owns one parcel in the Development Area, located at the corner of North Phelps Street and West St. Marys Street. The DDA has no plans to sell, donate, exchange, or lease to or from the Village any land or building in the Development Area. If opportunities arise consistent with the goals and purposes of this Plan, land and/or building purchases may be considered and terms would be determined at that time.

Additional right-of-way and/or easements may be required to accomplish the planned streetscape, connections, utilities and other public improvements. While it is not the intent of the DDA to purchase either right-of-way or easements since considerable benefits will accrue to the abutting parcels from the public improvements, purchase may be required. Any road right-of-way acquired will be transferred to the road agency with jurisdiction.

Desired Zoning, Streets, Intersections and Utility Changes

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(H)

No zoning changes are currently proposed as part of this Plan. Zoning changes on parcels in the Development Area will be coordinated between the DDA, the Planning Commission, and the Village Council according to State enabling acts and the adopted procedures of the Village. Any change will occur in a manner that ensures appropriate future land uses within the district.

An Estimate of the Cost of the Development, Proposed Method of Financing and Ability of the Authority to Arrange the Financing

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(I)

During the 20-year term of this Development Plan and TIF Plan, the estimated cost of the public improvements to be undertaken by the DDA is approximately \$3,265,000. These costs include the cost of associated administration, engineering, planning, and design.

It is anticipated that the proposed projects will be paid for, in part with tax increment revenues generated by annual increases in property valuations from economic growth and new construction within the Development Area, in accordance with this Development and TIF Plan. Particularly in the early years of this Plan, it is expected that the tax increment revenues will be low, and will have to be supplemented with developer contributions, grant dollars, donations, and other funds as may become available. Projects will not be initiated until such time as sufficient funds have been identified and secured to pay for the project or debt service for project financing. Matching funds, contributions from other funding entities, grants, donations, bonding, special assessments, and other sources available to the DDA pursuant to PA 57 of 2018 may be utilized, consistent with the goals and objectives of this Plan.

It is anticipated that most projects will be financed on a “pay-as-you-go” basis using funds on-hand or accumulated from prior years’ captures. However, the DDA may determine that there is a need to sell bonds, obtain loan funds or grants, or receive contributions from any of the other sources permitted under PA 57 of 2018, to facilitate completion of one or more of the improvement projects. Per PA 57 of 2018, Village Council approval is required for bonding and other financings.

Designation of Person or Persons, Natural or Corporate, to Whom All or a Portion of the Development Is to Be Leased, Sold, or Conveyed in Any Manner and for Whose Benefit the Project Is Being Undertaken if That Information Is Available to the Authority

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(J)

All public improvement projects undertaken as part of this plan will remain in public ownership for the public benefit. The DDA may participate in and/or facilitate a purchase of other land for use or redevelopment in accordance with the Village Master Plan and the goals of this Development Plan. The Authority may convey any such property to another entity, yet unknown. Further, the Authority may consider other property acquisition, lease, or sale, as appropriate, in furtherance of the goals of this Plan. The person or persons to whom such property may be leased or conveyed is unknown at this time.

The Procedures for Bidding for the Leasing, Purchasing, or Conveying of All or a Portion of the Development Upon Its Completion, if There Is No Expressed or Implied Agreement Between the Authority and Persons, Natural or Corporate, That All or a Portion of the Development Will Be Leased, Sold, or Conveyed to Those Persons

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(K)

In the event the DDA purchases, receives a donation of, or otherwise comes to own property in the Development Area, it will conform with any bidding or land disposition process adopted by the Village or, in the absence of such procedures, the DDA will adopt suitable procedures to govern the management and disposition of property in conformance with all applicable Federal, State, and local regulations. The DDA currently has no express or implied agreement between the DDA and any persons, natural or corporate, that all or a portion of the development area will be leased, sold, or conveyed to those persons.

Estimate of the Number of Person Residing in the Development Area

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(L)

It is estimated that more than 100 people reside within the Development Area. No families or individuals are planned to be displaced and no occupied residences are designated for acquisition and clearance by this Plan. Since more than 100 people reside in the Development Area, the Village Council appointed a Development Area Citizens Council (DACC) to provide comment on the Plan. The DACC held a public meeting on June 28, 2023. At this meeting, the DACC voted to unanimously support the Village of Decatur DDA Development Plan and TIF Plan. Minutes from the DACC meeting are included in Appendix C.

Plan for Establishing Priority for the Relocation of Persons Displaced and Provision for Costs of Relocation of Displaced Persons

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(M)

Not applicable. The DDA does not intend to acquire any residential property in conjunction with this Plan. Any residential properties that are redeveloped under this Plan are intended to be acquired by the private sector for private development and ownership. However, in the future, if the condemnation of property is necessary to meet the objectives of this Plan and would result in persons being displaced, the DDA will submit to the Village Council an acquisition and relocation plan, consistent with the Standards and Provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. As dictated by that Act, provision for the costs of relocation of displaced persons, including financial assistance and reimbursement of expenses will be made.

Compliance with Act 227 of the Public Acts of 1972, Sections 213.321 - 213.332 of the Michigan Compiled Laws

REFERENCE TO P.A. 57 OF 2018: SECTION 125.4217(2)(O)

The DDA does not intend to condemn property in conjunction with this plan. However, in the future if the condemnation of property is necessary to meet the objective of this plan, the DDA will submit to the Village Council a plan and will comply with Act No. 227 of the Public Acts of 1972, as amended, Sections 213.321 to 213.332 of the Michigan Compiled Laws.



Tax Increment Financing Plan

Introduction

The TIF Plan includes the preceding Development Plan, along with a detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred, the duration of the program, the impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located, and a statement of the portion of the captured assessed value to be used by the DDA.

Expenditure of Tax Increment Revenues

REFERENCE TO PA 157 OF 2018: SECTION 125.4214 (1)

As provided in Public Act 57 of 2018, tax increment financing is a tool that can be used to assist redevelopment within a DDA Development Area. Tax increment financing is the process of expending new property tax dollars for improvements that generally benefit the parcels that pay the taxes. Tax dollars generated from new private property developments and from improvements to existing private property within a designated Development Area are “captured” and utilized by the DDA to finance public improvements within that Development Area, which supports and encourages continued private investment.

To utilize tax increment financing, the DDA must prepare and adopt a Development Plan and a Tax Increment Financing Plan. Both plans are submitted to the Village Council, are subject to public hearing, and Village Council must approve the plans by ordinance. The plans specify the initial assessed value, estimate the captured assessed value, and provide for the expenditure of the funds. These plans may be amended in the future to reflect changes desired by the DDA, subject to approval by Council. All amendments must follow the procedures of PA 57 of 2018.

Captured assessed value is defined in PA 57 of 2018 as the amount, in any one year, by which the current assessed value of the Development Area exceeds the initial assessed value. Initial assessed value is defined as the assessed value, as equalized, of all the taxable property within the boundaries of the Development Area at the time the ordinance establishing the tax increment financing (TIF) plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the ordinance is adopted. Tax increment revenue is generated when the current assessed value of all properties within a Development Area in each year subsequent to the adoption of the TIF Plan, exceeds the initial assessed value of those properties.

Such funds transmitted to the DDA are termed “tax increment revenues”. Tax increment revenues are the amount of ad valorem and specific local taxes attributable to the application of the levy of all taxing jurisdictions other than the state

education tax, local or intermediate school districts, and several other entities specifically exempted under PA 57 of 2018, upon the captured assessed value of real and personal property in the Development Area.

Initial Assessed Value and Applicable Millage

REFERENCE TO PA 57 OF 2018: SECTION 125.4214(1)

The initial assessed value under this 2023 Plan is established as the total taxable value for all real property in the Development Area as of 2023, which is the most recent assessment roll of the Village for which equalization has been completed at the time of adoption of this Plan. The initial assessed value of the Development Area is \$14,512,829.

The applicable tax levy for tax increment purposes in the Development Area will be the total millage levied by the eligible taxing jurisdictions, excluding millage's levied for debt. A list of the taxing jurisdictions and the current millage subject to capture (rates per \$1,000 of taxable value) is shown below and totals 20.4927 mills.

Table 2: Applicable Millage Summary

Taxing Jurisdiction	Projected Captured Millage Rate
Village of Decatur	17.8092 mills
Van Buren County	2.6835 mills
Total Applicable Millage	20.4927 mills

Source: Village of Decatur, 2022

Estimate of Tax Increment Revenues

REFERENCE TO PA 157 OF 2018: SECTION 125.4214(1)

Under this TIF Plan, the tax levy on the entire captured assessed valuation is planned to be utilized by the DDA. The tax increment revenues will be expended in the manner set forth in this Plan. Estimates of the projected growth in taxable value and projected captured revenue for the duration of this Plan are in Table 3.

The projected annual growth in taxable value is estimated at the current equalized value for FY 2023, the Assessor's estimated taxable value for FY 2023, and thereafter at 1% increase per year. Over the life of this 20-year Plan, the total tax increment revenue captured is estimated at \$2,382,927.

The actual tax increment revenue to be transmitted to the DDA will likely vary from the estimates herein based upon the actual tax levies of the taxing jurisdictions and the actual taxable value in the Development Area over the duration of the Plan. Additional increases in the assessed valuation for the Development Area and resultant tax increment revenues may occur from new other construction, expansion, rehabilitation, appreciation of property values, or other factors. Such increases are beyond those projected in this Plan, but if increases occur, the tax increment revenues will be spent according to this Plan to accelerate the implementation of the public improvement program. It is the intention of the DDA to use the entire captured assessed value in the Development Area for the purposes defined in the Development Plan and period hereinafter set forth, and to not exclude assessed value growth in property resulting solely from inflation.

Table 3: Future Capture Projections

Fiscal Year	Total Taxable Value	Total Captured Value	Village Operating 17.8092 Mills	County 2.6835 Mills	Total Tax Increment Revenue
2023	\$14,512,829		0.0178092	0.0268350	
2023	\$14,512,829	\$0			
2024	\$14,657,957	\$145,128	\$2,585	\$3,895	\$6,479
2025	\$14,804,537	\$291,708	\$5,195	\$7,828	\$13,023
2026	\$14,952,582	\$439,753	\$7,832	\$11,801	\$19,632
2027	\$15,102,108	\$589,279	\$10,495	\$15,813	\$26,308
2028	\$15,253,129	\$740,300	\$13,184	\$19,866	\$33,050
2029	\$15,405,660	\$892,831	\$15,901	\$23,959	\$39,860
2030	\$15,559,717	\$1,046,888	\$18,644	\$28,093	\$46,737
2031	\$15,715,314	\$1,202,485	\$21,415	\$32,269	\$53,684
2032	\$15,872,467	\$1,359,638	\$24,214	\$36,486	\$60,700
2033	\$16,031,192	\$1,518,363	\$27,041	\$40,745	\$67,786
2034	\$16,191,504	\$1,678,675	\$29,896	\$45,047	\$74,943
2035	\$16,353,419	\$1,840,590	\$32,779	\$49,392	\$82,172
2036	\$16,516,953	\$2,004,124	\$35,692	\$53,781	\$89,473
2037	\$16,682,123	\$2,169,294	\$38,633	\$58,213	\$96,846
2038	\$16,848,944	\$2,336,115	\$41,604	\$62,690	\$104,294
2039	\$17,017,433	\$2,504,604	\$44,605	\$67,211	\$111,816
2040	\$17,187,608	\$2,674,779	\$47,636	\$71,778	\$119,413
2041	\$17,359,484	\$2,846,655	\$50,697	\$76,390	\$127,087
2042	\$17,533,079	\$3,020,250	\$53,788	\$81,048	\$134,837
2043	\$17,708,409	\$3,195,580	\$56,911	\$85,753	\$142,664
2044	\$17,885,493	\$3,372,664	\$60,064	\$87,058	\$932,123
					\$2,382,927

- a. Annual increase in taxable value estimated at 1%
b. 2023 Taxable Value estimated based on 2023 figures
c. Millage rate source: Village of Decatur, 2022

Table 4: Estimated Capture by Taxing Jurisdiction

Fiscal Year	Millage	Total Taxable Value	Total Captured Value	Total Tax Increment Revenue
2023	20.497	\$14,512,829	\$0	
2024	20.497	\$14,657,957	\$145,128	\$6,479
2025	20.497	\$14,804,537	\$291,708	\$13,023
2026	20.497	\$14,952,582	\$439,753	\$19,632
2027	20.497	\$15,102,108	\$589,279	\$26,308
2028	20.497	\$15,253,129	\$740,300	\$33,050
2029	20.497	\$15,405,660	\$892,831	\$39,860
2030	20.497	\$15,559,717	\$1,046,888	\$46,737
2031	20.497	\$15,715,314	\$1,202,485	\$53,684
2032	20.497	\$15,872,467	\$1,359,638	\$60,700
2033	20.497	\$16,031,192	\$1,518,363	\$67,786
2034	20.497	\$16,191,504	\$1,678,675	\$74,943
2035	20.497	\$16,353,419	\$1,840,590	\$82,172
2036	20.497	\$16,516,953	\$2,004,124	\$89,473
2037	20.497	\$16,682,123	\$2,169,294	\$96,846
2038	20.497	\$16,848,944	\$2,336,115	\$104,294
2039	20.497	\$17,017,433	\$2,504,604	\$111,816
2040	20.497	\$17,187,608	\$2,674,779	\$119,413
2041	20.497	\$17,359,484	\$2,846,655	\$127,087
2042	20.497	\$17,533,079	\$3,020,250	\$134,837
2043	20.497	\$17,708,409	\$3,195,580	\$142,664
2044	20.497	\$17,885,493	\$3,372,664	\$932,123
TOTAL				\$2,382,927

- a. Annual increase in taxable value estimated at 1%
- b. 2023 Taxable Value estimated based on 2023 figures
- c. Millage rate source: Village of Decatur, 2022

Expenditure of Tax Increment Revenues

REFERENCE TO PA 157 OF 2018: SECTION 125.4214 (1)

The program and schedule for the expenditure of tax increment revenues to accomplish the proposed public improvements for the Development Area is outlined in Table 1 of the Development Plan. As described elsewhere, the cost estimates in Table 1 are approximations and very preliminary. These cost estimates are based solely upon concepts and have not been developed from construction drawings. Specific plans and refined cost estimates for the Development Area improvements will be completed upon initiation of each project.

As can be seen from the projections, the amount of TIF revenues will be very limited until such time as one or more of the larger redevelopments occur. Leveraging of funds will be very important for success. It is intended that outside grants and other sources of funding will be pursued, as permitted under PA 57 of 2018. Other private funds, in kind contributions, public-private partnerships, and non-tax increment sources will also be considered to maximize the success of this Development and TIF Plan.

Any additional tax increment revenues beyond those projected in this Plan will:

- be used to further the implementation of the public improvement program, projects, priorities, and objectives of this Plan,
- be used to expedite any debt service to the extent possible, or
- be returned, pro-rata, to the taxing units as provided by law.

If the tax increment revenues are less than projected, the DDA may choose to:

- Collect and hold the captured revenues until a sufficient amount is available to implement specific public improvements.
- Implement public improvement projects based upon the ability to match existing funds with expenditures, while seeking out additional funding sources.
- Amend the development plan and/or tax increment financing plan to allow for alternative projects and funding.

The DDA shall annually review its proposed increment expenditures and revenues to prioritize the use of any additional funds, or to reduce expenditures if necessary. Other projects that arise and are consistent with the objectives and priorities of the Plan may also be funded consistent with the financing methods described in this Plan.

Duration of the Program

REFERENCE TO PA 157 OF 2018: SECTION 125.4214(1)

DDA Authority maintenance and administration may utilize a reasonable portion of the annual TIF revenues. Additionally, architectural and rehabilitation assistance for facades, blight improvements to commercial buildings, signs, and interior landscaping may be funded by a portion of annual TIF revenues.

TIF revenues may be used on an as-needed basis for development projects that cannot yet be estimated for budgeting purposes, such as parcel assemblage and the acquisition of blighted parcels. Other examples of as-needed projects include right-of-way acquisition for greenways/non-motorized improvements, marketing, public/private opportunities, or other similar projects.

Annually and in accordance with Public Act 57 of 2018, the DDA shall submit to the Village Council and the State Tax Commission a report on the status of the tax increment financing account. The report shall be published annually in the official Village newspaper, or other paper, as available.

Maximum Amount of Bonded Indebtedness

REFERENCE TO PA 57 OF 2018: SECTION 125.4214(1)

The DDA has no bonded indebtedness. Most of the DDA's proposed improvements are planned to be implemented on a "pay-as-you-go" basis as tax increment revenues are transmitted to the DDA, or as may be accumulated over more than one year and held in reserve to allocate for projects. However, bonded indebtedness may be undertaken if the DDA determines, subject to Village Council approval, that it would be advantageous to completing all or portions of the improvement program.

Alternately, or in combination with bond proceeds, with the approval of Village Council, the DDA may borrow funds from other sources as permitted under PA 57 of 2018. Loans from other sources may be used, depending upon the favorability of terms, availability of other funds, and suitability for the size and type of project involved.

The maximum amount of bonded indebtedness to be incurred under this TIF Plan shall be subject to Village Council approval, if the issue arises. Bonds issued under this TIF Plan may be issued in any form authorized under PA 57 of 2018.



Appendix



**Appendix A:
Legal Description**

**VILLAGE OF DECATUR
PROPOSED DDA DESCRIPTION
9/22/2023
ACI PROJECT NUMBER 23-1209**

BEGINNING AT THE NORTHEAST CORNER OF LOT 17, BLOCK 13, ORIGINAL PLAT OF DECATUR, VILLAGE OF DECATUR, VAN BUREN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF; THENCE SOUTH ON THE EAST LINE OF SAID LOT 17 AND THE EAST LINE OF LOT 1, SAID BLOCK 13 EXTENDED SOUTHERLY TO THE SOUTHEASTERLY RIGHT OF WAY LINE OF THE RAILROAD; THENCE SOUTHWESTERLY ON SAID SOUTHEASTERLY RAILROAD RIGHT OF WAY LINE TO ITS INTERSECTION WITH THE SOUTHWESTERLY RIGHT OF WAY LINE OF GEORGE STREET; THENCE SOUTHEASTERLY ON THE SOUTHWESTERLY RIGHT OF WAY LINE OF GEORGE STREET TO THE EASTERLY MOST CORNER OF LOT 1, BLOCK F SAID PLAT OF DECATUR; THENCE SOUTHWESTERLY ON THE NORTHWESTERLY RIGHT OF WAY LINE OF BRONSON STREET TO THE NORTHERLY EXTENSION OF THE WESTERLY RIGHT OF WAY LINE OF WHITE OAK STREET; THENCE SOUTH ON SAID WESTERLY RIGHT OF WAY LINE OF WHITE OAK STREET AND EXTENSION THEREOF TO THE EAST AND WEST 1/8 LINE OF THE SOUTHWEST QUARTER OF SECTION 20, TOWN 4 SOUTH, RANGE 14 WEST; THENCE WEST ALONG SAID EAST AND WEST 1/8 LINE TO THE EAST RIGHT OF WAY LINE OF COUNTY ROAD 688 (WILLIAM STREET); THENCE NORTHWESTERLY ON SAID EAST RIGHT OF WAY LINE OF WILLIAM STREET TO ITS INTERSECTION WITH THE SOUTHEASTERLY RIGHT OF WAY LINE OF BRONSON STREET; THENCE NORTHWESTERLY ACROSS BRONSON STREET TO THE SOUTHERLY MOST CORNER OF LOT 10, BLOCK E SAID PLAT OF DECATUR; THENCE NORTHWESTERLY ON THE NORTHEASTERLY RIGHT OF WAY LINE OF WILLIAM STREET TO THE SOUTHERLY MOST CORNER OF LOT 7, BLOCK G, SAID PLAT OF DECATUR; THENCE SOUTHWESTERLY ON THE NORTHEASTERLY RAILROAD RIGHT OF WAY LINE TO A POINT THAT IS 721.2 FEET SOUTHWESTERLY OF THE WESTERLY RIGHT OF WAY LINE OF MILL STREET; THENCE NORTHWESTERLY (AT RIGHT ANGLES) TO THE NORTHWESTERLY RIGHT OF WAY LINE OF DELAWARE STREET; THENCE SOUTHWESTERLY ON SAID NORTHWESTERLY RIGHT OF WAY LINE OF DELEWARE STREET TO THE NORTH AND SOUTH QUARTER LINE OF SECTION 19, TOWN 4 SOUTH, RANGE 14 WEST, THENCE NORTH ON SAID NORTH AND SOUTH QUARTER LINE TO THE SOUTH RIGHT OF WAY LINE OF ST. MARYS STREET; THENCE NORTHEASTERLY ON THE SOUTH RIGHT OF WAY LINE OF ST. MARYS STREET TO THE SOUTHEASTERLY EXTENSION OF THE SOUTHWESTERLY LINE OF LOT 1, BLOCK Q, PLAT OF DECATUR; THENCE NORTHWESTERLY ON SAID SOUTHWESTERLY LINE AND EXTENSION THEREOF TO THE NORTHWESTERLY CORNER OF SAID LOT 1, BLOCK Q; THENCE NORTHEASTERLY ON THE NORTHWESTERLY LINE OF SAID LOT 1, BLOC Q 66 FEET TO THE NORTHEASTERLY CORNER OF SAID LOT 1, BLOCK Q; THENCE NORTHWESTERLY ON THE SOUTHWESTERLY LINE OF LOTS 21 AND 22 SAID BLOCK Q TO THE WESTERLY MOST CORNER OF SAID LOT 21, BLOCK Q; THENCE NORTHEASTERLY ON THE NORTHWESTERLY LINE OF SAID LOT 21, BLOCK Q 165 FEET TO THE NORTHERLY MOST CORNER OF SAID LOT 21, BLOCK Q; THENCE NORTHEASTERLY TO THE WESTERLY MOST CORNER OF LOT 4, BLOCK P, SAID PLAT OF DECATUR; THENCE NORTHEASTERLY ON THE NORTHWESTERLY LINE OF SAID LOT 4, BLOCK P 165 FEET TO THE NORTHERLY MOST CORNER OF SAID LOT 4, BLOCK P, SAID POINT ALSO BEING THE SOUTHERNMOST CORNER OF LOT 30, SAID BLOCK P; THENCE NORTHWESTERLY ON THE SOUTHWESTERLY LINE OF SAID LOT 30 TO THE WESTERLY MOST CORNER

OF SAID LOT 30; THENCE EAST ON THE NORTH LINE OF SAID LOT 30 AND NORTH LINE EXTENDED TO THE EAST RIGHT OF WAY LINE OF SCHOOL STREET; THENCE NORTH ON THE EAST RIGHT OF WAY LINE OF SCHOOL STREET TO THE SOUTHWESTERLY RIGHT OF WAY LINE OF GEORGE STREET; THENCE SOUTHEASTERLY ON SAID SOUTHWESTERLY RIGHT OF WAY LINE OF GEORGE STREET TO THE NORTHERLY MOST CORNER OF LOT 22, BLOCK D, ALSO BEING ON THE SOUTHEASTERLY RIGHT OF WAY LINE OF DELAWARE STREET; THENCE NORTHEASTERLY ON SAID SOUTHEASTERLY RIGHT OF WAY LINE OF DELAWARE STREET TO THE INTERSECTION OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF DELAWARE STREET AND THE SOUTHERLY EXTENSION OF THE NORTHEASTERLY RIGHT OF WAY LINE OF BURKE STREET; THENCE NORTHWESTERLY ON SAID NORTHEASTERLY RIGHT OF WAY LINE OF BURKE STREET AND EXTENSION THEREOF TO THE SOUTH RIGHT OF WAY LINE OF EDGAR BERGAN BOULEVARD; THENCE EAST ON THE SOUTH RIGHT OF WAY LINE OF EDGAR BERGAN BOULEVARD TO A POINT THAT IS 366.66 FEET WEST OF THE SOUTH QUARTER POST OF SECTION 17; THENCE NORTH TO A POINT THAT IS 659 FEET NORTH OF THE SOUTH LINE OF SAID SECTION 17; THENCE EAST TO A POINT ON THE NORTH LINE OF THE SOUTH HALF OF THE SOUTH HALF OF THE SOUTHEAST QUARTER OF SAID SECTION 17 AT THE EAST VILLAGE LIMIT LINE OF THE VILLAGE OF DECATUR; THENCE SOUTH ON SAID EAST VILLAGE LIMIT LINE TO THE POINT OF BEGINNING.

SUBJECT TO SURVEY.



Appendix B:

List of Parcels within the Downtown Development Area

The following real properties, as of October 2022 are located within the Village of Decatur DDA Development Area and are eligible for TIF capture:

80-43-040-042-02	80-43-040-224-00	80-43-040-286-00
80-43-040-042-10	80-43-040-225-00	80-43-040-287-00
80-43-040-042-20	80-43-040-226-00	80-43-040-288-00
80-43-040-043-00	80-43-040-228-00	80-43-040-289-00
80-43-040-044-00	80-43-040-229-00	80-43-040-290-00
80-43-040-045-00	80-43-040-230-10	80-43-040-291-00
80-43-040-046-00	80-43-040-230-20	80-43-040-292-00
80-43-040-047-00	80-43-040-233-10	80-43-040-294-11
80-43-040-048-00	80-43-040-235-00	80-43-040-295-00
80-43-040-049-00	80-43-040-236-00	80-43-040-298-00
80-43-040-050-00	80-43-040-237-00	80-43-040-299-00
80-43-040-051-00	80-43-040-238-00	80-43-040-300-00
80-43-040-052-00	80-43-040-239-00	80-43-040-302-00
80-43-040-053-00	80-43-040-240-00	80-43-040-303-00
80-43-040-054-00	80-43-040-241-00	80-43-040-304-00
80-43-040-055-00	80-43-040-242-00	80-43-040-306-00
80-43-040-056-00	80-43-040-243-00	80-43-040-307-00
80-43-040-057-00	80-43-040-244-00	80-43-040-308-04
80-43-040-058-00	80-43-040-245-00	80-43-040-308-10
80-43-040-059-01	80-43-040-246-00	80-43-040-309-00
80-43-040-059-11	80-43-040-247-00	80-43-040-311-01
80-43-040-061-00	80-43-040-248-00	80-43-040-315-00
80-43-040-062-00	80-43-040-250-00	80-43-040-316-02
80-43-040-063-00	80-43-040-252-00	80-43-040-319-00
80-43-040-064-00	80-43-040-253-00	80-43-040-321-00
80-43-040-065-00	80-43-040-254-00	80-43-040-322-00
80-43-040-066-00	80-43-040-255-00	80-43-040-323-00
80-43-040-067-00	80-43-040-256-00	80-43-040-324-00
80-43-040-068-00	80-43-040-257-00	80-43-040-325-01
80-43-040-069-00	80-43-040-257-10	80-43-040-327-00
80-43-040-103-00	80-43-040-258-00	80-43-040-327-10
80-43-040-104-00	80-43-040-258-10	80-43-040-330-00
80-43-040-106-00	80-43-040-259-00	80-43-040-330-10
80-43-040-107-00	80-43-040-260-00	80-43-040-331-00
80-43-040-108-00	80-43-040-261-00	80-43-040-332-01
80-43-040-109-00	80-43-040-262-00	80-43-040-334-00
80-43-040-110-00	80-43-040-263-00	80-43-040-335-00
80-43-040-111-10	80-43-040-264-00	80-43-040-339-00
80-43-040-112-00	80-43-040-265-01	80-43-040-340-00
80-43-040-113-00	80-43-040-266-00	80-43-040-341-00
80-43-040-114-00	80-43-040-266-11	80-43-040-342-00
80-43-040-115-00	80-43-040-266-20	80-43-040-343-00
80-43-040-142-25	80-43-040-267-00	80-43-040-344-00
80-43-040-142-30	80-43-040-268-00	80-43-040-348-10
80-43-040-142-35	80-43-040-268-10	80-43-040-348-20
80-43-040-143-00	80-43-040-270-11	80-43-040-350-00
80-43-040-144-01	80-43-040-270-20	80-43-040-351-00
80-43-040-145-00	80-43-040-271-00	80-43-040-352-00
80-43-040-146-00	80-43-040-272-00	80-43-040-353-00
80-43-040-148-01	80-43-040-273-00	80-43-040-354-00
80-43-040-148-11	80-43-040-274-00	80-43-040-355-00
80-43-040-150-00	80-43-040-275-00	80-43-040-356-10
80-43-040-151-00	80-43-040-276-00	80-43-040-357-00
80-43-040-212-00	80-43-040-277-00	80-43-040-359-00
80-43-040-213-00	80-43-040-278-00	80-43-040-360-00
80-43-040-214-00	80-43-040-279-00	80-43-040-362-00
80-43-040-215-00	80-43-040-280-20	80-43-040-363-00
80-43-040-216-01	80-43-040-281-00	80-43-040-363-11
80-43-040-216-10	80-43-040-282-00	80-43-040-363-21
80-43-040-217-00	80-43-040-283-00	80-43-040-363-31
80-43-040-218-00	80-43-040-284-00	80-43-040-365-00
80-43-040-221-10	80-43-040-285-00	80-43-040-367-00

80-43-040-368-10
80-43-040-369-01
80-43-040-370-01
80-43-040-371-00
80-43-040-372-00
80-43-040-374-00
80-43-040-374-10
80-43-040-375-00
80-43-040-379-00
80-43-040-381-00
80-43-040-382-00
80-43-040-383-10
80-43-040-384-00
80-43-040-387-10
80-43-040-388-01
80-43-040-389-01
80-43-040-390-00
80-43-040-391-00
80-43-040-392-00
80-43-040-394-00
80-43-040-396-01
80-43-040-402-00
80-43-040-403-00
80-43-040-404-00
80-43-040-405-00
80-43-040-406-00
80-43-040-407-00
80-43-040-408-01
80-43-040-408-10
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80-43-040-473-10
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80-43-040-525-00
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80-43-040-527-00
80-43-040-528-00
80-43-040-529-00
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80-43-085-006-01
80-43-085-008-00
80-43-085-009-00
80-43-085-024-31
80-43-085-024-40
80-43-085-024-50
80-43-085-025-00
80-43-085-028-01
80-43-085-028-11
80-43-085-029-10
80-43-085-034-00
80-43-085-048-00
80-43-085-049-00
80-43-085-050-01
80-43-085-051-00
80-43-085-062-10
80-43-085-064-00
80-43-085-065-00
80-43-085-065-05
80-43-085-065-10
80-43-085-065-20
80-43-085-066-01
80-43-085-067-00
80-43-085-068-00
80-43-085-068-10
80-43-085-068-20

Appendix C: DACC Meeting Minutes

I. **Call to Order**

Duncan called the meeting to order at 6:04pm on Wednesday, June 28, 2023 at Village Hall, located at 114 N. Phelps Street, Decatur MI, 49045.

II. **Pledge of Allegiance**

III. **Roll Call**

Megan Richardson, Karen Creagan, Andrew Pentland, Patty Dresser, Patrick Dresser, Roger Kemp, Tim Shroyer, Tom Creagan, Harry Layman, Danielle Bouchard (McKenna), Shantel Pentland (Administrative Assistant), Megan Duncan (Clerk/Treasurer)

IV. **Presentation- Danielle Bouchard (McKenna Principal Planner)**

- a. Background
- b. Survey Results
- c. Development Plan Contents
- d. TIF Plan Contents
- e. Next Steps

V. **DACC Member Comments**

Member input was received through question & answer format. Bouchard provided answers regarding the process of capturing funds for the TIF Plan and how the Development Plan will support local businesses.

VI. **Support Approval of draft Development & TIF Plan to the Village Council**

Shroyer offered a motion to support approval of the draft Development & TIF Plan to the Village Council, as presented on June 28, 2023, supported by Kemp, carried unanimously 9-0.

VII. **Adjournment**

Duncan adjourned the meeting at 6:45pm

Appendix D: Adoption Documents

Insert: Development and TIF Resolutions, Notices and Adopting Ordinance

Appendix E: Public Engagement Results

SURVEY RESULTS SUMMARY

The purpose of this appendix is to summarize the most frequent responses from the online community survey available to the public between November 2022 and February 2023. During this period of time, 123 individuals (approximately 7.7% of the Village population) responded to the survey. The purpose of the survey was to assist with determining the economic and developmental priorities and values of Decatur residents for the Development Plan and Tax Increment Financing (TIF) Plan.

QUESTION 1: QUALITY OF LIFE

The first question asked residents to rank four aspects of the Village of Decatur from highest to lowest priority. The average score from these respondent rankings is summarized below.

- **School system** was the **highest** priority.
- **Restaurants** were the **second** highest priority.
- **Recreational amenities** were the **third** highest priority.
- **Government services** were the **fourth** highest priority.

QUESTIONS 2-11, 18: VILLAGE OF DECATUR SERVICES

The second through eleventh question and question 18 all relate to the services the Village of Decatur offers. Question 2 asks residents what they **like** about the services offered by the Village. The most common responses are summarized below.

- Hosting fun and engaging **community events**.
- Timely and consistent **snow plowing**.
- Increased **accessibility** with online payment options and well-trained staff.
- Inclusion of **leaf and debris collection**.
- Well maintained **public amenities** such as parks and the library.

Question 3 asks respondents what they **dislike** about the services offered by the Village. The **most common** responses are summarized below.

- **Limited hours** of Township staff.
- Lack of options for **broadband internet services**.
- **Streets and sidewalks** are undermaintained.
- Desire **for increased business downtown**.
- Lack or **transportation** options.

While there is some conflicting responses between the likes and dislikes of Decatur services, the results from question 2 and 3 show that residents want more options for recreation and entertainment in the Village and value timely and accessible municipal services.

Question 4 asks respondents to rank how well the Village of Decatur provides certain services. The average rankings for these responses are as follows:

- The Village does **well** in maintaining **public landscaping and street trees**.
- The Village does an **average** job developing and maintaining the **sidewalk/bike lane/ trail system**.
- The Village does an **average** job in the number of **outdoor and open spaces** it provides.
- The Village does an **average** job with regard to **parks maintenance and upkeep**.

Question 5 through 11 are formatted the same. They ask respondents to rate certain Village conditions or services on a scale from 1 to 5 stars, with 5 being the highest ranking and 1 being the lowest ranking. The results are as follows.

- **3.1** was the average score for **condition of sidewalks**.
- **3.3** was the average score for **level of walkability**.
- **3.3** was the average score for **road conditions**.
- **3.6** was the average score for **snow removal services**.
- **3.6** was the average score for **brush/yard waste removal**.
- **3.3** was the average score for **level of Village communication**.
- **3.5** was the average score for **level of personal safety** felt throughout the community.

Overall, the responses averaged slightly above average. The areas that respondents were most satisfied with were snow removal and brush/yard waste removal. The area that respondents were least satisfied with were conditions of the sidewalks.

QUESTIONS 12-13: RECREATION PRIORITIES

Questions 12 and 13 relate to Village recreation priorities. The twelfth question asked residents to rank seven aspects of the Village of Decatur's recreation services from highest to lowest priority. The average score from these respondent rankings are summarized below.

- **Upgrading existing parks amenities** is the **highest** priority.
- **Expanding the parks system** is the **second highest** priority.
- **Expanding the availability of public waterfront/beachfront areas** is the **third highest** priority.
- **Trail connectivity** is the **fourth highest** priority.
- **Sidewalk connectivity** is the **third lowest** priority.
- **Youth sports fields** is the **second lowest** priority.
- **Planting new trees** is the **lowest** priority.

Question 13 asks respondents if they would support or oppose a property tax increase for three recreational facilities or services. The results of the respondents are as follows:

- **69.2% support or somewhat support** a property tax increase for **developing and installing a splash pad at Red Wolfe Park**.
- **77.6% support or somewhat support** a property tax increase to **construct new sidewalks**.
- **82.3% support or somewhat support** a property tax increase for **creating new trails and bike paths**.

Question 18 asks respondents what improvements or additional services they suggest for the Village. A summary of suggestions are listed below.

- Encourage more **business development** and increase **job opportunities**.
- Increase **accessibility** and **connectivity** throughout Village
- Include more **adorable housing** opportunities.
- Addition of more varied **recreation** opportunities.
- Increase **community activities** for residents of all ages.
- Promote **clean water** throughout Village.
- **Demolish or redevelop** vacant buildings.

QUESTION 14: VILLAGE PROJECT PRIORITIES

Question 14 asks respondents to rank the importance of projects for the Village to address over the next 5 years. The results from respondent rankings are listed below.

- **Revitalizing the downtown district** is the **most important** project priority.
- **Maintaining and improving streets** is the **second most important** project priority.
- **Utilizing community gathering spaces** is the **third most important** project priority.
- **Implementing new construction of sidewalks** is the **fourth most important** project priority.

QUESTIONS 15-17, 19-21, 24-26 : DOWNTOWN DECATUR

Questions 15 through 17, 19 through 21, and 24 through 26 all pertain to Downtown Decatur. Question 15 asked respondents how frequently they visit Downtown Decatur. Respondents were encouraged to select all options that applied. Of the respondents, **63.3%** responded they visit **every day**, **32.1%** responded they visit **once a week**, **8.3%** responded they visit **once a month**, **0.9%** responded they visit **every couple months**. While there were options for once or twice a year and never, no one responded with those answers.

Question 16 asked respondents what they typically visit Downtown Decatur for. Respondents were encouraged to select all options that applied. The answers are summarized as follows:

- **57.3%** visited for **restaurants and bars**.
- **40.9%** visited for **retail shopping**.
- **26.4%** visited for **Downtown events**.
- **23.6%** **live** in Downtown Decatur.
- **19.1%** **work** in Downtown Decatur
- **16.4%** visited for **Downtown parks and greenspaces**.
- **24.6%** visited for **other** reasons including: **groceries, banking, library, and post office**.

Question 17 asked respondents to rank the importance of varying Downtown goals. The results are as follows:

- **Economic repositioning** is the **most important** goal.
- **Placemaking and design** is the **second most important** goal.
- **Infrastructure and transportation** are the **third most important** goal.
- **Organization and partnerships** are the **fourth most important** goal.

Question 19 asked respondents what they liked the most about Downtown Decatur. Respondents were encouraged to select all options that applied. The following answers are summarized as follows:

- **55.2%** liked the **walkability**.
- **42.7%** liked the **shopping and dining opportunities**.
- **40.6%** liked the **historic architecture and unique building character**
- **14.6%** liked the **open/green space for recreation**, while **12.5%** like the **open/green space for gathering**.
- **4.2%** liked the **house or apartment rental opportunities**.
- **4.2%** liked the **tourism opportunities**
- **1.0%** like the **office space opportunities**.

Question 20 asked respondents to rank potential improvements to Downtown Decatur by priority. Respondents are as follows:

- **Economic development** is the **highest** priority.
- **Recreation improvements** is the **second highest** priority.
- **Physical improvements** are the **third highest** priority.
- **Housing improvements** are the **third lowest** priority.
- **Transportation improvements** are the **second lowest** priority.
- **Identify improvements** are the **lowest** priority.

Question 21 asks what respondents think needs to be created in Downtown Decatur today. Respondents were encouraged

to select all answers that were applicable. Results of these responses is summarized below.

- **57.6%** think Downtown needs more **entertainment opportunities**.
- **54.7%** think Downtown needs more **outdoor seating and dining**
- **53.7%** think Downtown needs more **community events and programs**.
- **32.1%** think Downtown needs more **parks and open spaces**.
- **26.4%** think Downtown needs more **bike trails and bike lanes**.
- **22.6%** think Downtown needs more **housing**.
- **16.0%** think Downtown needs more **crosswalks and sidewalks**.
- **12.3%** think Downtown needs more **wayfinding signs**.
- **10.4%** think Downtown needs more **public parking lots**.
- **2.8%** think Downtown needs more **office space**.
- **18.8%** responded **other**. These responses include suggestions such as: **fast-food restaurants, general restaurants, public transportation, and more recreation offerings**.

Question 24 asks what respondents think the highest priority for enhancing Downtown Decatur is. The most occurring responses are listed below.

- **Restaurants**
- **Businesses**
- **Community events**
- **Entertainment**
- **Housing**
- **Sidewalks**
- **Open spaces**

Question 25 asks respondents if they feel there are sufficient opportunities to participate or engage in Village-wide events and activities. **55.3%** responded **yes**, while **46.7%** responded **no**.

Question 26 asks what program/services/events respondents recommend the DDA or Village offer. The most occurring suggestions were as follows:

- **Volunteer clean-up events**
- **Festivals**
- **Family events**
- **Farmer's market**
- **Year-round events**
- **Concert or music events**

Question 26 asks business and property owners what opportunities or events they would find helpful. Respondents were encouraged to select all applicable options. Responses were recorded and are summarized below.

- **60.9%** feel **special events and activities** would be helpful.
- **51.7%** want **Downtown beautification**.
- **47.1%** believe **marketing** would be beneficial.
- **29.5%** feel **grant programs** for signage/façade improvements would help.
- **14.9%** want **technical assistance/workshops** provided.
- **12.6%** each want **shared parking opportunities** and **shared dumpster/trash collection**.
- **12.6%** feel **other** measures would be helpful including **upkeep efforts, redevelopment of abandoned buildings, and assistance obtaining liquor licenses**.

QUESTION 22-23: PARKING

Question 22 and 23 refer to parking in Downtown Decatur. Question 22 asks how long it usually takes to find a parking space in Downtown Decatur. Results are summarized below.

- **62.4%** found a parking space **immediately**.
- **33.0%** found a parking space in **less than 5 minutes**.
- **1.8%** took **more than 5 minutes** to find a parking space.
- **1.8%** did **not need** to find parking Downtown.
- **0.9%** could find a spot **immediately unless there was an even happening Downtown**.

Question 23 asks how long respondents are parked in Downtown Decatur. Responses were captured, and the results are summarized below.

- **49.5%** were parked for **30 minutes to 1 hour**.
- **32.1%** were parked for **less than 30 minutes**.
- **13.8%** were parked for **2-3 hours**.
- **4.6%** were parked for **more than 3 hours**
- **No respondents parked overnight**.
- **No respondents didn't need a parking spot**.

QUESTION 28-31: DEMOGRAPHICS

Questions 28 through 31 relate to the demographics of survey respondents. Question 28 asks the relation of the respondent to the Village of Decatur. Respondents were encouraged to select all responses that applied. Of the responses:

- **68.3%** were **residents** of the Village.
- **20.2%** **worked** in the Village.
- **17.3%** were **business or property owners** in the Village.
- **1.9%** were **landlords** for Village properties.
- **23.1%** responded **other** and include roles such as **resident in nearby community** and **visitor**.

Question 29 asks how long respondents have been a resident of the Village of Decatur. Responses were recorded and the results are shown below.

- **33.0%** have lived in Decatur for **10 or more years**.
- **4.6%** have lived in Decatur for **9-10 years**.
- **6.4%** have lived in Decatur for **7-8 years**.
- **12.8%** have lived in Decatur for **5-6 years**.
- **7.3%** have lived in Decatur for **3-4 years**.
- **10.1%** have lived in Decatur for **1-2 years**.
- **1.9%** have lived in Decatur for **less than 1 year**.
- **23.9%** **do not live in Decatur**.

Question 30 asks respondents their age. Responses were recorded, and the results are shown below.

- **0.0%** are **17 or younger**.
- **0.9%** are **18 -20 years old**.
- **10.1%** are **21-29 years old**.
- **24.8%** are **30-39 years old**.
- **27.5%** are **40-49 years old**.
- **20.2%** are **50-59 years old**.
- **16.5%** are **60 or older**.

Question 31 asks respondents if they are a parent or guardian to a child (under age 17) and if so, how many. Responses were recorded, and the results are shown below.

- **45.4%** have **no children**.
- **16.7%** have **one child**.
- **19.4%** have **2 children**.
- **10.2%** have **3 children**.
- **3.7%** have **4 children**.
- **4.6%** have **more than 4 children**.

ROUNDTABLE RESULTS

The Village of Decatur held three (3) stakeholder roundtable events to inform the projects identified in this Plan. Approximately 50 additional individuals attended these events. The 3 roundtable events included:

- 1 roundtable for engaging taxing jurisdictions
- 1 roundtable for reengaging the general public
- 1 roundtable to engage Village staff and officials

In general, the results from all 3 roundtables were consistent with one another, as well as with the results from the public online survey. The main ideas and input heard from the 3 roundtable events include:

- More businesses downtown, specifically food and drink establishments (e.g., restaurants with outdoor seating, coffee shops, bakeries, etc.).
- More beautification within the Development Area, such as flowers along major thoroughfares.
- Downtown wayfinding signage.
- Enhancements to park and public spaces, such as a splash pad or youth programs.
- Continued (and more) community events and festivals.
- Hosting business incubator events and/or temporary shopfront spaces for local entrepreneurs and businesses to occupy vacant spaces.
- More opportunities for public art in the Development Area, such as collaborating with local schools or artists.
- Continue the “small” beautification and placemaking programs, such as seasonal decorations and window displays.
- Outdoor public gathering space with amphitheater or space for live music events.
- A community rental space for private events, such as weddings, showers, parties, etc.
- Sidewalk connections to adjacent neighborhoods from the core Downtown and creating a sidewalk network throughout the Development Area. This includes identifying and filling gaps in the current network.
- More opportunities for housing in the Development Area, such as workforce housing.
- A community garden.
- Redevelopment of underutilized or vacant buildings, such as the old McDonald’s building.
- A market study to identify businesses that would thrive in the Development Area.
- Enhanced programs designed and implemented by the DDA to support the redevelopment and reenergization of downtown, such as a rental program, façade improvement program, and others.



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: October 2, 2023

SUBJECT: Request to approve Halloween Events in the Village

Action Requested:

It is requested that the Village Council approve the annual Halloween Trick or Treat times in the Village of Decatur for Tuesday, October 31, 2023, from 5:30 p.m. to 7:00 p.m. and additional Halloween community events.

Background:

The Village of Decatur DDA, VBDL-Webster Memorial, and many local businesses have sponsored this year's annual Halloween Boo Bash events and Light Post Decorating Contest. This year's events are Truck-or-Treat at DDA Park from 3:30 p.m. to 4:30 p.m., Trick-or-Treating at business on Phelps Street from 3:30 p.m. to 4:30 p.m., Outdoor games at Webster Memorial Library from 3:30 p.m. to 5:30 p.m., and Village wide Trick-or-Treating from 5:30 p.m. to 7:00 p.m. The Light Post Decorating Contest will begin October 1st and must be completed by October 15th.

Attachment(s):

Halloween Activities and Boo Bash Flyer
Light Post Decorating Contest Flyer

HALLOWEEN

ACTIVITIES & BOO BASH

October 31, 2023



3:30pm - 4:30pm

Trunk-Or-Treat at
the DDA Park on
Phelps St.



3:30pm - 4:30pm

Trick-Or-Treat
at businesses
on Phelps St.



3:30pm - 5:30pm

Outdoor Games
at Webster
Memorial Library

THESE FREE EVENTS ARE
SPONSORED BY THE VILLAGE
OF DECATUR DDA, VAN BUREN
DISTRICT LIBRARY WEBSTER
MEMORIAL, AND MANY
LOCAL BUSINESSES!



5:30pm - 7:00pm

Village-wide
Trick-Or-Treating



Questions? Call Village Hall 269-423-6114

SPONSORED BY:
VILLAGE OF DECATUR DDA

Scarecrow Light Post Decorating Contest



WHO: All DDA district businesses or community groups are welcome and encouraged to participate, registration is required before October 1st

WHAT: Creatively decorate your designated light post- scarecrow themed. The winning business will receive a gift basket and local recognition! There is no cost to participate, but please donate one item for the gift basket prize

WHEN: Decorating can begin on October 1st, and must be completed by October 15th

Light posts
will be judged
by Facebook
"LIKES" from
October
16th- 31st

Please contact Shantel Pentland,
Administrative Assistant for the Village of
Decatur to register by October 1st @
269-423-6114. Limited availability of light
posts, they will be assigned in order of
registration date.





Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY:
DATE: October 2, 2023

SUBJECT: Request approval of the recommendation of the DDA, the contact agreement between the Village of Decatur and Pyrotecnico Fireworks Inc at a cost not to exceed \$20,000 for the July 4, 2024, fireworks display.

Action Requested:

It is requested Village Council approve the recommendation of the DDA, the contact agreement between the Village of Decatur and Pyrotecnico Fireworks Inc at a cost not to exceed \$20,000 for the July 4, 2024, fireworks display.

Background:

On September 13, 2023, DDA meeting. It was approved to recommend to the Village Council, the contract agreement between the Village of Decatur and Pyrotecnico Fireworks Inc. It should be noted the DDA elected to hold the fireworks display on July 4, 2024.

Attachment(s):

Pyrotecnico Fireworks Inc

PYROTECNICO FIREWORKS, INC.

This Fireworks Display Agreement ("Agreement") entered into this on **September 21, 2023** by and between PYROTECNICO FIREWORKS, INC. ("Pyrotecnico") and **Village of Decatur, MI** (CUSTOMER).

Pyrotecnico, for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER _Fireworks Display(s) and related services ("Fireworks Display"), including the services of Pyrotecnico's on-site representative to take charge of and perform the Fireworks Display under the supervision and direction of the CUSTOMER. The Firework Display to be given on **July 4, 2024** (the "Display Date"), weather permitting.

Customer agrees to pay Pyrotecnico the sum of **\$20,000.00** (the "Contract Price"). Pyrotecnico will invoice CUSTOMER a deposit of **\$10,000.00** is due **April 4, 2024** and the final balance shall be due **Net 10** from the Display Date. A service fee of 1 ½% per month shall be added if the account is not paid in full within 30 days of the Display Date. CUSTOMER agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by Pyrotecnico for any amount due under this Agreement.

Pyrotecnico and CUSTOMER agree that should inclement weather prevent the performance of the Fireworks Display on the Display Date, the parties shall agree to a mutually convenient alternate date, within three (3) months of the Display Date. If the show is rescheduled prior to Pyrotecnico's truck leaving the facility, CUSTOMER shall remit to Pyrotecnico an additional **\$3,000.00** for additional expenses in presenting the Fireworks Display on an alternate date. If the show is rescheduled after Pyrotecnico's truck leaves the facility, CUSTOMER shall remit to Pyrotecnico an additional **\$8,000.00** for additional expenses incurred. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of Pyrotecnico. In the event the CUSTOMER does not choose to reschedule another date or cannot agree to a mutually convenient date, Pyrotecnico shall be entitled to **\$10,000.00**.

Pyrotecnico agrees to furnish all necessary fireworks display materials and personnel for fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. Should this display require any Union, permit, or fire department related costs; their fees are not included in the Contract Price.

CUSTOMER will timely secure and provide the following: (a) Sufficient area for the display, including a minimum spectator set back distance of **420 FEET** at all points from the discharge area reflective in the attached site diagram; (b) Funds for all permits, licenses, and approvals as required by local, state and federal laws for the Fireworks Display; (c) Protection of the display area by roping-off or similar facility; (d) Adequate police protection to prevent spectators from entering display area; (e) Search of the fallout area at first light following a nighttime display; and (f) Provide credit as "Fireworks by Pyrotecnico" in all advertising and marketing materials.

Pyrotecnico will maintain general liability, property damage, transportation and workers compensation insurance. All those entities/individuals who are listed on the certificate of insurance, provided by Pyrotecnico, will be deemed to be an additional insured on such policy. This insurance coverage specifically does not include coverage for any independent acts of negligence of any additional insured.

CUSTOMER shall indemnify, defend and hold harmless Pyrotecnico and its shareholders, directors, officers, employees, agents, representatives and insurers from any and all demands, claims, causes of action, judgments or liability (including the costs of suit and reasonable attorneys' fees) arising from damage to or destruction of property (including both real and personal) or bodily or personal injuries (including death), whether arising from tort, contract or otherwise, that occur directly or indirectly from (a) the negligence or willful misconduct of CUSTOMER or its employees, agents, contractors or representatives, (b) the failure of CUSTOMER to comply with its obligations under this Agreement, or (c) any claims or actions arising out of Pyrotecnico's use of the show site. This Agreement contains the entire agreement between the Parties for this show and any prior agreements are terminated. This Agreement may only be amended, revised or terminated in writing, executed by the Party against which enforcement is asserted. The parties hereto do mutually and severally guarantee terms, conditions, and obligations under this Agreement to be binding upon the parties, themselves, their successors and assigns.

PYROTECNICO :

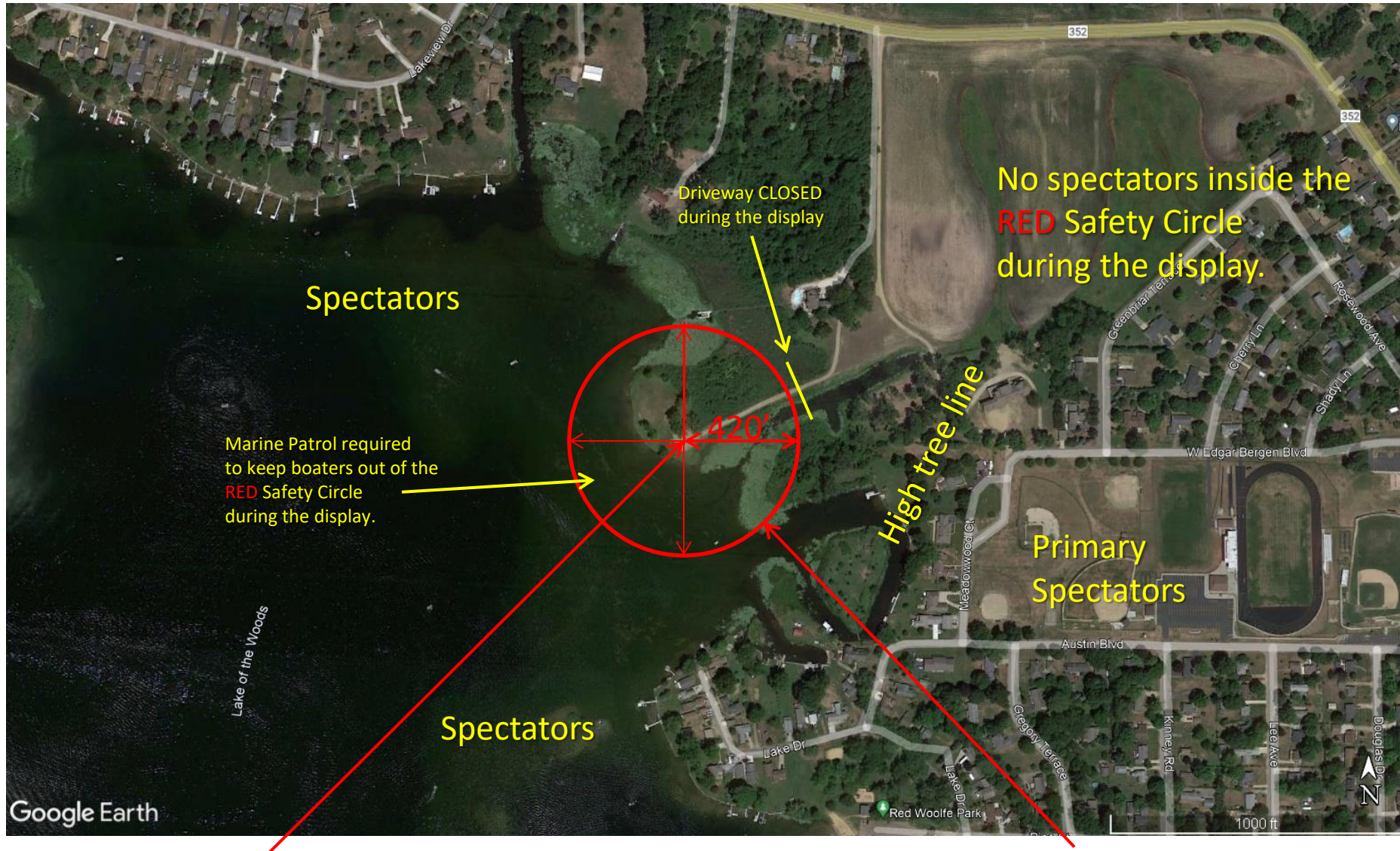
CUSTOMER:

By (sign): _____
Name: _____
Title: _____
Date: _____
Address: PO Box 149
New Castle PA 16103
Phone: (724) 652-9555
Email: contracts@pyrotecnico.com

By (sign)_: _____
Name: _____
Title: _____
Date: _____
Address: _____
Phone: _____
Email: : _____

Decatur, Michigan
45345 Co Rd 352, Decatur MI 49045

Pyrotecnico Fireworks Inc.
1/18/2023 Michael Falk





CONTACT/INSURANCE INFORMATION FORM

You must return this form with your signed Agreement for the Certificate of Insurance to be issued, and for the permit application to be completed and submitted. If information isn't applicable, please state such by indicating "N/A".

Customer Name (Entity Contracting Pyrotecnico): _____

Primary Point of Contact Name: _____

Phone: _____ Fax: _____

Email: _____

Billing Address: _____

City, State & Zip: _____

Accounts Payable Contact: _____

Accounts Payable Email: _____

Date(s) of Show: _____ Display Start Time(s): _____

Rain/Postponed Date(s): _____

Day-of-Show Contact Name: _____

Day-of-Show Mobile Phone Number: _____

Day-of-Show Email: _____

Display Site Location(s) and
Address(es): _____

If Pyrotecnico has produced a show at this site, has the geography changed (i.e., new structures, new terrain, etc.)? If yes, please describe:

Additionally Insured – If Applicable:



Deposit Invoice

Pyrotecnico Fireworks Inc.
Bin : 10
PO Box 14470
St. Louis MO 63178-4470
United States

Date: 09/05/2023

INV#: SO-C51459

Sold To:

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

Description	Amount
Fireworks Display Date - 7/4/2024	\$ 20,000.00
Pre-Show Advance Due 04/04/2024	\$ 10,000.00

We accept WIRE, ACH, and Check Payments.
Wire Remit To:
Busey Bank 100 W University Ave. Champaign IL 61820
ABA: 071102568
Account Number: 130586822088
SWIFT/BIC Code: BUYEUS44

ACH Remit to:
Busey Bank
ACH Account: 130586822088
Routing: 071102568

Check Remit to:
Pyrotecnico Fireworks, Inc
Bin : 10
PO Box 14470
St. Louis, MO 63178-4470



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY:
DATE: October 2, 2023

SUBJECT: Request approval of the proposal from Abonmarche to update the Village of Decatur Strategic Plan for a cost not to exceed \$5,000.

Action Requested:

It is requested the Village Council approve the proposal from Abonmarche to update the Village of Decatur Strategic Plan for a cost not to exceed \$5,000.

Background:

Strategic planning is an organization's process of defining its strategy or direction, and making decisions on allocating its resources to attain strategic goals.

Strategic planning is a process and thus has inputs, activities, outputs and outcomes. This process, like all processes, has constraints. It may be formal or informal and is typically iterative, with feedback loops throughout the process. Some elements of the process may be continuous, and others may be executed as discrete projects with a definitive start and end during a period. Strategic planning provides inputs for strategic thinking, which guides the actual strategy formation. Typical strategic planning efforts include the evaluation of the organization's mission and strategic issues to strengthen current practices and determine the need for new programming. The end result is the organization's strategy, including a diagnosis of the environment and competitive situation, a guiding policy on what the organization intends to accomplish, and key initiatives or action plans for achieving the guiding policy.

Strategic planning can be used in Project Management that focuses on the development of standard methodology that is repeatable and will result in high chances of achieving project objectives. This requires a lot of thinking process and interaction among stakeholders. Strategic planning in Project Management provides an organization with the framework and consistency of action. In addition, it ensures communication of overall goals and understanding roles of teams or individual to achieve them. The commitment of top management must be evident throughout the process to reduce resistance to change, ensure acceptance, and avoid common pitfalls. Strategic Planning does not guarantee success but will help improve the likelihood of success of an organization.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

The Village Council most recently updated this plan for 2018-2020. Attached to this memo is a copy of the prior strategic plan, along with proposal for update.

Attachment(s):

Abonmarche - proposal

September 26, 2023

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

RE: **PROPOSAL FOR PROFESSIONAL SERVICES**
Village of Decatur Strategic Planning Assistance

Dear Mr. Tapper:

Abonmarche Consultants is pleased to present this proposal to provide professional services to the Village of Decatur to update the current Village 2018-2020 Strategic Plan. We have tailored our scope of services based upon our previous discussions regarding the purpose of the updating process as well as our experience in planning in general.

We appreciate the opportunity to submit our proposal and look forward to working with the Village on this project. If this proposal is accepted, please return a signed Services Agreement to our office as authorization to proceed.

If you have any questions regarding this proposal, please do not hesitate to contact our office at (269) 927-2295 or by email at tmcghee@abonmarche.com.

Sincerely,
ABONMARCHE CONSULTANTS, INC.



Tony McGhee
Vice President of Development Services

WORK PLAN

PROJECT UNDERSTANDING

We understand that the Village of Decatur's current 2018-2020 Strategic Plan is in need of updates to reflect goals that have been accomplished and include new goals that have been determined since the current plan was adopted. The updated strategic plan will be beneficial to direct the Village's project selection and funding decisions moving forward. Abonmarche will act as a facilitator for this process.

SCOPE OF SERVICES

The following scope of services provides the details related to the process and tasks for both Abonmarche and the Village per our discussions with you and our current understanding of the project.

Task #1: Material and Literature Review

The Abonmarche team will work with Village staff to conduct a review of existing documents and reports to understand new goals that have been established by the Village since the adoption of the current 2018-2020 Strategic Plan. The team will also discuss goals that have already been accomplished and should be removed from the updated Plan.

Abonmarche will begin by requesting documentation to review the Village's current state. This document request may include, but is not limited to, the following:

- Prior Village strategic plan(s)
- Capital Plan(s)
- Budgets for the last 3 years
- Debt portfolio
- Local taxing structure
- Audits
- Assessments
- Annual reports

Task #2: Kickoff Meeting

The Abonmarche team will meet with Village staff to review the goals set forth in this proposal, determine survey questions, and answer any questions. The purpose of this initial conversation is to provide an understanding of the project approach, deliverables and schedule. Points of discussion for kickoff meeting include:

- Review of scope of work and schedule
- Determine community survey questions and means of soliciting public input (e.g.: Village website and social media postings, provide information on water bills, etc.)



Task #3: Conduct Community Survey

The Abonmarche team will create a community survey to solicit public input on desired improvements for the Village. Gathering input and feedback from the community is one of the most important steps of strategic planning as survey results will help guide development of strategic priorities and goals. Abonmarche recommends survey to be available to the public for a minimum of 30 days in order to gather as much feedback as possible.

Task #4: Develop Strategic Plan

Once the Abonmarche team has gathered input from the community survey, we will conduct several meetings to assist in the creation of the Strategic Plan draft. Drafts of the Strategic Plan will be presented to Village staff for review and feedback during meetings #3 and #4. Recommended edits and feedback will be discussed and incorporated into the draft as appropriate. We have planned up to two (2) rounds of edits of the Strategic Plan draft.

Meeting #1:

- Review state of Village and survey results
- Takeaway work to Council

Meeting #2:

- Review and prioritize goals with Village staff and Council
 - Abonmarche will use this feedback to create draft of Strategic Plan for review and consideration

Meeting #3:

- First draft of Strategic Plan will be presented to Village staff and Council for review
 - Abonmarche will make necessary adjustments to draft based on feedback received

Meeting #4:

- Second draft of Strategic Plan will be presented to Village staff and Council for review
 - Abonmarche will make second round of adjustments, if necessary

Meeting #5:

- Abonmarche will present final draft of Strategic Plan at Council meeting for discussion and approval

PROPOSED SCHEDULE

Project Milestones

Conduct Current State Assessment
Kickoff Meeting
Conduct Community Survey
Develop Strategic Plan

Anticipated Completion Date

December 4, 2023
December 11, 2023
January 15, 2024
April 1, 2024



FEES FOR SERVICES

Abonmarche shall receive as payment for the work performed under this contract the total lump sum amount of \$5,000. All services and costs listed in this proposal are firm for 60 days from the submission of this proposal.





Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

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

DATE: October 2, 2023

SUBJECT: Request to approve the donation request, from the Decatur-Hamilton Fire Department to generous donate fire engine international 1422 to the Van Buren Intermediate School District for the Fire Science Academy.

Action Requested:

It is requested that the Village Council to approve the donation request, from the Decatur-Hamilton Fire Department to generous donate fire engine international 1422 to the Van Buren Intermediate School District for the Fire Science Academy.

Background:

The Decatur-Hamilton Fire Department would like to donate one of their unused pieces of equipment to the Van Buren Intermediate School District Fire Science Academy. Attached to this memo you will find a copy of the request letter from the VBISD.

The Decatur-Hamilton Fire Board cannot act on this request, due to the 1/3 mutual agreement between municipalities. Staff are not aware of the value of the piece of equipment which is requested to be donated. It should be noted, the fire engine will be used as an educational resource for many years. Student enrollment with the VBISD, Fire Science Academy, has seen an increase within the prior years.

Attachment:

VBISD – Donation Letter



9-25-23

Village of Decatur
Decatur Hamilton Fire Department
Decatur, MI 49045



Greetings,

Thank you for your recent communication regarding a possible donation to Van Buren Tech (VBT). VBT is a service of the Van Buren Intermediate School District, designed to provide career exploration and preparation to area juniors and seniors. VBT hosts 25 technical education programs and offers many certifications and credentials as students begin planning for their futures.

Our protective service programs include training and education for tomorrow's heroes in the emergency services industry. One of those programs is our Fire Science Academy (FSA). Not only is FSA a state approved career and technical education program, it is also a State of Michigan approved certification academy. Upon successful completion of this program, Fire Academy students have the opportunity to certify as professional firefighters. Many of these students will continue to live and serve in your community for many years to come.

It is our goal that every FSA student graduate having worked with equipment that is current, safe and industry relevant. This serves to enhance their knowledge of industry expectations and regulations. More importantly, it is our desire to ensure students are able to safely execute those expectations using industry apparatus representative of the communities in which they are bravely committing to serve.

Your generous donation of a fire engine will help to better prepare VBT Fire Science Academy students as they work daily to practice the necessary skills for a life in emergency services. On behalf of the Van Buren Intermediate School District and Van Buren Tech, please accept this humble request. We greatly appreciate your thoughtful consideration.

Andrea Robinson

Andrea Robinson
Administrator, Van Buren Tech

250 South Street, Lawrence MI 49064
Phone 269.539.5256
VBT Fax: 269.674.8954

Michigan Relay Center 1.800.649.3777 (Voice and TDD)

It is the policy of the Van Buren Intermediate School District that no discriminatory practices based on race, color, religion, national origin, sex, age, height, weight, marital status, disability, genetic information or any other status covered by federal, state, or local law be allowed during any program, activity, service, or in employment. Inquiries regarding the nondiscrimination policies should be directed to the Director of Finance & Operations or Building Principals.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

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

DATE: October 2, 2023

SUBJECT: Request to approve the quote from Wolf Kubota – Mattawan, for equipment and installation of Boss 10' V DXT steel dual tip plow at a cost not to exceed \$11,369.52.

Action Requested:

It is requested that the Village Council approve the quote from Wolf Kubota – Mattawan, for equipment and installation of Boss 10' V DXT steel dual tip plow at a cost not to exceed \$11,369.52, subsequently approve the sale of the 2005 GMC C7500 truck, 2002 GMC utility truck, along with associated equipment of the two vehicles, along with a budget amendment to the Motor Pool.

Background:

The Village Council, approve the purchase of a new 2023 Chevrolet, 5500 utility truck at the September 11, 2023, meeting. Accordingly, staff has been working with vendors to finish equipping the utility truck to fit the needs of the department. The truck was built to handle the needs of snow plowing, staff has received a quote from Wolf Kubota – Mattawan. It should be noted that, the equipment quotes fall within the state purchasing guidelines.

Staff is seeking additional approval from the Council to sale multiple pieces of equipment the Motor Pool does not use and have reach the life expectancy of those pieces of equipment. The sale and disposal of the 2005 GMC C7500 truck, 2002 GMC utility truck, along with associated equipment of the two vehicles.

Attachment:

Wolf Kubota – Mattawan

Wolf Kubota - Mattawan

24561 Red Arrow Hwy, Mattawan, MI, 49071, US

Phone: 269-668-7800

Fax: 269-668-7806

Quote

Customer
VILLAGE OF DECATUR US

Quote Dates
Quote Date: 10/2/2023 Expiration Date: 11/1/2023

Boss 10' V DXT steel dual trip plow

Qty	Part	Description	Price	Total
0	Vehicle	2023 Chevrolet/GMC 5500 4 Wheel Drive Regular 7500.00000 219.00000 Dual 6.6L Diesel Halogen	\$0.00	\$0.00
1	LTA16245C	UC/RT3,HD,GM 45/55/6500,INTL CV,19+	\$1140.00	\$1140.00
1	MSC09601	CONTROL-HANDHELD,V-BLADE,12V	\$350.00	\$350.00
1	MSC15012C	PLOW BOX, RT3-V, SH2 10-0,DXT,SL3	\$8120.00	\$8120.00
1	MSC16285	ADAPTER-LIGHT,GM 45-65,INTL CV,19+,13PIN	\$236.03	\$236.03
1	MSC17510	BLADE CRATE (SNOWPLOW),10-0,STEEL V-DXT	\$4180.00	\$4180.00
1	MSC25000	KIT-WIRING,RT3 SH2,12V	\$400.00	\$400.00

Subtotal	\$14426.03
Discount	\$3606.51
Sales Tax	\$0.00
Labor / Install	\$550.00
Labor Tax	\$0.00
Freight	\$0.00
Deposit	\$0.00
Total	\$11369.52



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

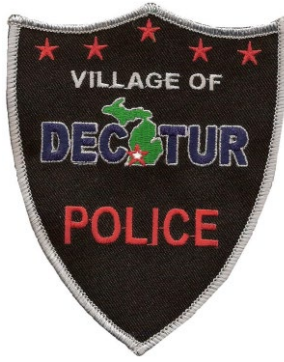
MEMORANDUM – MONTHLY REPORT

TO: Village Council
FROM: Jimmy Ebeling, DPW
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 2, 2023

SUBJECT: September 2023 Monthly Report from DPW

September 2023 – Jobs completed

- Marked 8 Miss Digs
- Completed 3 Work Orders
- Completed Shut-offs due to non-payment
- Completed 3 Final Reads
- Read water meters for billing
- Prepped for Food Trucks
- Cleaned and mowed road shoulders and parks
- 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
- Set up for 2 Night Markets
- Serviced Generators
- Mowed at Sewer lagoons
- Park repairs and maintenance
- Prelim Waste Water Discharge Samples
- Hot patch water leak repair on Austin Blvd
- Work on delivery of new truck and tractor
- Remove swimming area buoys
- Tree removal has started
- Began sidewalk removal
- Worked on water meters and lead and copper program
- Picked up and displayed fall decorations
- Began DWAM Distribution System Material Inventory
- Sent CCR Certificate of Distribution to EGLE



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

To: Village Manager Chris Tapper
Fr: Chief Tom VanDerWoude
Date: September 27, 2023
Ref: Monthly Report for the Month of September 2023

Meetings / Events / Information:

- Council Meeting
- Fire Board Meeting
- Safety Committee Meeting
- September 2nd, Public Safety Jamboree at the School (Officer Frank)
- September 14th, Family Carnival at Telemon, Sgt. Rigg and Officer Frank

Training:

- Several online trainings, Officer Bush

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

Arrests: September 1, 2023, to September 27, 2023

- 9-8-23, Male, Warrant
- 9-12-23, Male, Warrant
- 9-19-23, Male, Domestic Assault
- 9-21-23, Male, Two Warrants

Calls for Service / Reports Taken: September 1, 2023, to September 27, 2023

- Assist to MSP
- Suspicious Situation
- Blight
- Blight
- Civil / Custody Dispute
- Assist Medical
- Narcotics Complaint
- Assist to VBCS
- Road Rage, Assist to VBCS
- Assist VBCS, Domestic
- Civil Dispute
- Assist VBCS, Domestic

- Traffic Policing
- Civil Dispute
- Blight
- Assist Medical
- Salvage
- Salvage
- Private Property PDA
- Assist VBCS, Suicidal Subject
- Civil Dispute
- Salvage
- Salvage
- Salvage
- Hazard, Tree in Roadway
- General Assist
- Traffic Policing
- Warrant Arrest
- Blight
- Blight
- Parking Violation
- Reported OWI
- Blight
- Domestic
- Gunshots Fired, Check Area
- Parking Violation
- Blight
- Traffic Complt
- Harassment
- Domestic
- Public Peace
- Traffic Policing
- Suspicious Situation
- General Assist
- Salvage
- Salvage
- Harassment
- Alarm
- Warrant Arrest
- Assist Medical
- General Assist
- B&E, Assist VBCS
- PD Accident
- Assist Medical
- Trespass / Warrants, Assist to Pokagon
- Assist Medical
- Dog at Large

- Blight
- Check Abandoned Vehicle
- Property Check
- Public Relations Activity
- Salvage
- Assist VBCS
- Suspicious Situation – Open Door
- Suspicious Situation, Assist VBCS
- Assist CPS
- General Assist
- General Assist
- Trespass
- Assist Paw Paw PD
- Stalking
- Barking Dog
- Parking Violation
- Parking Violation
- Parking Violation
- Civil Dispute
- Police Officer Standbye
- Trespass
- Motorist Assist
- Public Relations Activity
- Civil Dispute
- Assault
- Parking
- Assist to CPS
- Domestic Assault
- Salvage
- Assist VBCS
- Ordinance Violation – Burning
- Suspicious Situation
- Assist Medical
- Salvage
- Salvage
- Reckless Driving Complaint
- Assist Adult Protective Services
- 911 Hangup
- Assist Medical
- Fleeing and Eluding Police
- Traffic Violation
- Blight
- Blight
- Blight
- Assist Medical

- Fraud
- Fraud
- General Assist
- Fraud
- Dog Bite
- Fraud
- MDOP
- Assist Medical
- Assist Fire Department
- Private Property PDA
- Suspicious Situation
- Assault
- Assist Medical
- Assault
- Larceny

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: October 2, 2023

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

Action Requested:

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

Background:

The Decatur-Hamilton Fire & QR Departments met Monday, September 25, 2023. Notable items from the Fire Department include, meeting agenda, meeting minutes, financial reports, and truck reports.

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

Attachment(s):

Decatur-Hamilton Fire & QR Reports

DECATUR-HAMILTON FIRE DEPARTMENT

Board Meeting

September 25, 2023

1. Call to Order/ Roll call
2. Public Comment
3. Additions/Deletions to Agenda
4. Approval of Agenda
5. Approval of Minutes of the Previous Meeting
6. Bills
7. Treasurer's Report
8. Officer Reports
 - a. Chief Report
 - b. Secretary Report
 - c. Training Report
 - d. Truck Captain Report
 - e. Building Report
9. Auxiliary Report
10. Personnel
11. Unfinished Business
 - a. Audit
 - b. IT Policy

c. Social Media Policy

12. New Business

13. Public Comment

14. Adjournment

DECATUR-HAMILTON FIRE BOARD

MEETING MINUTES

August 28, 2023

1. Call to order 6:25 PM. All present minus Gateley who is absent excused.
2. Public Comment: N/A
3. Additions/Deletions to Agenda: Added "b. social media policy" under new business
4. Approval of Agenda MOTION Newell SUPPORT Flowers. Motion Carries to approve as amended.
5. Approval of Minutes - MOTION Newell SUPPORT Kusmack K
6. Bills: MOTION Newell SUPPORT Kusmack K
7. Treasurer's Report Kusmack M presented the financials including a screenshot of current balances. Noted changes going forward.
8. Officers Reports: MOTION Kusmack K SUPPORT Newell M to approve as presented
 - a. Chief – Thanked the board for the annual feed, thanked Doc for the donation the safety jamboree will be from 11-4 September 2 at the high school parking lot.
 - b. Secretary –N/A
 - c. Training – N/A
 - d. Trucks – 1471 got more organized. New truck expected in November the cab is built.
 - e. Building – N/A
9. Auxiliary – bought a new tv as an educational monitor from funds raised at the paddle auction. Thinking of new fundraiser ideas.
10. Personnel N/A
11. Unfinished Business
 - a. Resignation of officer – Jerue had family obligations and stepped down. MOTION Kusmack M SUPPORT Newell
 - b. Promotion of new officer – Promote Randy Haun from Lt to Cpt. There will be an open Lt spot for the time being. MOTION Newell SUPPORT Kusmack K.
 - c. Audit – almost done same as QR
12. New Business –
 - a. IT Policy – Same as QR
 - b. Social Media Policy – had a presentation from Dunkerly and Mead on a potential change to the social media policy. Would like to promote the department and have people get accurate information.
13. Public Comment – N/A
14. Adjournment – MOTION Kusmack K SUPPORT Polomcak. Est 7:10 PM will get correct time at Sep Meeting.

HAMILTON & DECATUR FIRE

Check Detail

September 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount	Account
HAMILTON FIRE						
09/01/2023	Check	11379	DECATUR HAMILTON FIRE DEPARTMENT		-500.00	HAMILTON FIRE
					500.00	Contracted Serv
09/01/2023	Check	11380	Matt Kusmack		-300.00	HAMILTON FIRE
					300.00	Salaries
09/05/2023	Bill Payment (Check)	11382	NYE UNIFORM		-456.28	HAMILTON FIRE
					456.28	Supplies
09/05/2023	Bill Payment (Check)	11383	Summit		-158.00	HAMILTON FIRE
					158.00	Supplies
09/05/2023	Bill Payment (Check)	11384	Dinges Fire Company		-10,502.85	HAMILTON FIRE
					10,502.85	Supplies Turnout Gear
09/12/2023	Check		EFT Wells Fargo		-50.70	HAMILTON FIRE
				Printer payment	50.70	Supplies
09/15/2023	Check		Internal Revenue Service	38-2561883	-229.96	HAMILTON FIRE
					229.96	24000 Payroll Liabilities
09/18/2023	Bill Payment (Check)	11385	Haas Systems		-534.00	HAMILTON FIRE
					534.00	Repairs:Bldg
09/18/2023	Bill Payment (Check)	11386	Dinges Fire Company		-580.00	HAMILTON FIRE
					580.00	Supplies Turnout Gear
09/18/2023	Bill Payment (Check)	11387	HS Fleet		-55.69	HAMILTON FIRE

HAMILTON & DECATUR FIRE

Check Detail

September 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount	Account
HAMILTON FIRE					55.69	Repairs:Vehicles
09/18/2023	Check	EFT AEP		Account # 041-938-379-0-5	-450.75	HAMILTON FIRE
				Account # 041-938-379-0-5	450.75	Util
09/19/2023	Bill Payment (Check)	11388	North Breathing Air		-585.00	HAMILTON FIRE
					585.00	Supplies
09/19/2023	Bill Payment (Check)	11389	Impact Rescue LLC		-4,148.00	HAMILTON FIRE
					4,148.00	Supplies
09/20/2023	Check	EFT Consumers		Account # 1000 3954 0628	-36.52	HAMILTON FIRE
				Account # 1000 3954 0628	36.52	Util
09/21/2023	Bill Payment (Check)	11390	Best Way Disposal		-203.74	HAMILTON FIRE
					203.74	Util
09/21/2023	Bill Payment (Check)	11391	C-Comm of Kalamazoo, Inc		-712.50	HAMILTON FIRE
					712.50	Repairs: Radio
09/21/2023	Bill Payment (Check)	11392	D.L. Gallivan Office Solutions		-43.18	HAMILTON FIRE
					43.18	Repairs:Equip
09/21/2023	Bill Payment (Check)	11393	Decatur Hardware		-65.52	HAMILTON FIRE
					65.52	Supplies
09/21/2023	Bill Payment (Check)	11394	Decatur One Stop		-79.43	HAMILTON FIRE
					79.43	Fuel & Oil

HAMILTON & DECATUR FIRE

Check Detail

September 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount	Account
HAMILTON FIRE						
09/21/2023	Bill Payment (Check)	11395	Decatur Plumbing & Heating		-82.98	HAMILTON FIRE
					82.98	Repairs:Kitchen
09/25/2023	Bill Payment (Check)	11396	Decatur Hardware		-280.39	HAMILTON FIRE
					280.39	Supplies
09/25/2023	Bill Payment (Check)	11397	Decatur One Stop		-41.51	HAMILTON FIRE
					41.51	Fuel & Oil
09/25/2023	Bill Payment (Check)	11398	Yeo & Yeo		-1,550.00	HAMILTON FIRE
					1,550.00	Audit
09/25/2023	Bill Payment (Check)	11399	D.L. Gallivan Office Solutions		-50.90	HAMILTON FIRE
					50.90	Repairs:Equip
09/25/2023	Bill Payment (Check)	11400	Van Buren County Fire Chiefs Association		-500.00	HAMILTON FIRE
					500.00	Trav,Train,Misc
09/25/2023	Check	11401	Randy Haun		-250.00	HAMILTON FIRE
					250.00	Salaries
09/25/2023	Check	11402	Michael T Bush		-750.00	HAMILTON FIRE
					750.00	Salaries
09/25/2023	Check	11403	Matt Kusmack		-300.00	HAMILTON FIRE
					300.00	Salaries

HAMILTON & DECATUR FIRE

Check Detail

September 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount	Account
HAMILTON FIRE						
09/25/2023	Check	11404	Joe L Jerue		-375.00 HAMILTON FIRE	375.00 Salaries
09/25/2023	Check	11405	Joe Gerhold	Travel	-1,300.00 HAMILTON FIRE	1,300.00 Salaries
09/25/2023	Check	11406	HARRY DUNCAN	Safety Officer	-150.00 HAMILTON FIRE	150.00 Salaries
09/25/2023	Check	11407	DECATUR HAMILTON FIRE DEPARTMENT		-500.00 HAMILTON FIRE	500.00 Contracted Serv

HAMILTON & DECATUR FIRE

Balance Sheet - No Assurance Provided

As of August 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
HAMILTON FIRE	70,850.24
Savings - Donation Fund 17883	1,235.72
Savings 14986	1,339.67
Total Bank Accounts	\$73,425.63
Other Current Assets	
Accounts receivable - Taxes	22,931.36
Prepaid - other	2,565.00
Prepaid insurance	15,596.38
Total Other Current Assets	\$41,092.74
Total Current Assets	\$114,518.37
Other Assets	
Leases Receivable	51,542.00
Total Other Assets	\$51,542.00
TOTAL ASSETS	\$166,060.37
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	614.28
Total Accounts Payable	\$614.28
Other Current Liabilities	
24000 Payroll Liabilities	590.29
Accrued Wages	450.00
Total Other Current Liabilities	\$1,040.29
Total Current Liabilities	\$1,654.57
Long-Term Liabilities	
Deferred Inflows - Lease Receiv	51,542.00
Deferred Revenue	49,500.00
Total Long-Term Liabilities	\$101,042.00
Total Liabilities	\$102,696.57
Equity	
3000 Open Bal Equity	269,167.50
3900 Retained Earnings	-194,604.95
Net Income	-11,198.75
Total Equity	\$63,363.80
TOTAL LIABILITIES AND EQUITY	\$166,060.37

HAMILTON & DECATUR FIRE

Profit and Loss - No Assurance Provided

July - August, 2023

	<u>Total</u>
Income	
Building Lease	2,000.00
Int Inc	8.87
Tax Rev	
Decatur Twp	24,313.59
Hamilton	0.00
Total Tax Rev	<u>\$ 24,313.59</u>
Total Income	<u>\$ 26,322.46</u>
Expenses	
66000 Payroll Expenses	2,809.66
Contracted Serv	3,328.41
Fuel & Oil	366.55
Prof Fee	325.00
Repairs	
Bldg	181.93
Equip	821.06
Kitchen	353.86
Other	1,348.40
Radio	6,795.26
Vehicles	7,374.03
Total Repairs	<u>\$ 16,874.54</u>
Salaries	3,425.00
Supplies	4,441.65
Supplies Hoses	2,370.61
Supplies Turnout Gear	90.38
Trav,Train,Misc	1,004.12
Travel Fire Prevention	827.27
Util	1,658.02
Total Expenses	<u>\$ 37,521.21</u>
Net Operating Income	<u>-\$ 11,198.75</u>
Net Income	<u>-\$ 11,198.75</u>
 Total Budgeted Expense for FY24	 198,630.00
 Actual expenses as percent of total budget	 19%
 Percent of the year completed	 17%

Secretary Report for September 2023

3 calls for month

Village No calls to date

Decatur Twp 1-Disregard
1-Medical Assist

Hamilton Twp 1-Electrical Hazard

Reported as of September 18, 2023

Total for the year 94 calls

Submitted by Secretary,

Amy M. Jimenez

Decatur Hamilton Fire Department

Engine 1420 Monthly Apparatus Inspection Form

Inside Cab / Beginning Check off			Undercarriage		
Mileage	5649.9		Coolant Level	Ⓔ 3/4	1/2 1/4
Engine Hours	568.0		Oil Level	Ⓔ 3/4	1/2 1/4
Fuel Level	Ⓔ 3/4	1/2 1/4	Wash Fluid	Ⓔ 3/4	1/2 1/4
Whelen lights/sirens/horn	X		Brake Chambers		X
Headlights / Back-Ups	X		Hoses / Linings		X
Turn Signals / Hazards	X		Springs / Mounts		X
Scene Lights	X		Shocks (Damage / Leak)		X
Radios Check	X	2011	Leaf Springs		X
Maps:	X		Drive Shaft		X
Heater / AC	X		Fuel Tank		X
Mirros (Condition / Adjusted)	X		Frame (Welding, PMS)		X
Air Packs	X	5	Axles		X
Alarm Batterys	X	N/A	Tie Rods		X
Portable Lights	X		<u>Engine Driver Side</u>		
AED	X		Exhaust Fan	X	
Tic	X		Air Pack	X	1
SCBA Mask	X	8	Alarm Batterys	X	N/A
SCBA Tic Mask	X	2	Spare Bottle		
Run Sheet	3		Speed Lays	X	
Emergency Flars	4		Hydrant Wrench	X	
Electric Meter Covers	X	Driver 3EAX	Hand Tools	X	
Portable Radios	X	1	Dewalt Tools	X	
Clean Interior	X	9-14-23	Tools Condition	Clean	
<u>Engine Rear</u>			Gas Shut off Tool	X	
ABC Extinguishor	X	2028	Tires	Normal	
CO2 Extinguishor	X	2021	<u>Engine Passagner Side</u>		
K Extinguishor	X	2028	Batter Spreader / Cutter		X
Pike Poles	X		Hydraulic Spreader / Cutter		X
Ladders	X		Hydraulic Pump	Ⓔ 3/4	1/2 1/4
5 inch House & Neetness	X		Spare Bottle	X	6
License Plate & Lights	X		Portable Lights	X	2
<u>Fire Panel</u>			Speed Lay	X	
Pump Hours	104:19		Hydrant Bag	X	
Hose Bed	X		Pump Attachment	X	
Cross Lays	X		Hydrant Hose	X	
Pump Test (10 min run)	X		Cain Saw / Roof Saw	X	X
Foam Test (Every 2 Months)	N/A		Tire	Normal	

Inside Needs / Complaints

N/A

Engine Rear Needs / Complaints

ABC Extinguisher ~~is~~ ^{needle} is out of the green

Fire Panel Needs / Complaints

N/A

Undercarriage Needs / Complaints

N/A

Engine Driver Side

~~Need~~ Need extra spark plugs for Chain + Roof

GAW

Engine Passenger Side

N/A

Date of Inspection

9-14-2023 2103

Truck Captain

SHAWN T HOLMES


Truck Lieutenant

Doug Wilson

Decatur Hamilton Fire Department

Engine 1421 Monthly Apparatus Inspection Form

<u>Inside Cab / Beginning Check off</u>			<u>Undercarriage</u>		
Mileage	32352.1		Coolant Level	(F) 3/4	1/2 1/4
Engine Hours	2621.2		Oil Level	(F) 3/4	1/2 1/4
Fuel Level	(F) 3/4	1/2 1/4	Wash Fluid	(F) 3/4	1/2 1/4
Whelen lights/sirens/horn	<input checked="" type="checkbox"/>		Brake Chambers		<input checked="" type="checkbox"/>
Headlights / Back-Ups	<input checked="" type="checkbox"/>		Hoses / Linings		<input checked="" type="checkbox"/>
Turn Signals / Hazards	<input checked="" type="checkbox"/>		Springs / Mounts		<input checked="" type="checkbox"/>
Scene Lights	<input checked="" type="checkbox"/>		Shocks (Damage / Leak)		<input checked="" type="checkbox"/>
Radios Check	<input checked="" type="checkbox"/>		Leaf Springs		<input checked="" type="checkbox"/>
Maps:	<input checked="" type="checkbox"/>		Drive Shaft		<input checked="" type="checkbox"/>
Heater / AC	<input checked="" type="checkbox"/>		Fuel Tank		<input checked="" type="checkbox"/>
Mirros (Condition / Adjusted)	<input checked="" type="checkbox"/>		Frame (Welding, PMS)		<input checked="" type="checkbox"/>
Air Packs	<input checked="" type="checkbox"/>		Axles		<input checked="" type="checkbox"/>
Alarm Batterys	<input checked="" type="checkbox"/>		Tie Rods		<input checked="" type="checkbox"/>
Portable Lights	<input checked="" type="checkbox"/>		<u>Engine Driver Side</u>		
AED	<input checked="" type="checkbox"/>		Exhaust Fan	<input checked="" type="checkbox"/>	
Tic	<input checked="" type="checkbox"/>		Air Pack	<input checked="" type="checkbox"/>	
SCBA MASK	<input checked="" type="checkbox"/>		Alarm Batterys	<input checked="" type="checkbox"/>	
Emergency Flares	<input checked="" type="checkbox"/>		Spare Bottle	<input checked="" type="checkbox"/>	
Portable Radios	<input checked="" type="checkbox"/>		Chain Saw	<input checked="" type="checkbox"/>	
Clean Interior	<input checked="" type="checkbox"/>		ABC Extinguisher	<input checked="" type="checkbox"/>	
Electric Meter Covers	<input checked="" type="checkbox"/>		K Extinguisher	<input checked="" type="checkbox"/>	
<u>Engine Rear</u>			Foam Extinguisher	<input checked="" type="checkbox"/>	
Hydrant Bag	<input checked="" type="checkbox"/>		C02 Extinguisher	<input checked="" type="checkbox"/>	
Hoses	<input checked="" type="checkbox"/>		Gas Shut off Tool	<input checked="" type="checkbox"/>	
License Plate & Lights	<input checked="" type="checkbox"/>		Tires	<input checked="" type="checkbox"/>	
<u>Fire Panel</u>			<u>Engine Passagner Side</u>		
Pump Hours	678.9		Speed lay	<input checked="" type="checkbox"/>	
Hose Bed	<input checked="" type="checkbox"/>		Ladder	<input checked="" type="checkbox"/>	
Cross Lays	<input checked="" type="checkbox"/>		Generator	(F) 3/4	1/2 1/4
Pump Test (10 Min Run)	<input checked="" type="checkbox"/>		Spare Bottle	<input checked="" type="checkbox"/>	
			Attic Ladder	<input checked="" type="checkbox"/>	
			Pike Pole	<input checked="" type="checkbox"/>	
			Tires	<input checked="" type="checkbox"/>	1 missing

1 rotator out middle top light bar
 Michele Flowers
 Billy 

Inside Needs / Complaints

Light Bulb on top light bar
need new door opener

Engine Rear Needs / Complaints

Fire Panel Needs / Complaints

Undercarriage Needs / Complaints

Engine Driver Side

Engine Passenger Side

1 missing pike pole

Date of Inspection

9/13/23

Truck Captain

Bill Arnold

Truck Lieutenant

Nychole Flowers

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

Truck number 1422
Mileage 14427.9
Engine Hours 1251.9
Pump Hours 220.2
Fuel Level Full

Number of runs since last report 0

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

Complaints _____

Needs _____

Truck Captain

Building Chief Signature

Date

9-17-23

Richard C. Smith 0118

Date: 9-15-23

Truck Number: 1430

Mileage: 11851

Engine Hours: 1144.5

Fuel: F41

Number of runs since last report: 0

Engine Fluids:

Oil: ☒ Transmission: ☒ Collant: ☒ Power Steering: ☒

Lights Check List:

Headlights: ☒ Tail Lights: ☒ Side Markers: ☒ Turn Signals: ☒
Cab Lights Exterior: ☒ Cab Lights Interior: ☒ Top Emergency Lights: ☒
Side Emergency Lights: ☒ Rear Emergency Lights: ☒ Front Emergency Lights: ☒
Water Level Lights: ☒

Cab Interior:

Radio: ☒ Air Horn: ☒ Vehicle Horn: ☒ Flairs: ☒ Siren: ☒
Flashlight: ☒ Seat Belts: ☒ Pump Switches: ☒ Pump Gage: ☒
HVAC Controls: ☒

Tires:

Pressure (100 PSI)
Front Left: ☒ Front Right: ☒ Rear Left Front Duels: ☒ Rear Left Back Duels: ☒
Rear Right Front Duels: ☒ Rear Right Back Duels: ☒
Tread Wear (above 4/32)
Front Left: ☒ Front Right: ☒ Rear Left Front Duels: ☒ Rear Left Back Duels: ☒
Rear Right Front Duels: ☒ Rear Right Back Duels: ☒

See Back Side

Cabinets:

Silver Draft Screen: ☒ Oil Dry Coffee Can: ☒ Quart Non Detergent Oil: ☒
Pump Oil Reservoir: ☒ Female 5" Thread to Storks: ☒ 2 ½ Y w/Storks: ☒ 2 ½ Male Tread to Storks ☒
5" Clamp to Storks: ☒ 4 Large Spanner Wrench: ☒ 2 Small Spanner Wrench: ☒ Hydrant Wrench: ☒
Rubber Mallet: ☒ 2 ½ Stork to Male Threads x2: ☒ 2 ½ Hard Suction End Pieces: ☒ 2 ½ Storks Cap: ☒
1 ½ Screw on Cap: ☒ 2 ½ Ball Valve Male to Female Threads: ☒ Male to Male Tread: ☒
Female to Female Thread: ☒ Single 2 ½ to 5" Clamp: ☒ 5" Female Thread to Storks x2: ☒
2 ½ Ball Valve Female to Storks: ☒ 2 ½ Rubber Hose 50' x2: ☒ 2 ½ Rubber Hose 25' x2: ☒
2 ½ Fire Hose 50': ☒ Hard Suction 5" x4: ☒ Hard Suction 2 ½ x2: ☒ Funnel: ☒ Tire Cutoff: ☒
100' Rope: ☒ Axe: ☒ Metal Fuel Can: ☒ PVC Dump Extension: ☒ Shovel: ☒ Red Draft Screen: ☒
Short 5" Rubber Hose Sections x3: ☒ Truck Wheel Chocks: ☒

Portable Pump:

Oil Level: ☒ Fuel Level: ☒ Battery: ☒ Operational: ☒

Complaints: CLUNKS when turning occatinally.
noise coming from front left tire area.

Needs: Portable pump new battery and battery
charger.

Truck Captain Signature: Shane McBride
Truck Lieutenant Signature: _____

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

Truck number 1464
Mileage 12315
Engine Hours 1219.7
Pump Hours 129.9
Fuel Level Full

Number of runs since last report 2

Lights Check List: Head Lights X Tail Lights X Side Marker X Seat Belts X
Cab lights Exterior _____ Cab lights Interior X
Radio Check X Emergency Lights: TOP X SIDE X FRONT X REAR X
Horn X Siren X
Tires and pressure: LEFT FRONT 80 RIGHT FRONT 80 LEFT REAR 80 RIGHT REAR 80
Tire Wear: Normal X Even _____ Uneven _____ Side Walls _____
Pump Check List: Drains Left Side X Drains Right Side _____
Run Pump: Set relief valve at 100PSI X Transfer valve check X
Water Level Lights Full
Engine Oil Level Full Radiator Fluid Level Full
Hose Beds X Cross Lays _____ Speed Lays _____
Hydrant fittings _____
Air Packs _____ Alarm Batteries _____ Jaws _____ Spare Bottles: _____
Fluid Levels in generator: Gas _____ Oil _____
Portable Lights X
Spare Electric Cables _____
Electric meter covers should be two on each engine and several on rescue _____
Emergency Flares Need Portable Radios _____ Run Sheets _____ Maps _____
Condition of Truck: Clean Exterior X Clean Interior X

Complaints _____

Needs Flares

Truck Captain _____
Building Chief Signature Jesse Harris (153)
Date 9/15/23

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

Truck number 1465
Mileage 2595
Engine Hours 289
Pump Hours -
Fuel Level Full

Number of runs since last report 1

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

Complaints ☒

Needs ☒

Truck Captain

Building Chief Signature

Kenneth Dunkley

Date

9/15/23

1471 TRUCK REPORT

Date: 9-13-23Mileage: 8582.1Engine Hours: 1312.8Fuel Level: FullNumber of Runs Since Last Report: 1Head Lights: ☒ Break Lights: ☒ Tail Lights: ☒Interior Lights: ☒ Exterior Lights: ☒Emergency Lights: Front: ☒ Sides: ☒ Back: ☒Radio Check: ☒ Horn: ☒ Siren: ☒Tires Pressure: Driver Front: ☒ Passenger Front: ☒Driver Back: ☒ Passenger Back: ☒Tire Wear: Normal: ☒ Even: ☐ Uneven: ☐Engine Oil: ☒ Radiator Fluid: ☒ Generator Oil Level:Good: ☒ Not Good: ☐Jaws: ☒ Chain Saws: ☒ Stabilizer Bars: ☒ HighAngle Gear: ☒ RIT Pack: ☒Air Packs: ☒ Spare Bottles: ☒ Cribbing: ☒ StokesBasket: ☒ Back Board: ☒Air Bags: ☒ Air Bag Boards: ☒ Oil Dry/Saw Dust:☒ Jaws Bag: ☒ CAD System: ☒Road Flares: ☐ Safety Vests: ☐ Traffic Signs: ☐Meter Covers: ☒ Traffic Light Sticks: ☐Axes: ☒ Brooms: ☒ Sledge Hammers: ☒ Small PikePoles: ☒Ice Rescue Equipment: Throw Bags: ☒ Ropes: ☒ LifeJackets: ☒ Rescue Boat: ☒Ice Commander Suits: ☒Tool Boxes: ☒ Refrigerator: Filled: ☒ Not Filled: ☐AED: ☒ Med Bag: ☒Fire Extinguishers: ☒ Winch: ☒ Cab/winch cable:☒ Seat Belts: ☒Foam System: ☒

Comments:

Pack 13 needs batteries. Captain's Locker is out of AA's

Needs:

Truck Captain and Lieutenant Signature:

Dustin Krall

Truck 1472

Mileage 1051.2

Engine Hours 130.5

Fuel Level 3/4

Number of Runs Since Last Report 1 event

Engine oil level ☒ Radiator fluid level ☒

Lights Check List: Headlights ☒ Tail Lights ☒ Side Marker ☒

Emergency Lights: Top ☒ Side ☒ Front ☒ Rear ☒

Horn ☒ Siren ☒ Seatbelts ☒ Radio Check ☒ Mirrors ☒ Windshield Wiper ☒

Tires and Pressure: Left Front ☒ Right Front ☒ Left Rear ☒ Right Rear ☒

Tire Wear: Normal ☒ Even ☐ Uneven ☐ Sidewalls ☐

Pump: Fuel Level ☒ Oil Level ☒ Run Pump ☒

Hose Reel ☒ Spare Hose ☒

Tools & Accessories:

Shovels(2) ☒ Fire Flappers(2) ☒ Backpack Sprayer ☒ Axe ☒

Chainsaw: Fuel Level N/A Bar & Chain Oil N/A Run Saw N/A

Emergency Flares ☒ Run Sheets ☒ Maps ☒ Winch ☒

Stokes Basket ☒ Backboard/Straps ☒ EMS Seat ☒

Condition of the Truck: Interior Good Exterior Good

Complaints:

Needs:

Nothing

Truck Captain Signature Austin J. Mead Date 9/15/2023

DECATUR-HAMILTON QUICK RESPONSE

Board Meeting

September 25, 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. audit
11. New Business
12. Public Comment
13. Adjournment

DECATUR-HAMILTON QUICK RESPONSE BOARD

MEETING MINUTES

August 28 2023

1. Call to order at 6:00PM and pledge. Druskovich, Kusmack Kevin, Newell, Flowers, and Kusmack Matt present. Polomcak arrived at 6:05pm. Gateley absent excused.
2. Public Comment N/A
3. Additions/Deletions to the Agenda added IT policy, Lucas Grant, and 1412 to new business a, b, and c. Added O₂ Cascade, and floor grate to unfinished business d and e.
4. Approval of Agenda. Motion to approve as amended MOTION Newell SUPPORT Kusmack K. Motion carries.
5. Minutes – MOTION Newell SUPPORT Kusmack K to approve minutes as presented.
6. Bills: Totaled \$19,462.97 MOTION Newell SUPPORT Polomcak. Motion Carries
7. Treasurers Report: Kusmack M presented the financials. Noted there will be more changes going forward. MOTION Newell SUPPORT Flowers. Motion Carries to approve report as presented.
8. Team Leader's Report
 - a. 62/62 100%. Thank you Randy. Other municipalities have reached out
9. Personnel N/A
10. Unfinished Business
 - a. Building rental – Visits with Dennis, thanked the chief and Bronson is involved should have a resolution in a month. Roxanne is involved and if board is happy will write up contract.
 - b. Vehicle Use – Both sides are right. It becomes an issue when not responding to calls. Board does not want to micromanage.
 - c. Audit – almost done
 - d. O₂ cascade – set up
 - e. Floor grate – Kusmack K working on it
11. New Business
 - a. IT Policy – Pointed out that we needed one as doing the audit checked N/A or no for most boxes. Christina is working on a policy.
 - b. Lucas Grant – work in progress
 - c. 1412 – had a brake issue, being fixed under warranty also getting an alignment.
12. Public Comment Chief of Police requested FD help if a certain address comes up as a call.
13. Adjourn MOTION Newell SUPPORT Polomcak. Motion Carries to adjourn at 6:24PM.

Decatur-Hamilton Quick Response
Check Detail
September 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount	Account
Cash - Checking 34599						
09/06/2023	Payroll Check	DD Randy Haun		Pay Period: 08/19/2023-09/01/2023	-1,988.32	Cash - Checking 34599
				Direct Deposit	1,988.32	Direct Deposit Payable
09/07/2023	Check	EFT Comcast			-385.70	Cash - Checking 34599
					385.70	Utilities
09/15/2023	Tax Payment	IRS		Tax Payment for Period: 08/01/2023-08/31/2023	-1,294.49	Cash - Checking 34599
				Federal Taxes (941/943/944)	1,294.49	Payroll Liabilities:Federal Taxes (941/943/944)
09/18/2023	Bill Payment (Check)	5635 HS Fleet Service			-439.98	Cash - Checking 34599
					439.98	Vehicle & Equip. Repairs
09/18/2023	Check	EFT AEP- Indiana Michigan Power		Acct# 041-837-336-0-1	-198.69	Cash - Checking 34599
				Acct# 041-837-336-0-1	198.69	Utilities
09/20/2023	Payroll Check	DD Randy Haun		Pay Period: 09/02/2023-09/15/2023	-1,681.55	Cash - Checking 34599
				Direct Deposit	1,681.55	Direct Deposit Payable
09/20/2023	Check	EFT Consumers		1000 3954 0628	-8.49	Cash - Checking 34599
					8.49	Utilities
09/21/2023	Bill Payment (Check)	5636 VISA		Voided	0.00	Cash - Checking 34599
					0.00	Accounts Payable
09/21/2023	Bill Payment (Check)	5637 Summitt			-685.00	Cash - Checking 34599
					685.00	Vehicle & Equip. Repairs
09/25/2023	Bill Payment (Check)	5638 Yeo & Yeo			-2,000.00	Cash - Checking 34599
					2,000.00	Audit
09/25/2023	Bill Payment (Check)	5639 C-Comm of Kazoo			-748.50	Cash - Checking 34599
					748.50	Equipment & Supplys
09/25/2023	Bill Payment (Check)	5640 Decatur Citgo One Stop			-116.00	Cash - Checking 34599

Decatur-Hamilton Quick Response
Check Detail
September 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount	Account
Cash - Checking 34599						
					116.00 Fuel & Oil	
09/25/2023	Check	5641	Terry Burns		-300.00 Cash - Checking 34599	
					300.00 Salaries	
09/25/2023	Check	5642	Matt Kusmack		-150.00 Cash - Checking 34599	
					150.00 Salaries	
09/25/2023	Check	5643	DH Fire Board		-1,000.00 Cash - Checking 34599	
					1,000.00 Building Rental	
09/25/2023	Check	5644	Christina Benson		-150.00 Cash - Checking 34599	
					150.00 Salaries	

Decatur-Hamilton Quick Response

Balance Sheet - No Assurance Provided

As of August 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash - Checking 34599	51,471.27
Cash - Savings - Member 15771	443.54
Cash - Savings - Vehicle 16696	113,311.07
Merchantile Bank	6,824.48
Total Bank Accounts	\$172,050.36
Other Current Assets	
Prepaid Insurance	1,322.58
Total Other Current Assets	\$1,322.58
Total Current Assets	\$173,372.94
TOTAL ASSETS	\$173,372.94
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Visa 2930	-3,416.54
Total Credit Cards	\$ -3,416.54
Other Current Liabilities	
Payroll Liabilities	1,032.77
Federal Taxes (941/943/944)	558.61
MI Income Tax	92.97
Total Payroll Liabilities	1,684.35
Total Other Current Liabilities	\$1,684.35
Total Current Liabilities	\$ -1,732.19
Total Liabilities	\$ -1,732.19
Equity	
Opening Bal Equity	55,242.52
Retained Earnings	178,851.56
Net Income	-58,988.95
Total Equity	\$175,105.13
TOTAL LIABILITIES AND EQUITY	\$173,372.94

Decatur-Hamilton Quick Response

Profit and Loss - No Assurance Provided

July - August, 2023

	<u>Total</u>
Income	
Interest Income	13.84
Tax Revenue - Hamilton Township	0.00
Total Income	\$ 13.84
Gross Profit	\$ 13.84
Expenses	
Bank Service Fee	11.00
Building Rental	2,000.00
Building Repairs	81.00
Capital - Equipment	5,236.88
Contracted Services	605.00
Equipment & Supplies	12,422.66
Fuel & Oil	214.26
Insurance	6,662.00
Payroll Expenses	6,901.28
Taxes	175.62
Wages	2,295.66
Total Payroll Expenses	\$ 9,372.56
Salaries	1,200.00
Unapplied Cash Bill Payment Expense	0.00
Utilities	1,197.43
Vehicle & Equip. Repairs	20,000.00
Total Expenses	\$ 59,002.79
Net Operating Income	-\$ 58,988.95
Net Income	-\$ 58,988.95
 Total Budgeted Expense for FY24	 107,000.00
 Actual expenses as percent of total budget	 55%
 Percent of the year completed	 17%



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: October 2, 2023

SUBJECT: Financial Statement – September 2023

Action Requested:

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

Background:

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

September 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 Public Hearing meeting and prepared meeting minutes.
- Processed building permit payments and revenue deposits in cash receipting.
- Worked with Katie, Abonmarche, on agenda for Parks and Recreation meeting.
- Worked with Danielle, Mckenna, to gather the needed information to complete the TIF plan and new DDA boundary.
- Attended DDA meeting.
- Attended Parks and Recs meeting and prepared minutes.
- Attended the Planning Commission meeting.
- Completed 9 hours of AM Champion Training.
- FOIA Requests
- 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

- Attended a Teams meeting with Leah and Madelyn, Abonmarche, scheduled first round of DWAM inspections.
- Attended the 2023 MMTA Conference in Traverse City, educational session taken:
 - ✓ Counterfeit and Cyber-Enabled Financial Fraud
 - ✓ Best Practices with Electronic Payments
 - ✓ State of Michigan Treasury Update
 - ✓ Artificial intelligence
 - ✓ Preparing Funding for Large Projects
 - ✓ Human Resources Hot Topics
 - ✓ Treasurer to Treasurer Meeting
 - ✓ Fool Me Once: How Good Employees Often Rationalize Bad Decisions
 - ✓ Optimism is an Asset
 - ✓ Keynote speakers: Stress Management with Dean Lindsay and Forensic Accounting with Dr. Kelly Richmond.
- Worked on and created September's Council meeting Agenda.
- Processed restitution checks from Van Buren County Courts for the snow pusher and other ordinance violations. Please note that the restitution for the snow pusher is \$904.00, year to date.

Attachment(s):

Cash Balances

Revenue & Expense Report

09/28/2023 09:50 AM

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REVENUE AND EXPENDITURE REPORT

Page: 1/24

PERIOD ENDING 09/30/2023

% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2023 NORMAL (ABNORMAL)	MONTH 09/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	REAL ESTATE TAXES	368,000.00	348,538.75	124,593.50	19,461.25	94.71
101-000-410.000	PERSONAL PROPERTY TAX	62,000.00	41,172.16	24,646.14	20,827.84	66.41
101-000-411.000	DELINQUENT TAX	20,000.00	29,099.60	0.00	(9,099.60)	145.50
101-000-411.001	DELINQUENT ADMIN FEE	100.00	0.00	0.00	100.00	0.00
101-000-432.000	PILOT	6,800.00	0.00	0.00	6,800.00	0.00
101-000-439.000	STATE OF MI MARIJUANA PAYMENTS	112,900.00	0.00	0.00	112,900.00	0.00
101-000-445.000	REAL ESTATE TAX INTEREST	200.00	71.55	71.55	128.45	35.78
101-000-447.000	ADMIN. FEE TREASURER	6,000.00	5,530.33	2,091.86	469.67	92.17
101-000-477.000	CABLE TV FEES	15,000.00	7,952.94	0.00	7,047.06	53.02
101-000-478.000	LIQUOR LICENSE	2,000.00	2,178.00	2,136.75	(178.00)	108.90
101-000-491.000	BUILDING PERMIT FEES	15,000.00	14,446.62	1,323.00	553.38	96.31
101-000-492.000	RENTAL INSPECTION FEE	3,000.00	14,520.00	2,620.00	(11,520.00)	484.00
101-000-494.000	MARIHUANA LICENSE FEES	40,000.00	40,082.46	82.46	(82.46)	100.21
101-000-495.000	ZONING LICENSES & PERMITS	1,000.00	85.00	0.00	915.00	8.50
101-000-496.000	SELLING PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-497.000	FENCE PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-501.010	GRANT	0.00	26,678.41	2,678.41	(26,678.41)	100.00
101-000-543.000	POLICE TRAINING-STATE	600.00	486.18	0.00	113.82	81.03
101-000-573.001	METRO ACT	11,500.00	9,252.81	0.00	2,247.19	80.46
101-000-574.000	STATE REVENUE SHARING	220,000.00	108,527.50	0.00	111,472.50	49.33
101-000-606.000	PARKING FEES/FINES	800.00	3,811.40	775.00	(3,011.40)	476.43
101-000-607.000	POLICE REPORTS	200.00	95.00	0.00	105.00	47.50
101-000-647.000	CROSSING GUARDS-SCHOOL	13,000.00	11,659.15	0.00	1,340.85	89.69
101-000-664.100	INTEREST CHECKING	200.00	87.62	0.00	112.38	43.81
101-000-664.200	INTEREST EARNED	1,500.00	0.00	0.00	1,500.00	0.00
101-000-668.000	COMM. TOWER LEASE	1,200.00	0.00	0.00	1,200.00	0.00
101-000-669.610	ADMIN TRANSFER-MOTOR POOL	8,000.00	0.00	0.00	8,000.00	0.00
101-000-675.000	OTHER REVENUE	9,000.00	3,285.12	32.10	5,714.88	36.50
101-000-699.248	ADMIN TRANSFER DDA	2,500.00	0.00	0.00	2,500.00	0.00
101-000-699.596	ADMIN TRANSFER GARBAGE COLLECTION	6,500.00	0.00	0.00	6,500.00	0.00
Total Dept 000		927,200.00	667,560.60	161,050.77	259,639.40	72.00
TOTAL REVENUES		927,200.00	667,560.60	161,050.77	259,639.40	72.00
Expenditures						
Dept 101 - VILLAGE COUNCIL						
101-101-703.000	COUNCIL SALARY	9,900.00	5,726.00	818.00	4,174.00	57.84
101-101-715.000	FICA/MEDICARE	760.00	438.04	62.54	321.96	57.64
101-101-717.000	WORKMAN'S COMP.	50.00	28.64	0.00	21.36	57.28
101-101-807.000	AUDIT	3,000.00	660.00	0.00	2,340.00	22.00
101-101-822.000	CONTRACTUAL SERVICES	3,000.00	1,195.00	0.00	1,805.00	39.83
101-101-901.000	PRINTING/PUBLISHING	1,000.00	1,350.00	0.00	(350.00)	135.00
101-101-936.000	TECH SERVICES	1,500.00	560.25	0.00	939.75	37.35
101-101-958.001	DUES/MEMBERSHIPS	1,600.00	1,572.00	0.00	28.00	98.25
Total Dept 101 - VILLAGE COUNCIL		20,810.00	11,529.93	880.54	9,280.07	55.41
Dept 137 - MUNICIPAL ATTORNEY						
101-137-828.000	ORDINANCE ENFORECMENT ATTORNEY FEES	4,000.00	4,909.53	0.00	(909.53)	122.74
Total Dept 137 - MUNICIPAL ATTORNEY		4,000.00	4,909.53	0.00	(909.53)	122.74

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REVENUE AND EXPENDITURE REPORT

Page: 2/24

PERIOD ENDING 09/30/2023

% Fiscal Year Completed: 58.47

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED	BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE		
Fund 101 - GENERAL FUND									
Expenditures									
Dept 172 - VILLAGE MANAGER									
101-172-703.000	SALARY-MANAGER	34,000.00		18,460.59		2,461.40		15,539.41	54.30
101-172-715.000	FICA/MEDICARE	2,500.00		1,412.18		188.29		1,087.82	56.49
101-172-716.000	UNEMPLOYMENT COMPENSATION	20.00		80.11		0.00		(60.11)	400.55
101-172-717.000	WORKMAN'S COMPENSATION	100.00		28.63		0.00		71.37	28.63
101-172-718.000	PENSION	1,800.00		1,107.60		147.68		692.40	61.53
101-172-719.500	DISABILITY INSURANCE	1,880.00		546.00		78.00		1,334.00	29.04
101-172-720.000	LIFE INSURANCE	250.00		71.40		10.20		178.60	28.56
101-172-721.000	TUITION REIMBURSEMENT	7,500.00		5,500.00		0.00		2,000.00	73.33
101-172-728.000	SUPPLIES	200.00		13.22		0.00		186.78	6.61
101-172-853.000	TELEPHONE	1,500.00		412.27		51.49		1,087.73	27.48
101-172-853.020	CELL PHONE	650.00		321.84		0.00		328.16	49.51
101-172-864.000	CONFERENCES/WORKSHOPS	3,000.00		560.91		173.10		2,439.09	18.70
101-172-936.000	TECH SERVICES	2,000.00		2,522.07		0.00		(522.07)	126.10
101-172-958.001	DUES/MEMBERSHIPS	950.00		390.00		0.00		560.00	41.05
Total Dept 172 - VILLAGE MANAGER		56,350.00		31,426.82		3,110.16		24,923.18	55.77
Dept 215 - VILLAGE CLERK									
101-215-703.000	SALARY-ADMIN. CLERK	12,800.00		7,627.05		1,019.99		5,172.95	59.59
101-215-715.000	FICA/MEDICARE	1,050.00		583.40		78.02		466.60	55.56
101-215-716.000	UNEMPLOYMENT COMPENSATION	15.00		80.11		0.00		(65.11)	534.07
101-215-717.000	WORKERS COMP. FUND.	120.00		28.63		0.00		91.37	23.86
101-215-718.000	PENSION-ADMIN. CLERK	780.00		457.63		61.20		322.37	58.67
101-215-719.000	HEALTH INSURANCE	5,000.00		2,980.67		425.79		2,019.33	59.61
101-215-719.500	DISABILITY INSURANCE	600.00		363.44		51.92		236.56	60.57
101-215-720.000	LIFE INSURANCE	130.00		71.40		10.20		58.60	54.92
101-215-728.000	SUPPLIES	200.00		160.69		0.00		39.31	80.35
101-215-730.000	POSTAGE	500.00		534.95		0.00		(34.95)	106.99
101-215-830.000	BANK SERVICE CHGS	200.00		120.00		0.00		80.00	60.00
101-215-853.000	TELEPHONE	720.00		412.27		51.49		307.73	57.26
101-215-853.020	CELL PHONE	340.00		87.50		12.50		252.50	25.74
101-215-864.000	CONFERENCES/WORKSHOPS	3,000.00		2,319.41		0.00		680.59	77.31
101-215-901.000	PRINTING	80.00		0.00		0.00		80.00	0.00
101-215-936.000	TECH SERVICES	5,000.00		2,984.55		2,200.00		2,015.45	59.69
Total Dept 215 - VILLAGE CLERK		30,535.00		18,811.70		3,911.11		11,723.30	61.61
Dept 253 - VILLAGE TREASURER									
101-253-703.000	SALARY-TREASURER	4,500.00		2,542.34		339.99		1,957.66	56.50
101-253-715.000	FICA/MEDICARE	340.00		194.56		26.02		145.44	57.22
101-253-717.000	WORKMAN'S COMP.	60.00		28.63		0.00		31.37	47.72
101-253-718.000	PENSION	270.00		152.54		20.40		117.46	56.50
101-253-719.000	HEALTH INSURANCE	2,000.00		1,045.33		149.28		954.67	52.27
101-253-728.000	SUPPLIES	300.00		227.61		0.00		72.39	75.87
101-253-730.000	POSTAGE	2,500.00		2,139.74		0.00		360.26	85.59
101-253-807.000	AUDIT	6,000.00		2,096.50		0.00		3,903.50	34.94
101-253-853.020	CELL PHONE	500.00		293.61		38.24		206.39	58.72
101-253-864.000	CONFERENCES/WORKSHOPS	2,800.00		2,412.91		0.00		387.09	86.18
101-253-936.000	TECH SERVICES	900.00		1,222.72		0.00		(322.72)	135.86
Total Dept 253 - VILLAGE TREASURER		20,170.00		12,356.49		573.93		7,813.51	61.26

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		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	09/30/2023	MONTH 09/30/2023	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 265 - VILLAGE HALL						
101-265-776.000	SUPPLIES	1,600.00	332.91	50.00	1,267.09	20.81
101-265-822.000	CONTRACTUAL SERVICES	1,500.00	530.00	0.00	970.00	35.33
101-265-921.000	ELECTRIC	5,500.00	2,233.34	0.00	3,266.66	40.61
101-265-923.000	HEAT	2,500.00	623.42	0.00	1,876.58	24.94
101-265-931.000	REPAIRS & MAINTENANCE	1,000.00	4,651.52	575.48	(3,651.52)	465.15
101-265-936.000	TECH SERVICES	200.00	218.75	31.25	(18.75)	109.38
Total Dept 265 - VILLAGE HALL		12,300.00	8,589.94	656.73	3,710.06	69.84
Dept 266 - MUNICIPAL ATTORNEY						
101-266-826.000	ATTORNEY FEES	8,500.00	2,583.75	0.00	5,916.25	30.40
101-266-826.100	ATTORNEY EXPENSES	900.00	0.00	0.00	900.00	0.00
Total Dept 266 - MUNICIPAL ATTORNEY		9,400.00	2,583.75	0.00	6,816.25	27.49
Dept 296 - PROSECUTING ATTY						
101-296-826.000	ATTORNEY FEES	0.00	784.00	0.00	(784.00)	100.00
Total Dept 296 - PROSECUTING ATTY		0.00	784.00	0.00	(784.00)	100.00
Dept 301 - POLICE DEPARTMENT						
101-301-703.000	POLICE SALARY	300,000.00	115,558.19	28,015.72	184,441.81	38.52
101-301-703.010	OVERTIME PAY	10,000.00	17,088.30	2,437.45	(7,088.30)	170.88
101-301-703.050	PART TIME SALARIES	1,000.00	1,006.95	0.00	(6.95)	100.70
101-301-715.000	FICA/MEDICARE	26,000.00	16,877.25	2,378.21	9,122.75	64.91
101-301-716.000	UNEMPLOYMENT INSURANCE	50.00	240.34	0.00	(190.34)	480.68
101-301-717.000	WORKMAN'S COMP	8,500.00	5,154.12	0.00	3,345.88	60.64
101-301-718.000	PENSION	38,000.00	20,741.34	2,862.84	17,258.66	54.58
101-301-719.000	HEALTH INSURANCE	54,000.00	34,423.06	4,965.83	19,576.94	63.75
101-301-719.500	DISABILITY INSURANCE	3,500.00	2,110.64	301.52	1,389.36	60.30
101-301-720.000	LIFE INSURANCE	1,500.00	714.00	102.00	786.00	47.60
101-301-728.000	SUPPLIES	1,700.00	1,130.28	0.00	569.72	66.49
101-301-730.000	POSTAGE	500.00	600.93	0.00	(100.93)	120.19
101-301-768.000	UNIFORMS/BOOTS/ETC	3,000.00	865.27	0.00	2,134.73	28.84
101-301-768.100	UNIFORM CLEANING	1,000.00	746.00	0.00	254.00	74.60
101-301-853.000	TELEPHONE	1,500.00	824.48	102.97	675.52	54.97
101-301-853.020	CELL PHONE	1,500.00	928.68	25.00	571.32	61.91
101-301-865.000	MILEAGE/TRAVEL EXP	2,000.00	2,440.37	235.80	(440.37)	122.02
101-301-901.000	PRINTING	40.00	0.00	0.00	40.00	0.00
101-301-936.000	TECH SERVICES	4,500.00	3,428.42	31.25	1,071.58	76.19
101-301-955.000	TRAINING FUNDS-STATE	1,200.00	420.16	0.00	779.84	35.01
101-301-956.000	TRAINING FUNDS-VILLAGE	4,000.00	790.00	0.00	3,210.00	19.75
101-301-958.001	DUES/MEMBERSHIPS	100.00	115.00	0.00	(15.00)	115.00
101-301-959.000	LEIN SERVICE	1,000.00	523.42	0.00	476.58	52.34
101-301-965.000	EQUIPMENT PURCHASE	3,000.00	729.00	0.00	2,271.00	24.30
101-301-981.000	CAPITAL OUTLAY	8,000.00	6,881.18	0.00	1,118.82	86.01
101-301-995.610	PD EQUIP RENTAL TO MOTOR POOL	10,000.00	7,000.00	1,000.00	3,000.00	70.00
Total Dept 301 - POLICE DEPARTMENT		485,590.00	241,337.38	42,458.59	244,252.62	49.70
Dept 302 - CROSSING GUARDS						

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		2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND							
Expenditures							
101-302-703.050	SALARIES PART-TIME	10,500.00	5,166.00	1,232.00		5,334.00	49.20
101-302-715.000	FICA/MEDICARE	800.00	395.19	94.23		404.81	49.40
101-302-717.000	WORKMAN'S COMP	300.00	286.34	0.00		13.66	95.45
101-302-756.000	OPERATING SUPPLIES	0.00	256.74	0.00		(256.74)	100.00
Total Dept 302 - CROSSING GUARDS		11,600.00	6,104.27	1,326.23		5,495.73	52.62
Dept 371 - BUILDING INSPECTOR							
101-371-802.000	CODE ENFORCE/CONTRACTUAL	0.00	2,046.72	0.00		(2,046.72)	100.00
101-371-822.000	BUILDING INSPECTOR FEES	20,000.00	15,976.62	0.00		4,023.38	79.88
101-371-823.000	RENTAL INSPECTION FEE	4,500.00	11,520.00	0.00		(7,020.00)	256.00
Total Dept 371 - BUILDING INSPECTOR		24,500.00	29,543.34	0.00		(5,043.34)	120.59
Dept 441 - DPW							
101-441-703.000	SALARIES	41,000.00	26,802.83	2,699.80		14,197.17	65.37
101-441-703.010	OVERTIME PAY	2,500.00	3,173.80	47.26		(673.80)	126.95
101-441-715.000	FICA/MEDICARE	16,000.00	11,069.29	1,395.48		4,930.71	69.18
101-441-716.000	UNEMPLOYMENT INSURANCE	60.00	320.46	0.00		(260.46)	534.10
101-441-717.000	WORKMAN'S COMP	3,000.00	1,861.21	0.00		1,138.79	62.04
101-441-718.000	PENSION	12,000.00	8,569.31	1,075.59		3,430.69	71.41
101-441-719.000	HEALTH INSURANCE	6,000.00	7,715.52	474.03		(1,715.52)	128.59
101-441-776.000	SUPPLIES	4,000.00	3,469.51	0.00		530.49	86.74
101-441-801.000	PROFESSIONAL/CONTRACT SERVICES	2,000.00	162.22	0.00		1,837.78	8.11
101-441-853.000	TELEPHONE	1,000.00	618.38	77.23		381.62	61.84
101-441-860.000	CDL EXPENSES	1,500.00	810.02	0.00		689.98	54.00
101-441-921.000	ELECTRIC	3,000.00	811.88	0.00		2,188.12	27.06
101-441-923.000	HEAT	3,000.00	711.37	0.00		2,288.63	23.71
101-441-926.000	STREET LIGHTS	16,000.00	8,364.45	0.00		7,635.55	52.28
101-441-931.000	BUILDING REPAIRS & MAINT.	4,800.00	45.00	0.00		4,755.00	0.94
101-441-934.000	CONTRACTUAL SERVICES	2,000.00	4,008.05	219.10		(2,008.05)	200.40
101-441-943.000	PW EQUIPMENT RENTALGENERAL FUN	10,000.00	9,627.98	532.93		372.02	96.28
Total Dept 441 - DPW		127,860.00	88,141.28	6,521.42		39,718.72	68.94
Dept 721 - PLANNING COMMISSION							
101-721-826.000	VILLAGE PLANNER FEES	3,000.00	412.50	0.00		2,587.50	13.75
101-721-901.000	PRINTING/PUBLISHING	100.00	57.20	57.20		42.80	57.20
101-721-936.000	TECH SERVICES	100.00	0.00	0.00		100.00	0.00
101-721-958.000	DUES/MEMBERSHIPS/EDU	100.00	250.00	0.00		(150.00)	250.00
Total Dept 721 - PLANNING COMMISSION		3,300.00	719.70	57.20		2,580.30	21.81
Dept 751 - PARKS AND RECREATION							
101-751-703.000	SALARIES-LEISURE SERVICES	22,000.00	16,892.25	1,927.40		5,107.75	76.78
101-751-703.010	OVERTIME	500.00	682.73	141.75		(182.73)	136.55
101-751-717.000	WORKMAN'S COMP.	400.00	0.00	0.00		400.00	0.00
101-751-719.000	HEALTH INSURANCE	5,000.00	5,889.36	816.31		(889.36)	117.79
101-751-756.000	SUPPLIES & MAINTENANCE	10,000.00	3,397.48	0.00		6,602.52	33.97
101-751-921.000	ELECTRIC	600.00	289.50	0.00		310.50	48.25
101-751-930.000	REPAIRS	1,000.00	495.00	0.00		505.00	49.50
101-751-931.000	CONTRACTUAL	4,500.00	2,174.53	219.09		2,325.47	48.32

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	09/30/2023	MONTH	09/30/2023	NORMAL	BALANCE	
			(ABNORMAL)	INCREASE	(DECREASE)		(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
101-751-943.000	EQUIP.RENTAL TRANSFER	13,600.00	10,234.80		1,063.48		3,365.20	75.26
101-751-985.000	COMMUNITY PROJECTS	60,685.00	8,425.00		0.00		52,260.00	13.88
Total Dept 751 - PARKS AND RECREATION		118,285.00	48,480.65		4,168.03		69,804.35	40.99
TOTAL EXPENDITURES		924,700.00	505,318.78		63,663.94		419,381.22	54.65
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		927,200.00	667,560.60		161,050.77		259,639.40	72.00
TOTAL EXPENDITURES		924,700.00	505,318.78		63,663.94		419,381.22	54.65
NET OF REVENUES & EXPENDITURES		2,500.00	162,241.82		97,386.83		(159,741.82)	6,489.67

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		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	09/30/2023	MONTH 09/30/2023	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 202 - MAJOR ROADS						
Revenues						
Dept 000						
202-000-546.000	STATE OF MICHIGAN	200,000.00	114,308.35	19,297.39	85,691.65	57.15
202-000-664.100	INTEREST ON INVESTMENT	160.00	128.09	0.00	31.91	80.06
Total Dept 000		200,160.00	114,436.44	19,297.39	85,723.56	57.17
TOTAL REVENUES		200,160.00	114,436.44	19,297.39	85,723.56	57.17
Expenditures						
Dept 463 - MAINTENANCE						
202-463-703.000	SALARIES-MAINTENANCE	6,000.00	5,423.10	425.60	576.90	90.39
202-463-703.010	OVERTIME PAY	180.00	146.85	0.00	33.15	81.58
202-463-717.000	WORKMAN'S COMP.	3,700.00	2,720.23	0.00	979.77	73.52
202-463-719.000	HEALTH INSURANCE	1,500.00	1,341.99	170.44	158.01	89.47
202-463-782.000	MATERIALS	4,500.00	2,484.45	0.00	2,015.55	55.21
202-463-812.000	ENGINEERING	65,000.00	71,212.77	0.00	(6,212.77)	109.56
202-463-943.000	EQUIPMENT RENTAL	8,500.00	6,339.92	611.22	2,160.08	74.59
202-463-981.000	CAPITAL OUTLAY	170,000.00	79,199.16	0.00	90,800.84	46.59
Total Dept 463 - MAINTENANCE		259,380.00	168,868.47	1,207.26	90,511.53	65.10
Dept 474 - TRAFFIC						
202-474-940.000	LEASE/RENTAL	7,900.00	0.00	0.00	7,900.00	0.00
Total Dept 474 - TRAFFIC		7,900.00	0.00	0.00	7,900.00	0.00
Dept 479 - ICE/SNOW						
202-479-703.000	SALARIES-SNOW & ICE REMOVAL	1,000.00	481.00	0.00	519.00	48.10
202-479-703.010	OVERTIME PAY	2,000.00	1,160.55	0.00	839.45	58.03
202-479-719.000	HEALTH INSURANCE	300.00	261.43	0.00	38.57	87.14
202-479-782.000	MATERIALS	5,000.00	0.00	0.00	5,000.00	0.00
202-479-943.000	EQUIPMENT RENTAL	2,500.00	1,042.28	0.00	1,457.72	41.69
Total Dept 479 - ICE/SNOW		10,800.00	2,945.26	0.00	7,854.74	27.27
Dept 483 - ADMINISTRATION						
202-483-703.172	MANAGER SALARY	8,500.00	4,615.32	615.39	3,884.68	54.30
202-483-703.215	CLERK SALARY	3,500.00	1,906.84	255.01	1,593.16	54.48
202-483-715.000	SOCIAL SECURITY	800.00	499.06	66.60	300.94	62.38
202-483-718.000	PENSION	500.00	391.31	52.22	108.69	78.26
202-483-719.000	HEALTH INSURANCE	1,000.00	724.89	103.56	275.11	72.49
202-483-807.000	AUDIT	4,000.00	3,635.22	0.00	364.78	90.88
Total Dept 483 - ADMINISTRATION		18,300.00	11,772.64	1,092.78	6,527.36	64.33
TOTAL EXPENDITURES		296,380.00	183,586.37	2,300.04	112,793.63	61.94
Fund 202 - MAJOR ROADS:						

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		2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2023	MONTH 09/30/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR ROADS								
TOTAL REVENUES		200,160.00	114,436.44		19,297.39		85,723.56	57.17
TOTAL EXPENDITURES		296,380.00	183,586.37		2,300.04		112,793.63	61.94
NET OF REVENUES & EXPENDITURES		(96,220.00)	(69,149.93)		16,997.35		(27,070.07)	71.87

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		2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 203 - LOCAL ROADS								
Revenues								
Dept 000								
203-000-546.000	STATE OF MICHIGAN	74,000.00	50,251.57	8,494.00		23,748.43		67.91
203-000-547.000	STATE OF MICHIGAN - SIB	529,000.00	0.00	0.00		529,000.00		0.00
203-000-581.000	COUNTY ROAD MILLAGE	27,000.00	0.00	0.00		27,000.00		0.00
203-000-664.100	INTEREST ON INVESTMENT	60.00	(88.91)	0.00		148.91		(148.18)
203-000-699.230	TRANSFER FROM STREETS	200,000.00	0.00	0.00		200,000.00		0.00
Total Dept 000		830,060.00	50,162.66	8,494.00		779,897.34		6.04
TOTAL REVENUES		830,060.00	50,162.66	8,494.00		779,897.34		6.04
Expenditures								
Dept 463 - MAINTENANCE								
203-463-703.000	SALARIES-MAINTENANCE	37,000.00	20,015.83	2,189.25		16,984.17		54.10
203-463-703.010	OVERTIME PAY	960.00	0.00	0.00		960.00		0.00
203-463-717.000	WORKMAN'S COMP.	3,700.00	2,720.23	0.00		979.77		73.52
203-463-719.000	HEALTH INSURANCE	9,500.00	7,910.70	974.48		1,589.30		83.27
203-463-782.000	MATERIALS	5,000.00	2,484.44	0.00		2,515.56		49.69
203-463-812.000	ENGINEERING	10,000.00	0.00	0.00		10,000.00		0.00
203-463-822.000	CONTRACTUAL	10,000.00	0.00	0.00		10,000.00		0.00
203-463-943.000	EQUIPMENT RENTAL	58,000.00	25,764.58	2,687.70		32,235.42		44.42
203-463-981.000	CAPITAL OUTLAY	170,000.00	377,234.50	0.00		(207,234.50)		221.90
Total Dept 463 - MAINTENANCE		304,160.00	436,130.28	5,851.43		(131,970.28)		143.39
Dept 474 - TRAFFIC								
203-474-921.000	ELECTRIC	400.00	222.96	0.00		177.04		55.74
Total Dept 474 - TRAFFIC		400.00	222.96	0.00		177.04		55.74
Dept 479 - ICE/SNOW								
203-479-703.000	SALARIES-SNOW & ICE REMOVAL	0.00	455.70	0.00		(455.70)		100.00
203-479-703.010	OVERTIME PAY	0.00	277.43	0.00		(277.43)		100.00
203-479-719.000	HEALTH INSURANCE	0.00	216.41	0.00		(216.41)		100.00
203-479-943.000	EQUIPMENT RENTAL	1,000.00	425.85	0.00		574.15		42.59
Total Dept 479 - ICE/SNOW		1,000.00	1,375.39	0.00		(375.39)		137.54
Dept 482 - ADMINISTRATION - USDA								
203-482-971.000	MDOT SIB LOAN	62,808.74	10,197.68	0.00		52,611.06		16.24
Total Dept 482 - ADMINISTRATION - USDA		62,808.74	10,197.68	0.00		52,611.06		16.24
Dept 483 - ADMINISTRATION								
203-483-703.172	MANAGER SALARY	8,000.00	4,615.24	615.38		3,384.76		57.69
203-483-703.215	CLERK SALARY	4,000.00	1,906.80	255.01		2,093.20		47.67
203-483-715.000	SOCIAL SECURITY	800.00	498.92	66.58		301.08		62.37
203-483-718.000	PENSION	500.00	391.31	52.22		108.69		78.26
203-483-719.000	HEALTH INSURANCE	900.00	724.90	103.56		175.10		80.54
203-483-807.000	AUDIT	5,000.00	3,635.22	0.00		1,364.78		72.70

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	09/30/2023 NORMAL (ABNORMAL)	MONTH	09/30/2023 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 203 - LOCAL ROADS								
Expenditures								
Total Dept 483 - ADMINISTRATION		19,200.00	11,772.39		1,092.75		7,427.61	61.31
TOTAL EXPENDITURES		387,568.74	459,698.70		6,944.18		(72,129.96)	118.61
Fund 203 - LOCAL ROADS:								
TOTAL REVENUES		830,060.00	50,162.66		8,494.00		779,897.34	6.04
TOTAL EXPENDITURES		387,568.74	459,698.70		6,944.18		(72,129.96)	118.61
NET OF REVENUES & EXPENDITURES		442,491.26	(409,536.04)		1,549.82		852,027.30	92.55

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 204 - MUNICIPAL STREET FUND						
Revenues						
Dept 000						
204-000-403.000	STREETS-PROPERTY TAXES	130,000.00	137,455.01	48,508.70	(7,455.01)	105.73
204-000-410.000	PERSONAL PROPERTY TAX	25,000.00	16,259.52	9,857.92	8,740.48	65.04
204-000-411.000	DELINQUENT TAX	13,000.00	0.00	0.00	13,000.00	0.00
204-000-445.000	REAL ESTATE TAX INTEREST	100.00	28.61	28.61	71.39	28.61
204-000-664.100	INTEREST INCOME	100.00	77.43	0.00	22.57	77.43
Total Dept 000		168,200.00	153,820.57	58,395.23	14,379.43	91.45
TOTAL REVENUES		168,200.00	153,820.57	58,395.23	14,379.43	91.45
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
204-728-995.030	TRANSFER TO LOCAL ROADS	200,000.00	0.00	0.00	200,000.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		200,000.00	0.00	0.00	200,000.00	0.00
TOTAL EXPENDITURES		200,000.00	0.00	0.00	200,000.00	0.00
Fund 204 - MUNICIPAL STREET FUND:						
TOTAL REVENUES		168,200.00	153,820.57	58,395.23	14,379.43	91.45
TOTAL EXPENDITURES		200,000.00	0.00	0.00	200,000.00	0.00
NET OF REVENUES & EXPENDITURES		(31,800.00)	153,820.57	58,395.23	(185,620.57)	483.71

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2023	MONTH	09/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE INSURANCE PROCEEDS							
Revenues							
Dept 000							
206-000-664.100	INTEREST INCOME	0.00	0.15		0.00	(0.15)	100.00
Total Dept 000		0.00	0.15		0.00	(0.15)	100.00
TOTAL REVENUES		0.00	0.15		0.00	(0.15)	100.00
Fund 206 - FIRE INSURANCE PROCEEDS:							
TOTAL REVENUES		0.00	0.15		0.00	(0.15)	100.00
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.15		0.00	(0.15)	100.00

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 213 - SALVAGE VEHICLE INSPECTIONS						
Revenues						
Dept 000						
213-000-610.000	VEHICLE INSPECTION FEE	15,000.00	6,000.00	900.00	9,000.00	40.00
213-000-664.100	INTEREST INCOME	10.00	5.86	0.00	4.14	58.60
Total Dept 000		15,010.00	6,005.86	900.00	9,004.14	40.01
TOTAL REVENUES		15,010.00	6,005.86	900.00	9,004.14	40.01
Expenditures						
Dept 301 - POLICE DEPARTMENT						
213-301-703.011	VEHICLE INSPECTION	15,000.00	7,335.06	1,049.18	7,664.94	48.90
213-301-715.000	FICA/MEDICARE	10.00	0.00	0.00	10.00	0.00
213-301-719.000	HEALTH INSURANCE	0.00	501.27	23.36	(501.27)	100.00
Total Dept 301 - POLICE DEPARTMENT		15,010.00	7,836.33	1,072.54	7,173.67	52.21
TOTAL EXPENDITURES		15,010.00	7,836.33	1,072.54	7,173.67	52.21
Fund 213 - SALVAGE VEHICLE INSPECTIONS:						
TOTAL REVENUES		15,010.00	6,005.86	900.00	9,004.14	40.01
TOTAL EXPENDITURES		15,010.00	7,836.33	1,072.54	7,173.67	52.21
NET OF REVENUES & EXPENDITURES		0.00	(1,830.47)	(172.54)	1,830.47	100.00

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 244 - BUSINESS LOANS						
Revenues						
Dept 000						
244-000-609.000	APPLICATION FEES	0.00	25.00	0.00	(25.00)	100.00
244-000-664.100	INTEREST INCOME	40.00	23.84	0.00	16.16	59.60
244-000-685.000	PRINCIPAL ON MORFORD	5,000.00	1,260.00	0.00	3,740.00	25.20
244-000-687.000	PRINCIPAL ON HILLRING	0.00	312.90	312.90	(312.90)	100.00
Total Dept 000		5,040.00	1,621.74	312.90	3,418.26	32.18
TOTAL REVENUES		5,040.00	1,621.74	312.90	3,418.26	32.18
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
244-728-807.000	AUDIT	400.00	60.00	0.00	340.00	15.00
244-728-890.000	LOAN DRAW	0.00	20,030.00	0.00	(20,030.00)	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		400.00	20,090.00	0.00	(19,690.00)	5,022.50
TOTAL EXPENDITURES		400.00	20,090.00	0.00	(19,690.00)	5,022.50
Fund 244 - BUSINESS LOANS:						
TOTAL REVENUES		5,040.00	1,621.74	312.90	3,418.26	32.18
TOTAL EXPENDITURES		400.00	20,090.00	0.00	(19,690.00)	5,022.50
NET OF REVENUES & EXPENDITURES		4,640.00	(18,468.26)	312.90	23,108.26	398.02

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 245 - HOME REHAB LOANS						
Revenues						
Dept 000						
245-000-664.100	INTEREST INCOME	50.00	35.31	0.00	14.69	70.62
245-000-685.000	PRINCIPAL ON MORFORD	1,500.00	100.00	0.00	1,400.00	6.67
245-000-686.000	PRINCIPAL ON KNISS	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 000		3,050.00	135.31	0.00	2,914.69	4.44
TOTAL REVENUES		3,050.00	135.31	0.00	2,914.69	4.44
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
245-728-785.000	LEGAL FEES	0.00	560.00	0.00	(560.00)	100.00
245-728-807.000	AUDIT	400.00	60.00	0.00	340.00	15.00
Total Dept 728 - ECONOMIC DEVELOPMENT		400.00	620.00	0.00	(220.00)	155.00
TOTAL EXPENDITURES		400.00	620.00	0.00	(220.00)	155.00
Fund 245 - HOME REHAB LOANS:						
TOTAL REVENUES		3,050.00	135.31	0.00	2,914.69	4.44
TOTAL EXPENDITURES		400.00	620.00	0.00	(220.00)	155.00
NET OF REVENUES & EXPENDITURES		2,650.00	(484.69)	0.00	3,134.69	18.29

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	
		AMENDED BUDGET	09/30/2023	MONTH 09/30/2023	BALANCE		
		NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 248 - DDA							
Revenues							
Dept 000							
248-000-404.000	PROPERTY TAXES	11,000.00	9,761.24		1,956.02	1,238.76	88.74
248-000-410.000	PERSONAL PROPERTY TAX	3,500.00	1,932.47		315.93	1,567.53	55.21
248-000-411.000	DELINQUENT TAX	90.00	0.00		0.00	90.00	0.00
248-000-445.000	REAL ESTATE TAX INTEREST	16.00	1.55		1.55	14.45	9.69
248-000-664.100	INTEREST INCOME	0.00	4.10		0.00	(4.10)	100.00
248-000-675.000	OTHER REVENUE	8,000.00	13,650.00		50.00	(5,650.00)	170.63
248-000-676.000	VENDOR REVENUE	0.00	1,950.00		210.00	(1,950.00)	100.00
Total Dept 000		22,606.00	27,299.36		2,533.50	(4,693.36)	120.76
TOTAL REVENUES		22,606.00	27,299.36		2,533.50	(4,693.36)	120.76
Expenditures							
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-756.000	DDA-SUPPLIES	1,000.00	0.00		0.00	1,000.00	0.00
248-728-801.000	CONSULTING FEES	2,000.00	2,950.00		0.00	(950.00)	147.50
248-728-901.000	PRINTING/PUBLISHING	900.00	550.00		0.00	350.00	61.11
248-728-958.000	MISCELLANEOUS	200.00	162.22		0.00	37.78	81.11
248-728-981.000	CAPITAL OUTLAY	9,250.00	0.00		0.00	9,250.00	0.00
248-728-985.000	COMMUNITY SERVICE PROJECTS	20,000.00	31,109.52		28.00	(11,109.52)	155.55
248-728-986.000	DOWNTOWN FLOWERS	4,300.00	898.00		0.00	3,402.00	20.88
248-728-995.010	GEN FUND ADMIN TRANSFER	2,500.00	0.00		0.00	2,500.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		40,150.00	35,669.74		28.00	4,480.26	88.84
TOTAL EXPENDITURES		40,150.00	35,669.74		28.00	4,480.26	88.84
Fund 248 - DDA:							
TOTAL REVENUES		22,606.00	27,299.36		2,533.50	(4,693.36)	120.76
TOTAL EXPENDITURES		40,150.00	35,669.74		28.00	4,480.26	88.84
NET OF REVENUES & EXPENDITURES		(17,544.00)	(8,370.38)		2,505.50	(9,173.62)	47.71

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2023	MONTH	09/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 265 - DRUG FORFEITURE							
Revenues							
Dept 000							
265-000-664.100	INTEREST INCOME	0.00	0.43		0.00	(0.43)	100.00
Total Dept 000		0.00	0.43		0.00	(0.43)	100.00
TOTAL REVENUES		0.00	0.43		0.00	(0.43)	100.00
Fund 265 - DRUG FORFEITURE:							
TOTAL REVENUES		0.00	0.43		0.00	(0.43)	100.00
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.43		0.00	(0.43)	100.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2023	MONTH 09/30/2023	INCREASE (DECREASE)	BALANCE	
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	USED
Fund 282 - APRA FUND							
Revenues							
Dept 000							
282-000-664.100	INTEREST INCOME	60.00	57.43		0.00	2.57	95.72
Total Dept 000		60.00	57.43		0.00	2.57	95.72
TOTAL REVENUES		60.00	57.43		0.00	2.57	95.72
Fund 282 - APRA FUND:							
TOTAL REVENUES		60.00	57.43		0.00	2.57	95.72
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		60.00	57.43		0.00	2.57	95.72

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2023 NORMAL (ABNORMAL)	MONTH 09/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-626.000	TAP IN FEES	1,000.00	1,500.00	0.00	(500.00)	150.00
590-000-628.000	SEWER SERVICE CHARGES	306,000.00	172,149.84	32.40	133,850.16	56.26
590-000-629.000	PENALTIES	3,000.00	4,553.78	514.36	(1,553.78)	151.79
590-000-664.000	INTEREST ON CD'S	1,500.00	0.00	0.00	1,500.00	0.00
590-000-664.100	INTEREST ON CHECKING	0.00	(87.15)	0.00	87.15	100.00
590-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	171.98	0.00	28.02	85.99
590-000-689.000	CASH OVER AND SHORT	0.00	(2.50)	0.00	2.50	100.00
Total Dept 000		311,700.00	178,285.95	546.76	133,414.05	57.20
TOTAL REVENUES		311,700.00	178,285.95	546.76	133,414.05	57.20
Expenditures						
Dept 482 - ADMINISTRATION - USDA						
590-482-960.000	USDA - BONDS \$13,130.00	13,130.00	0.00	0.00	13,130.00	0.00
590-482-961.000	USDA - RRI RESERVE - \$11,667.00	11,667.00	0.00	0.00	11,667.00	0.00
590-482-962.000	USDA - ENGINEERING	60,000.00	41,057.50	0.00	18,942.50	68.43
Total Dept 482 - ADMINISTRATION - USDA		84,797.00	41,057.50	0.00	43,739.50	48.42
Dept 483 - ADMINISTRATION						
590-483-703.172	MANAGER SALARY	15,000.00	8,076.60	1,076.88	6,923.40	53.84
590-483-703.215	CLERK SALARY	8,400.00	5,084.84	680.01	3,315.16	60.53
590-483-715.000	FICA/MEDICARE	1,600.00	1,006.84	134.40	593.16	62.93
590-483-718.000	PENSION	1,300.00	789.74	105.42	510.26	60.75
590-483-719.000	HEALTH INSURANCE	2,500.00	1,942.85	277.58	557.15	77.71
590-483-807.000	AUDIT	1,500.00	120.00	0.00	1,380.00	8.00
Total Dept 483 - ADMINISTRATION		30,300.00	17,020.87	2,274.29	13,279.13	56.17
Dept 548 - SEWER LINE MAINTENANCE						
590-548-768.000	UNIFORMS/BOOTS/ETC	1,000.00	75.00	0.00	925.00	7.50
590-548-820.000	MISS DIG	800.00	0.00	0.00	800.00	0.00
590-548-822.000	CONTRACTUAL SERVICES	1,200.00	0.00	0.00	1,200.00	0.00
590-548-853.020	CELL PHONE	500.00	362.74	0.00	137.26	72.55
590-548-864.000	CONFERENCES/WORKSHOPS	1,000.00	0.00	0.00	1,000.00	0.00
590-548-874.000	LAB TESTING	1,700.00	1,665.00	0.00	35.00	97.94
590-548-934.000	MAINTENANCE	8,000.00	1,593.40	0.00	6,406.60	19.92
590-548-936.000	TECH SERVICES	200.00	162.22	0.00	37.78	81.11
590-548-963.000	LIABILITY INSURANCE	4,700.00	4,615.05	0.00	84.95	98.19
Total Dept 548 - SEWER LINE MAINTENANCE		19,100.00	8,473.41	0.00	10,626.59	44.36
Dept 549 - MAINTENANCE-LIFT STATIONS						
590-549-703.000	SALARIES-MAINTENANCE	40,000.00	27,713.06	4,733.75	12,286.94	69.28
590-549-703.010	OVERTIME PAY	3,000.00	3,463.07	767.79	(463.07)	115.44
590-549-717.000	WORKMAN'S COMP	300.00	286.34	0.00	13.66	95.45
590-549-719.000	HEALTH INSURANCE	5,000.00	6,463.54	1,338.36	(1,463.54)	129.27
590-549-719.500	DISABILITY INSURANCE	400.00	580.54	109.89	(180.54)	145.14
590-549-720.000	LIFE INSURANCE	500.00	117.30	22.95	382.70	23.46

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Fund 590 - SEWER FUND						
Expenditures						
590-549-807.000	AUDIT	1,200.00	180.00	0.00	1,020.00	15.00
590-549-822.000	CONTRACTUAL SERVICES	700.00	694.80	0.00	5.20	99.26
590-549-853.000	TELEPHONE	600.00	412.27	51.49	187.73	68.71
590-549-853.020	CELL PHONE	400.00	262.65	37.51	137.35	65.66
590-549-921.000	ELECTRIC	3,000.00	1,399.67	0.00	1,600.33	46.66
590-549-931.000	MAINTENANCE SERVICE	2,600.00	1,880.96	0.00	719.04	72.34
590-549-931.010	COUNTY DRAIN MAINTENANCE	570.00	0.00	0.00	570.00	0.00
590-549-934.000	MAINTENANCE EQUIPMENT	0.00	2,223.16	2,223.16	(2,223.16)	100.00
590-549-943.000	EQUIPMENT RENTAL	13,000.00	8,702.23	1,565.69	4,297.77	66.94
590-549-963.000	LIABILITY INSURANCE	4,800.00	4,615.05	0.00	184.95	96.15
Total Dept 549 - MAINTENANCE-LIFT STATIONS		76,070.00	58,994.64	10,850.59	17,075.36	77.55
Dept 550 - COLLECTION						
590-550-703.000	SALARIES	35,000.00	17,663.29	2,732.14	17,336.71	50.47
590-550-703.010	OVERTIME PAY	0.00	68.02	0.00	(68.02)	100.00
590-550-715.000	FICA/MEDICARE	3,000.00	1,344.96	207.10	1,655.04	44.83
590-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	40.06	0.00	(30.06)	400.60
590-550-717.000	WORKMAN'S COMP.	400.00	286.34	0.00	113.66	71.59
590-550-718.000	PENSION	1,000.00	1,054.90	162.44	(54.90)	105.49
590-550-719.000	HEALTH INSURANCE	10,000.00	0.00	0.00	10,000.00	0.00
590-550-719.500	DISABILITY INSURANCE	400.00	580.54	109.89	(180.54)	145.14
590-550-720.000	LIFE INSURANCE	500.00	117.30	22.95	382.70	23.46
590-550-728.000	OFFICE SUPPLIES	600.00	198.66	0.00	401.34	33.11
590-550-730.000	POSTAGE	1,700.00	1,069.88	0.00	630.12	62.93
590-550-807.000	AUDIT	2,000.00	240.00	0.00	1,760.00	12.00
590-550-808.000	PAYMENT PROCESSING FEES	2,000.00	1,972.27	1,650.00	27.73	98.61
590-550-853.000	TELEPHONE	800.00	412.27	51.49	387.73	51.53
590-550-864.000	CONFERENCES/WORKSHOPS	0.00	360.00	0.00	(360.00)	100.00
590-550-901.000	PRINTING	200.00	0.00	0.00	200.00	0.00
590-550-934.000	SERVICE CONTRACTS	4,000.00	12,370.95	0.00	(8,370.95)	309.27
590-550-936.000	TECH SERVICES	6,000.00	5,498.31	856.25	501.69	91.64
590-550-964.000	NSF CHECK CHARGES	0.00	7.50	0.00	(7.50)	100.00
590-550-968.000	DEPRECIATION	58,000.00	0.00	0.00	58,000.00	0.00
Total Dept 550 - COLLECTION		125,610.00	43,285.25	5,792.26	82,324.75	34.46
TOTAL EXPENDITURES		335,877.00	168,831.67	18,917.14	167,045.33	50.27
Fund 590 - SEWER FUND:						
TOTAL REVENUES		311,700.00	178,285.95	546.76	133,414.05	57.20
TOTAL EXPENDITURES		335,877.00	168,831.67	18,917.14	167,045.33	50.27
NET OF REVENUES & EXPENDITURES		(24,177.00)	9,454.28	(18,370.38)	(33,631.28)	39.10

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2023 NORMAL (ABNORMAL)	MONTH 09/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-608.000	NSF CHECK FEE	50.00	90.00	0.00	(40.00)	180.00
591-000-629.000	PENALTIES	3,500.00	5,828.69	651.95	(2,328.69)	166.53
591-000-642.000	WATER TURN ONS	2,600.00	1,950.00	375.00	650.00	75.00
591-000-643.000	METERED SALES	414,575.00	232,769.43	37.62	181,805.57	56.15
591-000-645.000	WATER TAP FEES	1,000.00	1,500.00	0.00	(500.00)	150.00
591-000-664.000	INTEREST ON CD'S-RECEIVING	100.00	0.00	0.00	100.00	0.00
591-000-664.100	INTEREST-WATER OPERATING	100.00	(85.54)	0.00	185.54	(85.54)
591-000-664.120	INTEREST ON CHECKING-RECEIVING	100.00	212.63	0.00	(112.63)	212.63
591-000-689.000	CASH OVER AND SHORT	0.00	(2.50)	0.00	2.50	100.00
Total Dept 000		422,025.00	242,262.71	1,064.57	179,762.29	57.40
TOTAL REVENUES		422,025.00	242,262.71	1,064.57	179,762.29	57.40
Expenditures						
Dept 482 - ADMINISTRATION - USDA						
591-482-960.000	USDA - BONDS \$8,240.00	8,240.00	0.00	0.00	8,240.00	0.00
591-482-961.000	USDA - RRI RESERVE \$16,000.00	16,000.00	0.00	0.00	16,000.00	0.00
591-482-962.000	USDA - ENGINEERING	30,000.00	23,257.50	0.00	6,742.50	77.53
Total Dept 482 - ADMINISTRATION - USDA		54,240.00	23,257.50	0.00	30,982.50	42.88
Dept 483 - ADMINISTRATION						
591-483-703.172	MANAGER SALARY	15,000.00	8,076.82	1,076.91	6,923.18	53.85
591-483-703.215	CLERK SALARY	8,400.00	5,084.68	679.98	3,315.32	60.53
591-483-715.000	FICA/MEDICARE	1,500.00	1,006.84	134.40	493.16	67.12
591-483-718.000	PENSION	1,500.00	789.73	105.42	710.27	52.65
591-483-719.000	HEALTH INSURANCE	3,000.00	1,942.85	277.58	1,057.15	64.76
Total Dept 483 - ADMINISTRATION		29,400.00	16,900.92	2,274.29	12,499.08	57.49
Dept 550 - COLLECTION						
591-550-703.000	SALARIES-CLERICAL	35,600.00	17,664.29	2,732.36	17,935.71	49.62
591-550-703.010	OVERTIME PAY	0.00	67.98	0.00	(67.98)	100.00
591-550-715.000	FICA/MEDICARE	1,600.00	1,345.06	207.11	254.94	84.07
591-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	40.07	0.00	(30.07)	400.70
591-550-717.000	WORKMAN'S COMP	100.00	28.64	0.00	71.36	28.64
591-550-718.000	PENSION	2,000.00	1,054.91	162.43	945.09	52.75
591-550-719.000	HEALTH INSURANCE	5,900.00	0.00	0.00	5,900.00	0.00
591-550-719.500	DISABILITY INSURANCE	500.00	580.58	109.89	(80.58)	116.12
591-550-720.000	LIFE INSURANCE	500.00	117.30	22.95	382.70	23.46
591-550-728.000	OFFICE SUPPLIES	600.00	198.66	0.00	401.34	33.11
591-550-730.000	POSTAGE	1,500.00	1,069.88	0.00	430.12	71.33
591-550-807.000	AUDIT	800.00	240.00	0.00	560.00	30.00
591-550-808.000	PAYMENT PROCESSING FEES	2,000.00	322.27	0.00	1,677.73	16.11
591-550-853.000	TELEPHONE	1,000.00	412.27	51.49	587.73	41.23
591-550-864.000	CONFERENCES/WORKSHOPS	0.00	360.00	0.00	(360.00)	100.00
591-550-901.000	PRINTING	700.00	940.00	0.00	(240.00)	134.29
591-550-931.000	MAINT-SERVICES	1,500.00	3,996.85	0.00	(2,496.85)	266.46
591-550-934.000	SERVICE CONTRACTS	1,800.00	1,037.96	0.00	762.04	57.66
591-550-936.000	TECH SERVICES	5,000.00	4,938.05	856.25	61.95	98.76

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2023 NORMAL (ABNORMAL)	MONTH 09/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
591-550-964.000	NSF CHECK CHARGES	0.00	7.50	0.00	(7.50)	100.00
591-550-968.000	DEPRECIATION	54,000.00	0.00	0.00	54,000.00	0.00
Total Dept 550 - COLLECTION		115,110.00	34,422.27	4,142.48	80,687.73	29.90
Dept 551 - UTILITY						
591-551-921.000	POWER PUMPING-ELECTRIC	10,000.00	4,183.11	0.00	5,816.89	41.83
Total Dept 551 - UTILITY		10,000.00	4,183.11	0.00	5,816.89	41.83
Dept 552 - DISTRIBUTION						
591-552-703.000	SALARIES-DISTRIBUTION	50,000.00	31,622.63	4,556.93	18,377.37	63.25
591-552-703.010	OVERTIME PAY	6,000.00	6,385.60	752.03	(385.60)	106.43
591-552-717.000	WORKMAN'S COMP	1,300.00	859.02	0.00	440.98	66.08
591-552-719.000	HEALTH INSURANCE	7,000.00	6,368.30	1,393.13	631.70	90.98
591-552-719.500	DISABILITY INSURANCE	1,000.00	558.44	109.89	441.56	55.84
591-552-720.000	LIFE INSURANCE	500.00	139.49	22.95	360.51	27.90
591-552-768.000	UNIFORMS/BOOTS/ETC	100.00	75.00	0.00	25.00	75.00
591-552-776.000	SUPPLIES & MAINTENANCE	10,000.00	11,198.78	7,812.23	(1,198.78)	111.99
591-552-807.000	AUDIT	1,000.00	240.00	0.00	760.00	24.00
591-552-812.000	ENGINEERING	0.00	21,750.00	0.00	(21,750.00)	100.00
591-552-822.000	CONTRACTUAL SERVICES	6,000.00	5,635.40	0.00	364.60	93.92
591-552-853.020	CELL PHONE	1,700.00	1,212.24	113.96	487.76	71.31
591-552-864.000	CONF/WORKSHOPS	500.00	25.00	0.00	475.00	5.00
591-552-874.000	WATER TESTING	5,000.00	2,599.25	0.00	2,400.75	51.99
591-552-936.000	TECH SERVICES	1,500.00	722.47	0.00	777.53	48.16
591-552-943.000	EQUIPMENT RENTAL-WATER FUND	15,000.00	8,426.16	917.86	6,573.84	56.17
591-552-958.001	DUES/MEMBERSHIPS	1,000.00	800.00	0.00	200.00	80.00
591-552-963.000	LIABILITY INSURANCE	5,000.00	4,615.05	0.00	384.95	92.30
Total Dept 552 - DISTRIBUTION		112,600.00	103,232.83	15,678.98	9,367.17	91.68
Dept 553 - WELLS/TOWER						
591-553-963.000	LIABILITY INSURNACE	4,700.00	4,615.05	0.00	84.95	98.19
591-553-968.000	DEPRECIATION	54,000.00	0.00	0.00	54,000.00	0.00
Total Dept 553 - WELLS/TOWER		58,700.00	4,615.05	0.00	54,084.95	7.86
TOTAL EXPENDITURES		380,050.00	186,611.68	22,095.75	193,438.32	49.10
Fund 591 - WATER FUND:						
TOTAL REVENUES		422,025.00	242,262.71	1,064.57	179,762.29	57.40
TOTAL EXPENDITURES		380,050.00	186,611.68	22,095.75	193,438.32	49.10
NET OF REVENUES & EXPENDITURES		41,975.00	55,651.03	(21,031.18)	(13,676.03)	132.58

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 596 - GARBAGE COLLECTION						
Revenues						
Dept 000						
596-000-628.000	TRASH SERVICE CHARGES	130,000.00	74,114.42	18.15	55,885.58	57.01
596-000-629.000	PENALTIES	500.00	1,665.38	277.02	(1,165.38)	333.08
596-000-664.100	INTEREST INCOME	0.00	(57.42)	0.00	57.42	100.00
596-000-664.120	INTEREST ON CHECKING-RECEIVING	60.00	34.44	0.00	25.56	57.40
Total Dept 000		130,560.00	75,756.82	295.17	54,803.18	58.02
TOTAL REVENUES		130,560.00	75,756.82	295.17	54,803.18	58.02
Expenditures						
Dept 528 - RUBBISH COLLECTION/DISPOSAL						
596-528-819.000	WASTE AND RUBBISH DISPOSAL	118,000.00	63,449.14	0.00	54,550.86	53.77
596-528-995.596	ADMIN TRANSFER TO GF	6,500.00	0.00	0.00	6,500.00	0.00
Total Dept 528 - RUBBISH COLLECTION/DISPOSAL		124,500.00	63,449.14	0.00	61,050.86	50.96
TOTAL EXPENDITURES		124,500.00	63,449.14	0.00	61,050.86	50.96
Fund 596 - GARBAGE COLLECTION:						
TOTAL REVENUES		130,560.00	75,756.82	295.17	54,803.18	58.02
TOTAL EXPENDITURES		124,500.00	63,449.14	0.00	61,050.86	50.96
NET OF REVENUES & EXPENDITURES		6,060.00	12,307.68	295.17	(6,247.68)	203.10

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		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2023	BALANCE	% BDGT USED
Fund 661 - MOTOR POOL						
Revenues						
Dept 000						
661-000-664.100	INTEREST INCOME	100.00	59.63	0.00	40.37	59.63
661-000-668.100	RENTAL EQUIPMENT-POLICE	10,000.00	0.00	0.00	10,000.00	0.00
661-000-668.200	RENTAL EQUIPMENT PARKS	14,000.00	11,278.13	1,063.48	2,721.87	80.56
661-000-668.300	RENTAL EQUIPMENT-LOCAL	60,000.00	25,148.06	2,687.70	34,851.94	41.91
661-000-668.310	EQUIP RENTAL L/R ICE/SNOW	1,000.00	425.85	0.00	574.15	42.59
661-000-668.400	RENTAL EQUIPMENT-MAJOR	10,000.00	6,339.92	611.22	3,660.08	63.40
661-000-668.410	EQUIP RENTAL M/R ICE/SNOW	6,000.00	1,042.28	0.00	4,957.72	17.37
661-000-668.500	RENTAL EQUIPMENT-WATER	16,000.00	8,299.70	917.86	7,700.30	51.87
661-000-668.600	RENTAL EQUIPMENT-SEWER LINE	1,000.00	0.00	0.00	1,000.00	0.00
661-000-668.605	LS MAINT. EQUIP RENTAL	13,000.00	8,639.00	1,565.69	4,361.00	66.45
661-000-668.700	RENTAL EQIPMENT-PUBLIC WORKS	12,000.00	9,390.86	532.93	2,609.14	78.26
661-000-673.000	SALE OF FIXED ASSETS	5,000.00	0.00	0.00	5,000.00	0.00
661-000-675.000	MISCELLANEOUS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000		153,100.00	70,623.43	7,378.88	82,476.57	46.13
TOTAL REVENUES		153,100.00	70,623.43	7,378.88	82,476.57	46.13
Expenditures						
Dept 301 - POLICE DEPARTMENT						
661-301-870.000	GAS	10,000.00	6,334.26	0.00	3,665.74	63.34
661-301-872.000	TIRES	2,000.00	786.48	0.00	1,213.52	39.32
661-301-930.000	REPAIRS	3,000.00	899.11	0.00	2,100.89	29.97
661-301-963.000	MULTI-PERIL INSURANCE	8,000.00	6,153.40	0.00	1,846.60	76.92
661-301-981.000	CAPITAL OUTLAY	54,000.00	59,828.00	0.00	(5,828.00)	110.79
Total Dept 301 - POLICE DEPARTMENT		77,000.00	74,001.25	0.00	2,998.75	96.11
Dept 441 - DPW						
661-441-807.000	AUDIT	1,000.00	402.22	0.00	597.78	40.22
661-441-870.000	GAS	25,000.00	9,781.45	0.00	15,218.55	39.13
661-441-872.000	TIRES	2,500.00	4,332.00	0.00	(1,832.00)	173.28
661-441-930.000	REPAIRS & MAINTENANCE	0.00	10,487.16	0.00	(10,487.16)	100.00
661-441-963.000	MULTI-PERIL INSURANCE	8,000.00	6,153.40	0.00	1,846.60	76.92
661-441-968.000	DEPRECIATION	67,000.00	0.00	0.00	67,000.00	0.00
661-441-970.000	EQUIPMENT PURCHASED	10,000.00	0.00	0.00	10,000.00	0.00
661-441-981.000	CAPITAL OUTLAY	0.00	200,985.99	137,898.00	(200,985.99)	100.00
Total Dept 441 - DPW		113,500.00	232,142.22	137,898.00	(118,642.22)	204.53
Dept 483 - ADMINISTRATION						
661-483-703.172	MANAGER SALARY	4,000.00	2,307.43	307.64	1,692.57	57.69
661-483-703.215	CLERK SALARY	2,100.00	1,271.31	170.01	828.69	60.54
661-483-715.000	FICA/MEDICARE	400.00	273.76	36.54	126.24	68.44
661-483-718.000	PENSION	300.00	214.72	28.66	85.28	71.57
661-483-719.000	HEALTH INSURANCE	700.00	485.76	69.40	214.24	69.39
661-483-995.010	GEN FUND ADMIN TRANSFER	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 483 - ADMINISTRATION		15,500.00	4,552.98	612.25	10,947.02	29.37

REVENUE AND EXPENDITURE REPORT
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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2023 NORMAL (ABNORMAL)	MONTH 09/30/2023 INCREASE (DECREASE)		BALANCE NORMAL (ABNORMAL)	
Fund 661 - MOTOR POOL							
Expenditures							
TOTAL EXPENDITURES		206,000.00	310,696.45	138,510.25		(104,696.45)	150.82
Fund 661 - MOTOR POOL:							
TOTAL REVENUES		153,100.00	70,623.43	7,378.88		82,476.57	46.13
TOTAL EXPENDITURES		206,000.00	310,696.45	138,510.25		(104,696.45)	150.82
NET OF REVENUES & EXPENDITURES		(52,900.00)	(240,073.02)	(131,131.37)		187,173.02	453.82
TOTAL REVENUES - ALL FUNDS		3,188,771.00	1,588,029.46	260,269.17		1,600,741.54	49.80
TOTAL EXPENDITURES - ALL FUNDS		2,911,035.74	1,942,408.86	253,531.84		968,626.88	66.73
NET OF REVENUES & EXPENDITURES		277,735.26	(354,379.40)	6,737.33		632,114.66	127.60



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM – MONTHLY REPORT

TO: Village Council
FROM: Natalie Davis, Deputy Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: September 27, 2023

SUBJECT: September 2023 Monthly Report from Natalie

September 2023 – Jobs completed

- Took payment for utility Bills
- Calculated bills
- Took rental registration payments
- Did payroll
- Ran report for Shut offs
- Took R.W.P reservations
- Took tax payments
- Set up new customer accounts
- Did Golf Cart Registrations and Inspections
- Took permit applications
- Called customers about high usage
- Began DWAM Distribution System Material Inventory



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM – MONTHLY REPORT

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY: N/A
DATE: October 2, 2023

SUBJECT: Monthly Report September 2023

Updates – September 2023:

UPDATE REGARDING PC – DDA – PARKS & RECREATION COMMITTEES

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

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

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

UPDATE REGARDING VILLAGE HALL – AWNINGS

Staff has been researching the last time Village Hall awnings were updated. At this time are we still looking to replace the awnings? The pricing came in higher than anticipated but they are in such poor shape...Another idea which is reasonably cheaper is to just have them completely removed. One of these companies also mentioned our tuck-pointing in the brick is in rough shape, a free estimate should be rolling in within the next couple of weeks. If the Council would like to provide feedback regarding this topic, please advise. The cost for turnkey, take down, recover, and reinstall is approximately \$8,500.00. The cost for take down and dispose of 5 awnings is approximately \$2,100.00.

UPDATE REGARDING DDA

It should be noted, the DDA has completed its final stages of the recodified tax increment financing plan along with DDA area expansion. As request to hold a public hearing on the recommendation of the DDA, to approve the Downtown Development Authority 2023 Development Plan and Tax Increment Financing Plan, for Monday, October 9, 2023, at 6:00 p.m.

UPDATE REGARDING DSMI FIELD TRACKING

Staff wanted to update the progress that has been made with the water service line inspections. After 4.5 days of inspections, we have been to all the addresses at least once, and have 50% complete (both inside and outside investigations done). Abonmarche and staff continues efforts to complete the field tracking.

UPDATE REGARDING VAN BUREN RESIDENTIAL TMA/HOUSING STUDY

I like to share with you the exciting news that [Market Van Buren has been awarded a grant from the Michigan Department of Rural Development](#) to complete a residential Target Market Analysis for Van Buren County! Moreover, matching funds have been committed by Van Buren County in order to ensure that every municipality in Van Buren County has equal access to this data.

The Village of Decatur did provide a letter of support for this project. Our assistants to help make this grant application competitive. Market Van Buren expressed appreciation to those and the effort in preparing a letter of support.

UPDATE REGARDING SIDEWALK REPLACEMENT & NEW CONSTRUCTION

Staff along with Hahn Enterprise have been working on replacement and new construction of several areas within the Village. The prior two weeks, removal, and replacement of 250' of sidewalk was constructed along Prospect Street.

Additionally, new construction of sidewalk starting at N John Street/Clark Street has started. Council will recall, last year, the first section of new sidewalk from N John/St Mary's to Clark street was completed. This section of sidewalk was selected due to the upcoming USDA project which will include much needed road reconstruction on Pine & Cedar Street. This area of foot traffic views much student activity walking to and from school.

UPDATE REGARDING EMPLOYEE BENEFIT RENEWAL

I am providing the Council with an update with regards to employee benefits. Currently the Village of Decatur works specifically with Miller-Schuring Agency as our health & life insurance agent. Notification on BCN health renewal and UNUM Life and DI renewal. The BCN renewal is showing a 10.26% increase which is higher than in years past. I know we currently have the two plan options, but I think everyone is enrolled in the Platinum \$500 at this time. I am not really happy about the UNUM renewal. Normally there may be a small increase in an item or two, but the increase is almost across the board. To be honest, I am not sure I have a carrier that will structure your plan the way we set in up with Union and non-union and bargaining agreement. I am checking into our options there. Delta Dental will renew unchanged with no increase.

ADDITIONAL ATTACHMENTS

- **Van Buren County BOC – September 2023**
- **Van Buren Conservation District – September 2023**
- **Group Benefit Renewal – Health & Life Insurance**



September 2023 Board of Commissioners Activity Report

Administration Address
219 E Paw Paw Street - Suite 302, Paw Paw, MI 49079
Website: www.vanburencountymi.gov

Telephone No.
(269) 657-8253
Email: Admin@vanburencountymi.gov

**** Please note:** We will no longer be sending the Board of Commissioners Activity Reports via email. Stay up to date with the Board's activity on our [Website](#) or on our [Facebook page](#)!

HIGHLIGHTS

- 1. Sheriff Body Scanner** - There was a request from the Sheriff's department to approve the purchase of a body scanner to prevent the introduction of illegal substances into the jail. There has been a significant increase in attempts to smuggle illegal substances into the jail. This poses a high degree of risk to not just inmates but also correctional staff. Full body searches are not allowed unless there is a probable cause or a judicial order, which makes it difficult to find these substances. We believe this machine will help protect the health and safety of all of those in jail as well as reduce our risk of liability. The cost is \$184,500, which includes a highly recommended 5-year warranty. We can utilize \$132,162 from unallocated Marijuana Tax/Fee money. The remaining will come from the Jail Commissary Fund that has received more revenue than expected. The Jail Commissary Fund can be utilized because the scanner will also be used to inspect commissary packages. Note that this is a single quote as they are the only company that sells this brand specific to correctional facilities. All the facilities in the State that have a body scanner use this brand. The Board approved this purchase during the September 12th, 2023, meeting.
- 2. 2023 – 2024 County Budget** – Public Act 621 of 1978, an amendment to Public Act 2 of 1968, otherwise known as the Uniform Budgeting and Accounting Act, provides a system of unified procedures for the preparation and execution of budgets for units of local government. The County Administrator/Controller received revenue projections and expenditure requests for all County departments. The County Administrator/Controller has reviewed in detail those requests and has recommended a 2023-2024 General Fund Budget, as well as supporting documentation required by Public Act 621. It is the intent of the Board of Commissioners to provide the solvency of County fiscal operations by adopting a General Appropriations Act as required by law. It is the intent of the Board of Commissioners to articulate policy relative to monitoring, maintenance accounting and implementation of the General Appropriations Act as required by law. It is the intent of the Board of Commissioners to continue its allocation for substance abuse services of 40% of the convention facility/liquor tax revenue as required by Public Act 106 of 1985, as amended by Public Act 276 of 2022. A public hearing for the Proposed 2023-2024 Budget was held on August 8, 2023, after due notice was published in a newspaper of general circulation. The 2023-2024 Budget is based on the intent of the Board of Commissioners to levy property tax millages as follows: County Operating 4.4347, Ambulance 0.9324, Roads 0.9721, Public Safety 0.5332, Public Transit 0.2458, Conservation District 0.0991, and Veterans Relief 0.0995. The 2023-2024 General Fund and Non-General Fund Budgets have been apportioned to the various County departments. The Board of Commissioners adopted the General Appropriations Act for all Funds including anticipated fund balances, revenues, expenditures, and budget policies as attached and made a part hereof.

3. **MDOT Contract 2022-0144/P4** - The Michigan Department of Transportation (MDOT) has provided Agreement NO. 2022- 0144/P4. This contract needs to be digitally signed for MDOT before September 13, 2023. This contract is FY 2023 Section 5339. These funds will be used for up to one bus that has met MDOT's requirements to replace. The cost would consist of \$138,718 from Federal funding and \$34,679 State funding. The Board approved this request at the September 12th, 2023, meeting.
4. **MDOT Contract 2022-0144/P5** – There has been a request for approval, a resolution, and signatures for MDOT Contract 2022-0144/P5 which provides Federal Section 5311 Capital funding for replacement buses. MDOT has issued this contract for buses to replace aging vehicles in Transit's fleet. The Board approved the request for the approval, a resolution, and signatures for the MDOT Contract 2022-0144/P5 which provides Federal Section 5311 Capital funding replacement buses at the September 26th, 2023, meeting.
5. **Judge Baillargeon - Regional Veteran's Treatment Court** - Judge Baillargeon spoke regarding the Regional Veteran's Treatment Court. To view his presentation, visit our [Youtube](#) page to watch the livestream!
6. **September 2023 Claims** – Claims in the amount of \$2,159,344.00 for September 2023 were submitted, reviewed, and approved by the Board of Commissioners during the September 26th Board meeting.
7. **ARPA VBISD Youth Center** - There was a request for the Board to approve authorization of the use of \$950,000 in ARPA funds for a Van Buren County Youth Center in conjunction with the Van Buren Intermediate School District. There have been numerous discussions on the use of ARPA funds to address youth mental health issues because of COVID. VBISD has worked with Commissioners and other stakeholders to develop a conceptual program. The Board of Commissioners approved the authorization to use \$950,000.00 in ARPA funds for a Van Buren County Youth Center in conjunction with the Van Buren Intermediate School District during the September 26th meeting.
8. **Local Emergency Planning Committee Member List** - There was a request to approve the updated LEPC/LPT member list. The LEPC/LPT Member List has been updated, removing inactive members, removing members that no longer wish to participate, adding new community members that wish to participate, and establishing alternate voting positions for several members/positions. This was done due to low attendance preventing quorums at LEPC meetings. The Board approved the updated member list for the LEPC/LPT.
9. **Keeler Township Ambulance Interlocal Agreement** – There was a request to terminate the Ambulance Services Inter-Local Agreement with Keeler Township and amend the VBEMS Ambulance Services Contract to include Keeler Township effective August 21, 2023. Keeler Township has belonged to the Cass/Van Buren Emergency Services Authority who contracted with Pride Care for ambulance services in Keeler Township. Pride Care effective August 21, 2023, discontinued operations in Keeler Township. Keeler Township desires to separate from the Authority and discontinue the inter-local agreement that allows us to distribute millage money to them directly. In its place, Keeler Township has asked us to add Keeler Township to our existing VBEMS contract. Consequently, our millage money for the third quarter will be: July 1, 2023 – August 20, 2023: Pride Care August 21, 2023 – September 30, 2023: VBEMS. The Board approved the termination of the Ambulance Services Inter-Local Agreement with Keeler Township and amend the VBEMS Ambulance Services Contract to include Keeler Township effective August 21, 2023.

- 10. Keeler Township Ambulance VBEMS Service Contract** - There has been a request to amend the VBEMS Ambulance Services contract to expand the geographical service effective August 21, 2023, to include Keeler Township and to terminate the Ambulance Services Inter-Local Agreement with Keeler Township. The local unit of government (Keeler Township) has requested VBEMS to assume ambulance services paid through the Ambulance millage effective August 21, 2023. There will be no gap in ambulance service coverage. The Board approved the amending of the VBEMS Ambulance Services contract to expand the geographical service effective August 21, 2023, to include Keeler Township and to terminate the Ambulance Services Inter-Local Agreement with Keeler Township.
- 11. Budget Adjustments** - The Van Buren County Board of Commissioners recognizes its duty to appropriate funds for County operations. The Michigan Uniform Budgeting and Accounting Act (Public Act 2 of 1968, as amended) provides a system of unified procedures for the preparation, execution, and amendment of budgets for local units of government. Instances of budgetary non-compliance are reported in the County's annual financial statements, and, by extension, to the State of Michigan. The last scheduled Board of Commissioners meeting in September is September 26, 2023. budget amendments for the 2022-2023 fiscal year must be performed by September 30, 2023, which is the last day of the fiscal year. The need for, and the amount of, budget amendments may not be known until the last days of the fiscal year. The Board approved the authorization of the County Administrator and/or the Finance Director to amend the fiscal year 2022-2023 budget as necessary to maintain compliance with Public Act 2 of 1968, as amended.
- 12. Blight Elimination Grant - Round 2** - There has been a request for the Board to accept the Blight Elimination Grant in the amount of \$115,316.00. the Blight Elimination Grant Program through the State Land Bank Authority, awarded \$250,000 to all counties in the first round. In the first round, the Van Buren County Land Bank Authority (VBCLBA) did not utilize all available funding. For round 2, we solicited additional projects for both the remaining guaranteed funding and competitive funding. The following projects were approved for guaranteed funding: 106 South Center Street, Hartford – demolition (fire) 1014 Third Street, Bangor – demolition (fire). The following project was approved for competitive funding: 606 East Washington, Lawton – demolition. The Board approved the Blight Elimination Grant in the amount of \$115,316.00.
- 13. Blight Elimination - Round 3** - There has been a request for the Board to authorize the Treasurer to sign the grant agreement with the Michigan State Land Bank Authority. There have been numerous discussions on the use of ARPA funds to address youth mental health issues because of COVID. VBISD has worked with Commissioners and other stakeholders to develop a conceptual program. All land banks were awarded \$500,000 in round 3 of the state's blight elimination grant program. The VBCLBA would like to proceed with a grant agreement for the funds to be used for eligible projects in the county. The State Land Bank Authority (SLBA) has not yet finalized the criteria for this round of funding. Once that is made available, the VBCLBA will solicit projects and then submit qualifying projects to the SLBA for their approval. Once approved by the SLBA, the projects may proceed. The Board approved the authorization of the Treasurer to sign the grant agreement with the Michigan State Land Bank Authority.
- 14. Sale of Old Ambulance** - There was a request to sell a 1995 Ford Ambulance for one dollar to the Van Buren County Intermediate School District. We would like to sell an old ambulance that we utilized for our dive team. We are requesting that we are allowed to sell this 1995 Ford Ambulance to the Van Buren Intermediate School District for their first responder program. This vehicle is not in a condition to be used by the Sheriff's Office for emergency situations like

water rescue or body recovery efforts. We ask the sale price of this vehicle to be \$1.00. The Board approved the sale of the 1995 Ford Ambulance for one dollar to the Van Buren County Intermediate School District.

- 15.911 Audio Recording Project** - There was a request to proceed with an upgrade of the 911 Audio Recording System. With the completion of the VHF Radio System upgrade project, we have discovered some challenges with our current audio logging system that have created potential liability concerns. These concerns include multiple instances of the recording system failing to record radio traffic on the MPSCS system. While troubleshooting and investigating source causes, it was determined that additional and upgraded equipment is needed to maintain a technologically forward-facing posture. The estimated cost of the project is \$185,000.00. The current 911 Fund Balance has sufficient funds to cover the cost of the project. (\$1,894,193.00). Equature proposal includes 5-year maintenance. If 100% paid up front, we would realize a savings of approx. \$57,000.00 over the course of the 5 years. Quotes from Motorola (radio) & Equature (recording vendor) have been obtained and are attached. The phone vendor, InDigital, has indicated that their cost would be no more than \$5000.00 but would need to verify current equipment prior to a purchase agreement. These are the vendors who are currently utilized by 911 for recording all audio files including phone & radio systems. The Board approved the request to proceed with an upgrade of the 911 Audio Recording System.
- 16. Access & Visitation Grant** - There was a request to approve the SCAO Access and Visitation Service Contract and to authorize the Board Chair to sign on the Board's behalf. For several years, Berrien, Cass, and Van Buren Friends of the Court have filed a joint Access & Visitation grant application to share funds between our counties. The FY24 application has been approved and the contract is available for the Board Chair's signature. This grant provides for supervised parenting time in complex cases. We are working to expand the use of this service in Van Buren County this year. The Board approved the SCAO Access and Visitation Service Contract and authorized the Board Chair to sign on the Board's behalf.
- 17. Opioid Steering Committee - Purchase of Naloxone Kits** - There was a request to purchase 94 Naloxone kits using Opioid Settlement Funds in the amount not to exceed \$10,200.00. The Opioid Settlement Committee has recommended the use of funds for the purchase of 94 Naloxone Safety Kits to be distributed as follows: Public Schools (48), Parochial Schools (6), Cities/Villages (11), Townships (17, Bloomindale Village & Twp Combined), County (12), totaling 94 kits. The kits are designed to be placed in public spaces that can be accessed quickly in the event of an emergency. The use of these monies for this purpose meets the criteria for harm reduction, which is an allowable expense. The Board approved this request.
- 18. Elected Officials Salaries** - There was a request to adopt new salaries for the County Clerk, Treasurer and Register of Deeds to be in alignment with the averages of our comparable counties for an effective date of October 1, 2023. In July, Administration conducted and provided results from a salary study of Elected Official's salaries of our comparable counties. In that survey, it concluded that our County Clerk, Treasurer, and Register of Deeds fell below that average. We are seeking to bring each of those Elected Officials' salaries to be the average and to increase our County Clerk's Election stipend as it hasn't been updated in several years. Clerk: \$85,047.96 and Election Stipend increased from \$2,000 to \$5,000, Treasurer: \$83,661.76, Register of Deeds: \$80,516.66. The Board approved the adoption of the new salaries for the County Clerk, Treasurer and Register of Deeds to be in alignment with the averages of our comparable counties for an effective date of October 1, 2023.

- 19. Juvenile Court RTA Grant** - There was a request for the renewal of the existing Raise the Age (RTA) grant contracts. Juvenile Court has been the recipient of a Raise the Age grant since the legislation changed in 2021. This grant allows reimbursement for any expense related to a youth who receives a new charge after age 17. These include wages / fringes for court staff, court appointed attorneys, driving classes, GED test costs, etc. With the start of the new fiscal year on 10/1/2023, it is being requesting an expedited grant contract signature, so we do not lose any days of grant reimbursement. Signature needs to be completed in the EGrAMS online system. Paper copies attached for reference only. The Board approved the renewal of the existing Raise the Age (RTA) grant contracts.
- 20. Juvenile Court FY23 QLR Grant Amendment** - There was a request for the amendment to the FY23 Quality Legal Representation (QLR) grant contract. this grant contract was previously signed. The amendment is to change Van Buren County from recipient to sub-recipient with no financial changes. Signature needs to be completed in the EGrAMS online system. Paper copies attached for reference only. The Board approved the FY23 Quality Legal Representation Amended grant contract.
- 21. Juvenile Court – QLR & CPLR Grant Contracts** - there has been a request to approve the renewal of the existing Quality Legal Representation (QLR) & Child & Parent Legal Representation (CPLR) grant contracts. Because of timing concerns. Juvenile Court has been the recipient of two MDHHS grants for several years - Quality Legal Representation and Child & Parent Legal Representation. These grants reimburse partial costs of attorneys and a social worker who provide ancillary services to families involved in child protective cases. In line with this court's philosophy of being a resource for Van Buren County families, these interventions have proven effective at preventing removal of children from their homes or an earlier return to their home. services may include establishing paternity or custody, filing for divorce, assisting with domestic violence or landlord tenant issues, helping restore a driver's license, finding housing, completing applications for disability or assistance, resolving contract disputes, and other barriers to permanency for children. Only Van Buren County and Wayne County are pilot counties for these innovative solutions and the State is pleased with our success. Due to many questions and program requirement changes, it has taken a long time to get to the point of contract signature. Signature needs to be completed in the EGrAMS online system. The Board approved the renewal of the existing Quality Legal Representation (QLR) & Child & Parent Legal Representation (CPLR) grant contracts.
- 22. Friend of the Court - CRP Grant Contract** - There was a request to approve the Friend of the Courts Cooperative Reimbursement Program Grant Contract and to authorize the Board Chair to sign the appropriate documents on behalf of the Board. The Friend of the Court is largely funded by the Cooperative Reimbursement Program at a rate of 66%. The previous contract ran from 2017 - 2024 and the current contract is from 2024 - 2028. This contract allows us to bill us for reimbursable expenses. Van Buren County is a combined county, which means our office handles establishment and enforcement. Establishment is a function of the prosecutor's office, so this contract has been signed by Chief Judge Brickley and Prosecutor Zuiderveen. The total grant award is \$10,357,445.06, FY23-24 \$1,881,388.06 FY24-25 \$1,971,804.86 FY25-26 \$2,066,739.28 FY26-27 \$2,166,423.44 FY27-28 \$2,271,088.82. The Board approved the Friend of the Court Cooperative Reimbursement Program Grant Contract and authorizes the Board Chair to sign the appropriate documents on behalf of the Board.

Appointment/Reappointment Requests

1. **Board of Canvasser Appointment** – There was a request to fill the expiring terms on the Board of Canvasser for a 4-year term expiring October 31, 2027. The county committee of each political party is required to submit to the County Clerk no later than September 1st of each odd-numbered year the names of three persons qualified to serve on the Board Canvassers. The County Clerk presents the submitted names to the members of the Board of County Commissioners who are then required to fill each vacant position with one of the three persons nominated for the position. This is a 4-year term expiring October 31st, 2027. Michigan election law stipulates that the Board of County Commissioners must elect the positions “by ballot.” As the Open Meetings Act prohibits voting procedures at a public meeting which prevents citizens from knowing how members of a public body voted, a “secret” balloting process cannot be employed by the Board of County Commissioners when filling the positions. The names submitted by each party are: Republican – Nancy Thomas, Tonya Schuitmaker, Douglas Nelson and for Democrat – Doug Cultra, Nancy Backas, David Goldenberg. After discussion, the Van Buren County Board of Commissioners voted to select Nancy Thomas (R) and Doug Cultra (D) to fill the expiring terms. The Board of Commissioners appoints Nancy Thomas (R) and Doug Cultra (D) to the Board of Canvassers for a 4-year term expiring October 31st, 2027.

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Twitter: <https://twitter.com/VanBurenCoMI>



Watch us on our [YouTube page](#). 

All board meeting agendas and minutes can be found on the county website:

<https://www.vanburencountymi.gov/129/Agendas-Minutes>



Van Buren Conservation District September 2023 Program Update

Submitted by Emily Hickmott, Deputy Administrator

Our outdoor events are wrapping up for the year soon, and we continue to plan for next year's programs and events, complete grant reports, and apply for new grants. With our fiscal year transition in October, we have an additional announcement. As the VBCD team has grown, the Board of Directors has seen the need to add an Executive Director position, and I have been promoted to fill this position. Administrator, Kim Sinclair, will continue on in this capacity with a strong focus on financial management and growing and diversifying the funding sources of the VBCD. You can read the whole press release on our website.

<https://vanburencd.org/news/> If there is a service, information, or event that you're hoping to see from the District, please don't hesitate to reach out and share your ideas.

Upcoming District Events:

- Recycling Collection – please encourage signing up for tires by October 12
 - Recycle Roundup Collections | October 14 Lawrence
 - <https://vanburencd.org/van-buren-county-recycling-collections/>
- Volunteer Opportunities
 - Trail Cleanup in Covert | September 29 | 12:30 PM – 2:30 PM | 269-633-9052
 - Stream Health Monitoring | October 1 | 1:00 PM – 5:00 PM | 269-633-9044

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) – The Van Buren Conservation District staff held an on-farm field Day on August 17 with over 60 attendees. Staff presented information on the MAEAP program, drainage water management and antimicrobial resistance. Attendees toured the farm to see and learn about benefits of cover crops and other conservation practices installed by the host, Stochierro Farms.
- **SWxSW Corner Cisma (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian, Jena Johnson, Caleigh Dahn*) – August was a busy month for the Cisma team. After receiving the contract for the US Forest Service GLRI grant, treatments and surveys for that grant were able to begin. The team also held hikes and paddles to help folks learn about invasive species on the land and in the water. Work has also begun on treatments for the Van Buren County Road Commission. Conversations with the Van Buren Drain Commissioner are underway regarding surveys and treatment options for Japanese knotweed and invasive Phragmites within county drains.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) – August was a bit slower for farm appointments, assessments, and verifications but this is because the specialist was putting the final touches on and preparing for the MAEAP Field Day at Stochierro Farms. The Field Day was a success with many new farmers attending and filling out Phase 1 contact forms so that they can begin their work on a MAEAP Verification. The specialist has worked hard this year trying to get as close to 100% of the Re-Verifications done as possible while also looking for new Verifications. The MAEAP Tech Consistency training was a good day of networking with the other SW Technicians and training on how technicians can assess and report our work to the same standard.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) – Conservation Stewardship Program Enrolment completed for FY2023. 771 new acres engaging in enhanced conservation practices until 2027.



Van Buren Conservation District September 2023 Program Update

Submitted by Emily Hickmott, Deputy Administrator

- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) – An additional applicant was selected for funding bringing approximately another \$20,000 into the county for area farmers, bringing the yearly total that NRCS was able to help cost-share for area farmers well past the \$1.5 Million.
- **Outreach** (*Jacob Diljak*) – Many well-attended and impactful events happened in August: South Haven Farmers Market, MAEAP Field Day, Hike and Paddle with a Naturalist. Planning for upcoming publications and events saw significant progress in Tree Sale, annual report, and 2024 calendar.
- **Resource Recovery Recycling** (*Kalli Marshall, Jacob Diljak*) – In August, the team had a great time holding the 2023 Recycle Roundup Collection Event in South Haven. Tons of materials were collected at the event where 200 households were serviced. The quarterly report was presented to the Van Buren County Commissioners. Also presented was an opportunity to work with Southwest Michigan Planning Commission for the Materials Management Planning process for a multi-county materials management plan.



BLUE CROSS
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Small Group Renewal Package

for

VILLAGE OF DECATUR

Customer ID: 182554

For Renewal Period Beginning: December, 2023

Publication Date: 08/14/2023

Rate Renewal Change

VILLAGE OF DECATUR

CID:	182554	Rate Effective:	12/1/2023
General Agency:	TGG Solutions		
Agent:	CHARLES K MAY	Agency:	MILLER-SCHURING AGENCY, INC.

BCN Rate Renewal Change

	Current Premium ¹	Renewal Premium ¹
Total Billable Members ²	21	21
Total Medical & Pharmacy Premium ³	\$12,929.61	\$14,263.35
Total Dental Premium	\$0.00	\$0.00
Total Vision Premium	\$98.36	\$101.37
Total Monthly Premium	\$13,027.97	\$14,364.72
Total Annual Premium	\$156,335.64	\$172,376.64

Projected Change in Monthly Premium	10.26%
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BCN Components of Rate Change

Components	Medical ³ & Pharmacy	Dental	Vision
Index to Current rate	6.38%	0.00%	2.27%
Aggregate Product Differences	0.95%	0.00%	0.34%
Area	0.63%	0.00%	0.00%
Age	2.55%	0.00%	0.35%
Age Factor Change	0.00%	0.00%	0.00%
Dependent Cap	0.00%	0.00%	0.00%
Total Rate Change	10.82%	0.00%	2.97%

1. Premiums are based on enrollment at the time of renewal development.

2. Count based on snapshot as of 8/14/2023.

3. Medical includes Pediatric Vision.

4. The figures reflect commercial plans only.

5. Percent changes due to members aging out of pediatric dental, members aging into adult vision plans, and/or changes in Taxes & Fees are accounted for in the Aggregate Product Differences

Blue Cross Blue Shield of Michigan and Blue Care Network reserve the right to adjust rates if any of the assumptions or calculations used to develop the rates are incorrect.

Benefit Summary Description

VILLAGE OF DECATUR

DIV: 00182554_0001_0001

	Current Benefits	Renewal Compliant Benefit Conversion
Medical	BCN HSA HMO Gold \$1500/20%	BCN HSA HMO Gold \$1500/20%
Deductible (individual) ¹	\$1500	\$1500
Coinsurance ¹	20%	20%
Office Visit Copay ¹	Ded+coinsurance Copay	Ded+coinsurance Copay
Emergency Room Copay ¹	Ded+coinsurance Copay	Ded+coinsurance Copay
Drug	\$10/\$30/\$60/\$80/20%/20%	\$10/\$30/\$60/\$80/20%/20%
Metal Level ¹	Gold	Gold
Dental		
Annual Max ¹		
Contribution Type		
Vision	Blue Vision 12/12/12 \$5/\$10	Blue Vision 12/12/12 \$5/\$10
Contribution Type	Non-Voluntary	Non-Voluntary
Total Monthly Premium	\$0.00	\$0.00

For a more detailed description of benefits, please refer to the Agent Portal or contact your General Agency.²

1. BCBSM plans will display values to represent "in-Network"

2. BAAGs and SBCs can be found on the Agent Portal or by contacting your General Agency.

Reference Number: 393

Blue Cross Blue Shield of Michigan and Blue Care Network reserve the right to adjust rates if any of the assumptions or calculations used to develop the rates are incorrect.

Benefit Summary Description

VILLAGE OF DECATUR

DIV: 00182554_0001_0002

	Current Benefits	Renewal Compliant Benefit Conversion
Medical	BCN HMO Platinum \$500	BCN HMO Platinum \$500/0%
Deductible (individual) ¹	\$500	\$500
Coinsurance ¹	0%	0%
Office Visit Copay ¹	\$20 Copay	20 Copay
Emergency Room Copay ¹	\$150 Copay	150 Copay
Drug	\$4/\$15/\$40/\$80/20%/20%	\$4/\$15/\$40/\$80/20%/20%
Metal Level ¹	Platinum	Platinum
Dental		
Annual Max ¹		
Contribution Type		
Vision	Blue Vision 12/12/12 \$5/\$10	Blue Vision 12/12/12 \$5/\$10
Contribution Type	Non-Voluntary	Non-Voluntary
Total Monthly Premium	\$13,027.97	\$14,364.72

For a more detailed description of benefits, please refer to the Agent Portal or contact your General Agency.²

1. BCBSM plans will display values to represent "in-Network"

2. BAAGs and SBCs can be found on the Agent Portal or by contacting your General Agency.

Reference Number: 394

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BLUE CARE
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Small Group Glossary

Age (Component of Rate Change)

This represents changes due to members aging since the prior renewal.

- Example: If a group has one member who aged from 21 to 22 since the prior renewal, and the age factors are 1.00 and 1.01, respectively, the percentage change due to age is 1%.

Age Factor

These factors are used to provide rates based on members' ages.

Age Factor Changes (Component of Rate Change)

This represents changes from the prior renewal period due to revisions to the age factors used to provide age-based member rates. Since the age factors used do not change often, this component's value is normally zero.

- Example: In 2018, CMS stipulated changes to child medical age bands that increased the age factors for members under 21. Groups that had a higher than average proportion of children less than 21 years had a positive percentage change for Age Factors.

Aggregate Product Differences (Component of Rate Change)

This represents the aggregate of changes to all benefits and/or product pricing relativity from the prior renewal period. This component also includes the rating impact of any plan benefit being mapped to Health Care Reform compliant products from the prior year. Changes due to members aging out of pediatric dental and/or members aging into adult vision plans are also included.

- Example: If projected claims cost increases compared to the prior year were higher for high deductible plans than for other plans, then this percentage will be positive for high deductible plans. If there is more than 1 plan per carrier, the change will be the aggregate change for all renewing plans of each carrier.

Area (Component of Rate Change)

This represents the change in area factors from the prior renewal period due to relatively higher or lower projected claims costs in a rating area.

- Example: This percentage will be positive for an area where projected claims cost increases were higher than average.

Billable Member

A subscriber, spouse, or eligible dependents of the subscriber entitled to benefits under the subscriber's certificate. Only the three oldest children under the age of 21 are included as billable members.

Dependent Cap (Component of Rate Change)

This component represents the effect of children turning 21 for the upcoming renewal when other children were not Billable Members for the prior renewal.

- Example: A family with four children under the age of 21 on their prior renewal would have only been charged for the three oldest children. If one of the children is 21 for the upcoming renewal, the family premium will include rates for all 4 children, and this component will be positive.



BLUE CARE
NETWORK
OF MICHIGAN

Full Time Equivalent (FTE)

A method to count employees that determines the group size, using an average count from each month of the prior calendar year. Employees working 120 hours or more in a month each count as one full-time employee, while employees working less than that are pro-rated. The average is rounded down to the nearest whole number. Seasonal employees working fewer than 120 days per year and employees who have medical coverage under TRICARE or certain Veterans Administration programs are excluded from this count.

Index to Current Rate (Component of Rate Change)

This represents the overall change of rate levels from the prior renewal period. Trends, and their favorable/unfavorable results, are reflected in this component.

- Example: If the overall pool is expected to see increased claims costs from the prior year, then this percentage will be positive.

Rating Area

A group's rating area will be determined based on the employer's primary Michigan location.

Renewal Compliant Benefit

Health Care Reform regulations require all small groups have Health Care Reform compliant products. Small Groups will be mapped to Health Care Reform compliant products at each renewal.

Small Group Rating Type

Groups with a count of 50 or fewer FTEs and with at least one eligible employee enrolling.

Summary of Benefits and Coverage (SBC)

Document available to subscribers describing their covered benefits, cost sharing, and coverage limitations and exceptions.



Our Blue Dental and Blue Vision plans are all in one for your overall health

We joined your Blue Cross Blue Shield of Michigan medical, dental and vision benefits together for a seamless experience with one ID card, one convenient member account and access to our integrated wellness engagement program.

With our large Blue Dental PPO network of more than 130,000 unique dentists and 430,000 access points nationwide, you have the choice to stay with your current dental provider or choose someone new.

Our Blue Vision care offers you the choice of more than 35,000 unique providers nationwide with a wide selection of eye wear choices.

Interested in learning more? Contact your Specialty Benefits representative or email specialtybenefits@bcbsm.com.



Blue Cross
Blue Shield
Blue Care Network
of Michigan

Specialty Benefits | Providing a total benefits solution

A photograph of two women sitting and talking. The woman on the left has dark curly hair, wears glasses, a white top, and a light pink cardigan. The woman on the right has blonde hair in a ponytail and wears a grey sweater. They are in a modern office setting with a brick wall and a blue couch in the background.

Blue Cross Behavioral HealthSM MARKETING PLANNER FOR EMPLOYERS



A guide to help direct your employees to resources for mental health and substance use concerns.

We're *here* to help.



Mental health and substance use conditions are at an all-time high. Your health plan includes behavioral health benefits and resources to help your employees address these concerns.

In this planner, you have everything you need to promote and market available mental health and substance use disorder benefits and resources to your employees. Along with this shareable content, you'll also find a custom campaign planner to aid with launching your campaign, and a guide to assist you in directing your employees to the care they need.

Begin sharing these materials with your employees immediately. If you need additional assistance or have questions about this toolkit, please reach out to your Blue Cross account manager or agent.

KEY INSIGHTS*

- 1** Mental health and substance use conditions can affect all ages, sexes, races and income levels. While everyone may not be experiencing a concern, many have friends or family who are and can help those who need to seek care.
- 2** Stigma related to mental health and substance use conditions can suppress the awareness of these conditions and is a reason some don't seek care.
- 3** Many people delay seeking care because they find it difficult to get care. They may wait until they can't handle it anymore on their own or they experience a triggering event.
- 4** The most common barriers to getting care are finding the right provider, understanding coverage and benefits and cost.
- 5** When seeking care, many start with their primary care provider. Those without a PCP are less likely to get care.

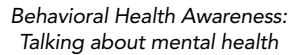


Download the *Conversations with employees on mental health and substance use* guide from the Behavioral Health toolkit for tips on talking to your employees about mental health or substance use concerns and directing them to the care they need.

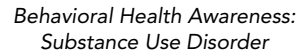
* Blue Cross Blue Shield of Michigan research study conducted by Gongos in December 2020

NEWSLETTERS

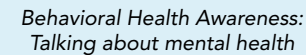
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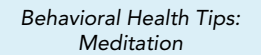
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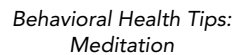
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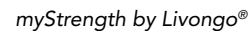
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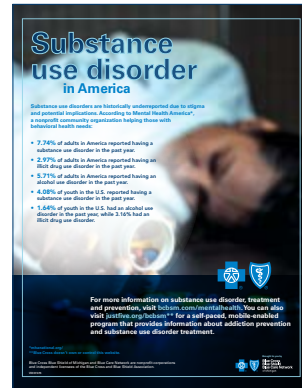


POSTERS

FILE TYPES: .PDF | DIMENSIONS: 8.5 x 11 or 11 x 14



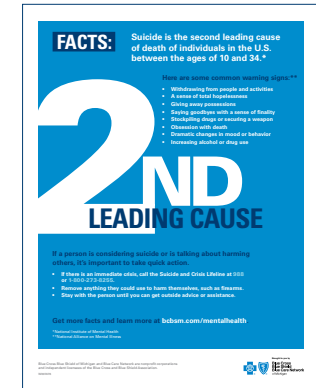
Behavioral Health Awareness:
Talking about mental health



Behavioral Health Awareness:
Substance use disorder



Behavioral Health Awareness:
Dealing with a crisis



Behavioral Health Awareness:
Suicide prevention



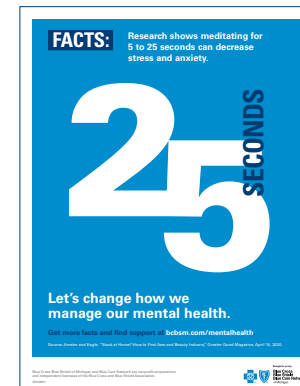
Behavioral Health Awareness:
Stigma



Behavioral Health Tips:
Dealing with loneliness



Behavioral Health Tips:
Micro-habits to alleviate stress



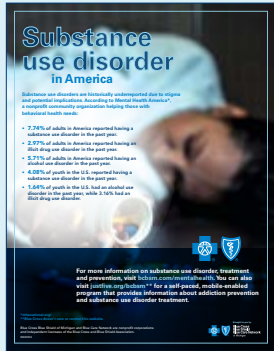
Behavioral Health Tips:
Meditation



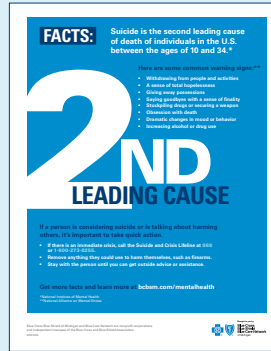
Behavioral Health Tips:
Caregiver health

FLYERS

FILE TYPES: .PDF | DIMENSIONS: 8.5 x 11



Behavioral Health Awareness:
Substance use disorder



Behavioral Health Awareness:
Suicide prevention



Behavioral Health Awareness:
Dealing with a crisis



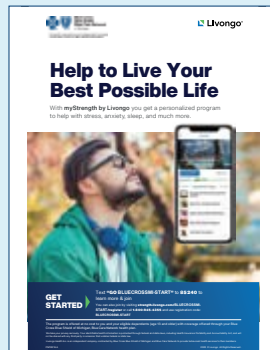
Behavioral Health Tips:
Crisis care options



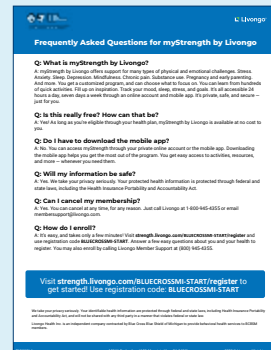
Behavioral Health Tips:
Dealing with loneliness



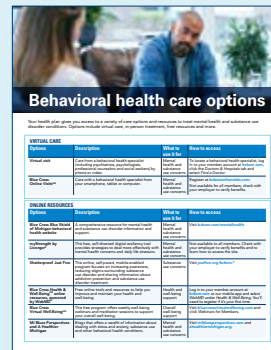
Behavioral Health Tips:
Caregiver health



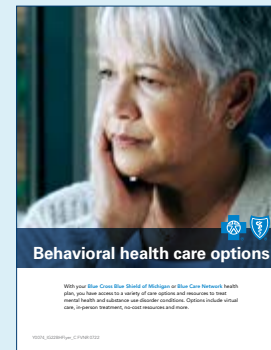
myStrength® by Livongo



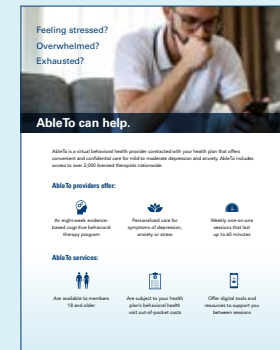
myStrength® by Livongo:
FAQ



Behavioral Health Tips:
Care options
(for members under 65)



Behavioral Health Tips:
Care options
(for members over 65)



Behavioral Health Tips:
AbleTo

DIGITAL IMAGES

FILE TYPES: .JPG | DIMENSIONS: 1920 x 1080



*Behavioral Health Awareness:
Dealing with a crisis*



*Behavioral Health Awareness:
Suicide prevention*



*Behavioral Health Tips:
Dealing with loneliness*





CAMPAIGN PLANNER

The campaign timeline and rollout below is just an example of how you can effectively communicate the Blue Cross Behavioral Health content with your employees. Feel free to disseminate these materials as you see fit, although we encourage a multi-faceted approach for the best member experience.

	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Email Template 1								
Newsletter Template 1								
Email Template 2								
Newsletter Template 2								
Email Template 3								
Email Template 4								
Posters								
Flyers								
Digital images								



Blue Cross
Blue Shield
Blue Care Network
of Michigan



Download your Behavioral Health toolkit today at bcbsm.com/engage.

Contact your sales account manager or agent if you have questions.

We're *here* to help.

Blue Cross Blue Shield of Michigan and Blue Care Network are nonprofit corporations and independent licensees of the Blue Cross and Blue Shield Association.



Blue Cross Blue Shield of Michigan Marketing Planner for Employers

Encourage your employees to get their annual flu shot this season with these marketing resources.



**Blue Cross
Blue Shield
Blue Care Network**
of Michigan



Be ready for flu season. It's important for your business.

Your employees' health is important. That's why we've developed this toolkit to give you action steps for keeping your workplace healthy during the flu season.

Depending on their health care plan, your employees can easily get the flu shot by:

- Visiting bcbsm.com/preventflu for a list of participating pharmacies in Michigan that provide vaccinations, and then going to the selected pharmacy with their Blue Cross or Blue Care Network member ID card.
- Scheduling an appointment with their primary care physician to get the flu shot.
 - o *An office visit copayment may apply.*

Note: The flu vaccine can protect your employees from becoming sick with the flu. The flu is a potentially serious respiratory illness that can cause missed work, hospitalization, and, in some cases, even death.



What's inside.



Email Template

Use this email communication to help promote flu shot awareness to your employees and the steps to getting a flu shot.



Posters

Use these resources digitally or in print to promote facts about the flu shot and preventive actions to stay healthy.



Flyers

Use these resources digitally or in print to educate employees on the importance of the flu shot and answer other frequently asked questions.



Direct-mail Postcard

Share this postcard in the workplace or mail to employee homes to help promote awareness and actions to get a flu shot.



Social Media Images

Use these digital assets within your company's social media channels or intranet sites to promote flu shot awareness.

Email Template



The flu vaccine is worth a shot.

Hi [First Name],

Nearly **154 million flu shots** were administered across the U.S. last year, according to the Centers for Disease Control and Prevention. That's a record number. And while it turned out to be a mild flu season, we can't let our guard down. It's still important to get a flu shot this year.

Help prevent the spread. Give it a Shot! The flu vaccine is safe, easily administered and only takes a few minutes to get. Plus, you're not only ensuring fewer illnesses in the community, you're also helping to keep hospitalizations to a minimum.

Ready to give it a shot? Here's what you can do next:

- Visit a participating pharmacy with your Blue Cross or Blue Care Network member ID card ** While most pharmacies will accept your coverage, be sure to ask before you get your vaccine.
- Go to a retail health clinic for your flu shot.
- Schedule an appointment with your primary care provider for your flu shot.

[LEARN MORE](#)

Posters



FACT

You can't get the flu from the flu shot. It doesn't contain any strains of an active flu virus.

It will help protect you and others from getting and spreading the flu.

Stay healthy — Give it a Shot.

Blue Cross Mobile App
Need to find a doctor? Gym membership? Maybe health services from WebMD? Find it all and so much more on the Blue Cross mobile app. Download it today!

[App Store](#) [Google Play](#)

[Learn more at **bcbsm.com/preventflu**.](#)

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Fact 1 Poster

FACT

Last year's flu season sent 400,000 people to hospitals and caused 22,000 deaths.

The best way to protect yourself and loved ones from the flu is to get vaccinated.

Source: Centers for Disease Control and Prevention

Stay healthy — Give it a Shot.

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[App Store](#) [Google Play](#)

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Fact 2 Poster

Stay healthy this flu season

Avoid touching your eyes, nose and mouth with unwashed hands.

[Learn more at **bcbsm.com/preventflu**.](#)

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Fact 3 Poster

Stay healthy this flu season

Wash your hands often with soap and water for at least 20 seconds.

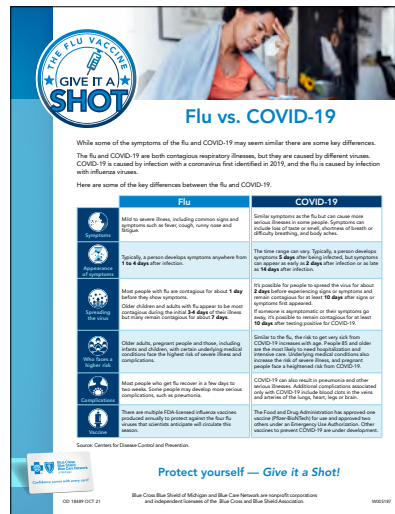
If soap or water isn't available, use an alcohol-based hand sanitizer.

[Learn more at **bcbsm.com/preventflu**.](#)

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Fact 4 Poster

Flyers



THE FLU VACCINE
GIVE IT A SHOT

Flu vs. COVID-19

While some of the symptoms of the flu and COVID-19 may seem similar, there are some key differences. The flu and COVID-19 are both contagious respiratory illnesses, but they are caused by different viruses. COVID-19 is caused by infection with a coronavirus first identified in 2019, and the flu is caused by infection with influenza viruses.

Here are some of the key differences between the flu and COVID-19:


Flu	COVID-19
Symptoms Mild to severe illness, including common signs and symptoms such as fever, cough, runny nose and fatigue.	Symptoms Similar symptoms as the flu but can cause more serious illness in some people. Symptoms can include loss of taste or smell, diarrhea, or loss of or difficulty breathing, and blood in stool.
Appearance Typically, a person develops symptoms anywhere from 1 to 4 days after infection.	Appearance The time range can vary. Typically, a person develops symptoms 2 to 14 days after infection. Symptoms can appear as early as 2 days after infection or as late as 14 days after infection.
Contagiousness Most people with the flu are contagious for about 1 day before they show symptoms. Older children and adults can be contagious for up to 10 days after infection. In some cases, people can be contagious for up to 2 weeks after infection.	Contagiousness It's possible for people to spread the virus for about 5 days after they develop symptoms. People can be contagious for up to 10 days after infection. If someone is asymptomatic or their symptoms go away, it's possible to remain contagious for at least 10 days after testing positive for COVID-19.
Severity Elderly adults, pregnant people and those, including children and adults, with certain underlying medical conditions, such as pneumonia, are at higher risk of severe illness and complications.	Severity Severe illness from the flu, the risk of getting sick from COVID-19 increases with age. People 65 and older are at most likely to need hospitalization and are more likely to die from COVID-19. People 65 and older are at higher risk of severe illness and complications.
Recovery Most people who get the flu recover in a few days to two weeks. Some people may develop more serious complications, such as pneumonia.	Recovery COVID-19 can also result in pneumonia and other serious illness. Recovery can take several weeks. Some people may develop more serious complications, such as pneumonia.
Vaccination There are multiple FDA-licensed influenza vaccines available through the Blue Cross Blue Shield of Michigan and Blue Cross of Michigan. These vaccines are available to all people who are 6 months of age and older.	Vaccination The Food and Drug Administration has approved one COVID-19 vaccine. The vaccine is available to all people who are 16 years of age and older.

Source: Centers for Disease Control and Prevention.

Protect yourself — Give it a Shot!

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Flu vs COVID-19 Flyer



THE FLU VACCINE
GIVE IT A SHOT

Why the flu vaccine is worth a shot

By getting the flu shot you can help protect yourself and others from getting and spreading the flu.

- No hassle**
Go to a participating local pharmacy or schedule an appointment with your doctor. Bring your Blue Cross member ID card with you.
- No worries**
The flu shot is safe, effective and the best protection against the flu you can receive. If you have any concerns about getting a flu shot, talk to your doctor.

Here's what you need to do

- Go to bcbsm.com/preventflu to locate participating pharmacies or contact your primary care provider to schedule an appointment. Your office visit copayment may apply. You can also find other doctors by logging into your Blue Cross member account.
- Visit the pharmacy with your Blue Cross member ID card to get your flu shot today. While most pharmacies will accept your coverage, be sure to ask before you get your vaccine.
- Make sure you write down the date of your flu shot and let your doctor know at your next appointment so he or she can keep your immunization record up to date — and you healthy.
- For members without Blue Cross pharmacy coverage:** Visit bcbsm.com/preventflu to see a list of immunizing pharmacies that provide vaccines under your medical coverage.

Ways to prevent the spread of the flu and other viruses

- Avoid close contact with people who are sick. If you're sick, avoid others as much as possible.
- Cover your nose and mouth when you sneeze or cough.
- Wash your hands frequently with soap and water or alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with viruses that cause flu.

Source: Centers for Disease Control and Prevention

Blue Cross Mobile App
Need to find a doctor? Gym membership? Maybe health services from WebMD?
Find it all and so much more on the Blue Cross mobile app.

Download it today!

Available on the App Store and Google Play.

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General Flyer



THE FLU VACCINE
GIVE IT A SHOT

Get your flu shot at a participating pharmacy

A quick trip to your local participating pharmacy can protect you from the flu. Here's how getting your flu shot is made easy:

- No appointment**
Your local pharmacy providing flu shots doesn't require an appointment. You can get your flu shot at your convenience.
- No worries**
The flu shot is safe, effective and the best protection against the flu. If you have any concerns about getting a flu shot, talk to your doctor.

All you need to do is:
Visit a participating pharmacy with your member ID card to get your flu shot today. While most pharmacies will accept your coverage, be sure to ask before you get your vaccine. Make sure you write down the date and let your doctor know at your next appointment so he or she can keep your immunization record up to date — and you healthy.

You can also schedule an appointment with your primary care provider to get a flu shot. Your office visit copayment may apply.

For Blue Cross members without pharmacy coverage: Visit bcbsm.com/preventflu to see a list of immunizing pharmacies that provide vaccines under your medical coverage.

Ways to prevent the spread of the flu and other viruses

- Avoid close contact with people who are sick. If you're sick, avoid others as much as possible.
- Cover your nose and mouth when you sneeze or cough.
- Wash your hands frequently with soap and water or alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with germs such as the flu virus.

Source: Centers for Disease Control and Prevention

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Need to find a doctor? Gym membership? Maybe health services from WebMD?
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Download it today!

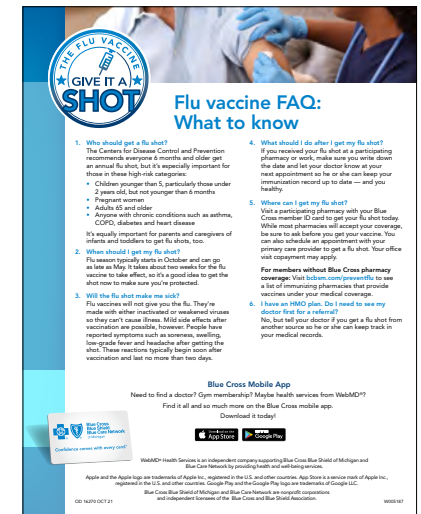
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Pharmacy Flyer



THE FLU VACCINE
GIVE IT A SHOT

Flu vaccine FAQ: What to know

- Who should get a flu shot?**
The Centers for Disease Control and Prevention recommends everyone 6 months and older get an annual flu shot, but it's especially important for those in these high-risk categories:
 - Children younger than 5, particularly those under 2 years old, but not younger than 6 months
 - Pregnant women
 - Adults 65 and older
 - Anyone with chronic conditions such as asthma, COPD, diabetes and heart disease
- When should I get my flu shot?**
Flu season typically starts in October and can go as late as May. It takes about two weeks for the flu vaccine to take effect, so it's a good idea to get the shot now to make sure you're protected.
- Will the flu shot make me sick?**
Flu vaccines will not give you the flu. They're made with either inactivated or weakened viruses so they can't cause illness. Mild side effects after vaccination are possible, however. People have reported symptoms such as soreness, swelling, low-grade fever and headache after getting the shot. These reactions typically begin soon after vaccination and last no more than two days.
- What should I do after I get my flu shot?**
If you received your flu shot at a participating pharmacy or clinic, make sure you write down the date and let your doctor know at your next appointment so he or she can keep your immunization record up to date — and you healthy.
- Where can I get my flu shot?**
Visit a participating pharmacy with your Blue Cross member ID card to get your flu shot today. While most pharmacies will accept your coverage, be sure to ask before you get your vaccine. You can also schedule an appointment with your primary care provider to get a flu shot. Your office visit copayment may apply.
- For members without Blue Cross pharmacy coverage:** Visit bcbsm.com/preventflu to see a list of immunizing pharmacies that provide vaccines under your medical coverage.
- I have an HMO plan. Do I need to see my doctor first for a referral?**
No, but tell your doctor if you get a flu shot from another source so he or she can keep track in your medical records.

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Find it all and so much more on the Blue Cross mobile app.

Download it today!

Available on the App Store and Google Play.

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FAQ Flyer

Direct-mail Postcard



Front




Flu season is here. Help keep yourself and everyone around you healthy by getting your annual flu shot.

Ready to Give it a Shot?

Here's how:

- Visit a participating pharmacy* with your Blue Cross member ID card.
- Schedule an appointment with your primary doctor. Your office visit copayment may apply.



*If you get your flu shot through a pharmacy, be sure to let your doctor know at your next appointment so he or she can keep your immunization chart up to date.

Blue Cross Blue Shield of Michigan and Blue Cross Network are corporate corporations and independent licensees of the Blue Cross and Blue Shield Association.

Back

*Link these communications to bcbsm.com/preventflu.

Social Media Images*



THE FLU VACCINE
GIVE IT A SHOT

Protect you and your loved ones. Get your flu shot today.

Learn more at bcbsm.com/preventflu.

Square Image
250 x 300 pixels



THE FLU VACCINE
GIVE IT A SHOT

Help stop the spread. Give it a Shot today.

Learn more at bcbsm.com/preventflu.

Vertical Image
120 x 240 pixels



THE FLU VACCINE
GIVE IT A SHOT

Do your part. Give it a Shot today.

Learn more at bcbsm.com/preventflu.

Horizontal Image
728 x 90 pixels

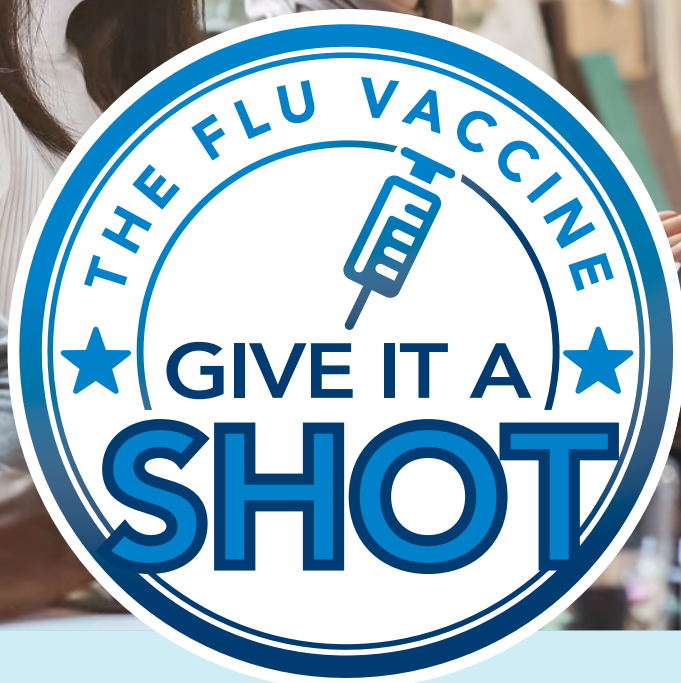


Campaign Planner

The campaign timeline below is an example of how you can effectively communicate awareness and education about getting the flu shot and its importance to your employees. Share these resources as you see fit, though we highly recommend a multi-faceted approach.

	Year 1			Year 2		
	October	November	December	January	February	March
Email Template						
Flyer 1 (Generic)						
Poster 1 (Flu Shot Myth)						
Flyer 2 (Pharmacy)						
Poster 2 (Hospitalizations)						
Flyer 3 (Flu vs COVID-19)						
Poster 3 (Face Touching)						
Flyer 4 (Flu FAQ)						
Poster 4 (Handwashing)						
Direct-mail Postcard (Mail at your discretion)						
Social Media Images						
Flu Shot Campaign*						

**The Blue Cross Blue Shield of Michigan and Blue Care Network flu shot campaign will be marketed and promoted through email, paid social media, paid advertising, blogs, video, direct-mail and more.*



Download your Blue Cross Annual Flu Shot marketing toolkit today at bcbsm.com/engage.

Contact your sales account manager or agent if you have questions.



**Blue Cross
Blue Shield
Blue Care Network**
of Michigan



BLUE CARE
NETWORK
OF MICHIGAN

APPENDIX A

Benefit & Rate Schedules



VILLAGE OF DECATUR

Group ID:00182554 Subgroup:0001 Class:0001
Subgroup Name: Class Name:ACTIVE
Rating Area: I

Your benefit package has been renewed at the following rates and is effective from 12/01/2023 through 11/30/2024.

Medical: BCN HSA HMO Gold \$1500/20% Complementary Medical: BCN65

1500HD	\$1,500 Individual/\$3,000 Family Deductible Rider	65E250	\$250 Emergency Room Copay
20COHD	20% Coinsurance Rider	65OV25	\$25 Office Visit Copay
4KOMHD	\$4000/\$8000 Out of Pocket Maximum Rider-HDHP	65UR50	\$50 Urgent Care Copay
HDHPSM	High Deductible Health Plan Certificate of Coverage for Small Groups	BCN65	Certificate of Coverage BCN65
PVSN	Pediatric Vision - Small Groups	MMHSAP	Mental Health Parity Rider
		ONVCW	Online Office Visit Copayment Waiver Rider

Pharmacy: P1036D, 90D3X, 1500HD, 4KOMHD, RXVAR Complementary Pharmacy: 1040CS 65RXPM M2X_65, RXVAR

P1036D, 90D3X, 1500HD, 4KOMHD, RXVAR	\$10/\$30/\$60/\$80/20%/20% Prescription Drug Rider - Integrated Deductible	1040CS 65RXPM M2X_65, RXVAR	\$10/\$40/\$80 Prescription Drug Rider, MOPD2X
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Dental: Complementary Dental:

Vision: Blue Vision 12/12/12 \$5/\$10 Complementary Vision: BV-ADULT

BV-ADULT	BLUE VISION ADULT-ONLY GROUP BENEFITS CERTIFICATE SG [N]	ADM MOS816 VIS	ADMINISTRATIVE RIDER COMP BENEFITS - VISION [Y]
BVFL SG	RIDER BVFL-SG - BLUE VISION FREQUENCY LIMITS (12-12-12) [N]	BV-ADULT	BLUE VISION ADULT-ONLY GROUP BENEFITS CERTIFICATE SG [N]
		BVFL SG	RIDER BVFL-SG - BLUE VISION FREQUENCY LIMITS (12-12-12) [N]

****RATES ARE SUBJECT TO CHANGE BASED ON DEPT. OF INSURANCE & FINANCIAL SERVICES APPROVAL****

To comply with new requirements in the Patient Protection and Affordable Care Act (PPACA) (also referred to as health care reform) groups may be required to make changes to their health insurance coverage. If necessary, this may result in an adjustment to the rates. To learn more about the PPACA, please visit our webpage, www.hcbm.com/healthcarereform/. You should also consult with your legal counsel for any legal advice on how you may comply with the law and regulations and the applicability to your plan.
BCN of Michigan rates are guaranteed for the period stated above; however, BCN reserves the right to adjust rates if any of the assumptions or calculations used to calculate the rates are incorrect.
Please remember that BCN is a prepaid health plan and payment is due on or before the date noted on your billing statement. If you have questions or wish to discuss other BCN benefit plans, please contact your BCBSM Regional Sales Office or Agent. We at BCN appreciate your business and look forward to providing your continuing health benefit needs.



VILLAGE OF DECATUR

Group ID:00182554 Subgroup:0001 Class:0001
Subgroup Name: Class Name:ACTIVE
Rating Area: I

Your benefit package has been renewed at the following rates and is effective from 12/01/2023 through 11/30/2024.

Age	Total	Medical + Pharmacy	Dental	Vision
0	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
1	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
2	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
3	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
4	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
5	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
6	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
7	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
8	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
9	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
10	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
11	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
12	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
13	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
14	\$ 246.60	\$ 246.60	\$ 0.00	\$ 0.00
15	\$ 268.52	\$ 268.52	\$ 0.00	\$ 0.00
16	\$ 276.90	\$ 276.90	\$ 0.00	\$ 0.00
17	\$ 285.28	\$ 285.28	\$ 0.00	\$ 0.00
18	\$ 294.31	\$ 294.31	\$ 0.00	\$ 0.00
19	\$ 309.13	\$ 303.33	\$ 0.00	\$ 5.80
20	\$ 318.48	\$ 312.68	\$ 0.00	\$ 5.80
21	\$ 328.06	\$ 322.35	\$ 0.00	\$ 5.71
22	\$ 327.99	\$ 322.35	\$ 0.00	\$ 5.64
23	\$ 327.93	\$ 322.35	\$ 0.00	\$ 5.58
24	\$ 327.89	\$ 322.35	\$ 0.00	\$ 5.54
25	\$ 329.15	\$ 323.64	\$ 0.00	\$ 5.51
26	\$ 335.58	\$ 330.09	\$ 0.00	\$ 5.49
27	\$ 343.30	\$ 337.82	\$ 0.00	\$ 5.48
28	\$ 355.87	\$ 350.39	\$ 0.00	\$ 5.48
29	\$ 366.21	\$ 360.71	\$ 0.00	\$ 5.50
30	\$ 371.39	\$ 365.87	\$ 0.00	\$ 5.52
31	\$ 379.15	\$ 373.60	\$ 0.00	\$ 5.55
32	\$ 386.93	\$ 381.34	\$ 0.00	\$ 5.59
33	\$ 391.82	\$ 386.18	\$ 0.00	\$ 5.64
34	\$ 397.03	\$ 391.33	\$ 0.00	\$ 5.70

Age	Total	Medical + Pharmacy	Dental	Vision
35	\$ 399.67	\$ 393.91	\$ 0.00	\$ 5.76
36	\$ 402.31	\$ 396.49	\$ 0.00	\$ 5.82
37	\$ 404.96	\$ 399.07	\$ 0.00	\$ 5.89
38	\$ 407.63	\$ 401.65	\$ 0.00	\$ 5.98
39	\$ 412.86	\$ 406.81	\$ 0.00	\$ 6.05
40	\$ 418.09	\$ 411.96	\$ 0.00	\$ 6.13
41	\$ 425.91	\$ 419.70	\$ 0.00	\$ 6.21
42	\$ 433.41	\$ 427.11	\$ 0.00	\$ 6.30
43	\$ 443.81	\$ 437.43	\$ 0.00	\$ 6.38
44	\$ 456.78	\$ 450.32	\$ 0.00	\$ 6.46
45	\$ 472.01	\$ 465.47	\$ 0.00	\$ 6.54
46	\$ 490.15	\$ 483.53	\$ 0.00	\$ 6.62
47	\$ 510.52	\$ 503.83	\$ 0.00	\$ 6.69
48	\$ 533.80	\$ 527.04	\$ 0.00	\$ 6.76
49	\$ 556.76	\$ 549.93	\$ 0.00	\$ 6.83
50	\$ 582.62	\$ 575.72	\$ 0.00	\$ 6.90
51	\$ 608.14	\$ 601.18	\$ 0.00	\$ 6.96
52	\$ 636.24	\$ 629.23	\$ 0.00	\$ 7.01
53	\$ 664.64	\$ 657.59	\$ 0.00	\$ 7.05
54	\$ 695.31	\$ 688.22	\$ 0.00	\$ 7.09
55	\$ 725.95	\$ 718.84	\$ 0.00	\$ 7.11
56	\$ 759.17	\$ 752.04	\$ 0.00	\$ 7.13
57	\$ 792.71	\$ 785.57	\$ 0.00	\$ 7.14
58	\$ 828.48	\$ 821.35	\$ 0.00	\$ 7.13
59	\$ 846.20	\$ 839.08	\$ 0.00	\$ 7.12
60	\$ 881.95	\$ 874.86	\$ 0.00	\$ 7.09
61	\$ 912.85	\$ 905.80	\$ 0.00	\$ 7.05
62	\$ 933.11	\$ 926.11	\$ 0.00	\$ 7.00
63	\$ 958.51	\$ 951.58	\$ 0.00	\$ 6.93
64	\$ 973.89	\$ 967.05	\$ 0.00	\$ 6.84
65+	\$ 973.89	\$ 967.05	\$ 0.00	\$ 6.84

Medicare Supplemental Benefit Rates				
Age	Total	Medical + Pharmacy	Dental	Vision
All	\$ 521.68	\$ 514.84	\$ 0.00	\$ 6.84

****RATES ARE SUBJECT TO CHANGE BASED ON DEPT. OF INSURANCE & FINANCIAL SERVICES APPROVAL****

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VILLAGE OF DECATUR

Group ID:00182554 Subgroup:0001 Class:0002
Subgroup Name: Class Name:ACTIVE - PLATINUM
Rating Area: I

Your benefit package has been renewed at the following rates and is effective from 12/01/2023 through 11/30/2024.

Medical: BCN HMO Platinum \$500/0%Complementary Medical: BCN65

1500PM	\$1,500/\$3,000 Out of Pocket Maximum Rider	65E250	\$250 Emergency Room Copay
30RP	\$30 Referral Physician Office Visit Copayment Rider	65OV25	\$25 Office Visit Copay
AMB25	\$25 ambulance copay	65UR50	\$50 Urgent Care Copay
CLSSSM	BCN Classic Certificate of Coverage for Small Groups	BCN65	Certificate of Coverage BCN65
CO20	\$20 Office Visit Copay	MMHSAP	Mental Health Parity Rider
D500	\$500 Individual/\$1000 Family Deductible Rider	ONVCW	Online Office Visit Copayment Waiver Rider
DSRCW	Diabetic Supply Cost Sharing Waiver Rider		
ER150	\$150 Emergency Room Copay		
IMG150	Applies a \$150 copay or 50% of the approved amount to MRI, MRA, CAT and PET scans		
ONVCW	Online Office Visit Copayment Waiver Rider		
PVSN	Pediatric Vision - Small Groups		
UR35	Urgent Care \$35 Copay Rider		
WDRPOV	Deductible Waiver for Referral Physician Office Visit		

Pharmacy: P415CS, 90D3X, RXVAR, 1500PMComplementary Pharmacy: 1040CS 65RXPM M2X_65, RXVAR

P415CS, 90D3X, RXVAR, 1500PM	\$4/\$15/\$40/\$80/20%/20% Prescription Drug Rider	1040CS 65RXPM M2X_65, RXVAR	\$10/\$40/\$80 Prescription Drug Rider, MOPD2X
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Dental:Complementary Dental:

Vision: Blue Vision 12/12/12 \$5/\$10Complementary Vision: BV-ADULT

BV-ADULT	BLUE VISION ADULT-ONLY GROUP BENEFITS CERTIFICATE SG [N]	ADM MOS816 VIS	ADMINISTRATIVE RIDER COMP BENEFITS - VISION [Y]
BVFL SG	RIDER BVFL-SG - BLUE VISION FREQUENCY LIMITS (12-12-12) [N]	BV-ADULT	BLUE VISION ADULT-ONLY GROUP BENEFITS CERTIFICATE SG [N]
		BVFL SG	RIDER BVFL-SG - BLUE VISION FREQUENCY LIMITS (12-12-12) [N]

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VILLAGE OF DECATUR

Group ID:00182554 Subgroup:0001 Class:0002

Subgroup Name: Class Name:ACTIVE - PLATINUM

Rating Area: I

Your benefit package has been renewed at the following rates and is effective from 12/01/2023 through 11/30/2024.

Age	Total	Medical + Pharmacy	Dental	Vision
0	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
1	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
2	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
3	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
4	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
5	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
6	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
7	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
8	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
9	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
10	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
11	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
12	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
13	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
14	\$ 354.16	\$ 354.16	\$ 0.00	\$ 0.00
15	\$ 385.65	\$ 385.65	\$ 0.00	\$ 0.00
16	\$ 397.68	\$ 397.68	\$ 0.00	\$ 0.00
17	\$ 409.72	\$ 409.72	\$ 0.00	\$ 0.00
18	\$ 422.68	\$ 422.68	\$ 0.00	\$ 0.00
19	\$ 441.45	\$ 435.65	\$ 0.00	\$ 5.80
20	\$ 454.87	\$ 449.07	\$ 0.00	\$ 5.80
21	\$ 468.67	\$ 462.96	\$ 0.00	\$ 5.71
22	\$ 468.60	\$ 462.96	\$ 0.00	\$ 5.64
23	\$ 468.54	\$ 462.96	\$ 0.00	\$ 5.58
24	\$ 468.50	\$ 462.96	\$ 0.00	\$ 5.54
25	\$ 470.32	\$ 464.81	\$ 0.00	\$ 5.51
26	\$ 479.56	\$ 474.07	\$ 0.00	\$ 5.49
27	\$ 490.66	\$ 485.18	\$ 0.00	\$ 5.48
28	\$ 508.72	\$ 503.24	\$ 0.00	\$ 5.48
29	\$ 523.55	\$ 518.05	\$ 0.00	\$ 5.50
30	\$ 530.98	\$ 525.46	\$ 0.00	\$ 5.52
31	\$ 542.12	\$ 536.57	\$ 0.00	\$ 5.55
32	\$ 553.27	\$ 547.68	\$ 0.00	\$ 5.59
33	\$ 560.27	\$ 554.63	\$ 0.00	\$ 5.64
34	\$ 567.73	\$ 562.03	\$ 0.00	\$ 5.70

Age	Total	Medical + Pharmacy	Dental	Vision
35	\$ 571.50	\$ 565.74	\$ 0.00	\$ 5.76
36	\$ 575.26	\$ 569.44	\$ 0.00	\$ 5.82
37	\$ 579.03	\$ 573.14	\$ 0.00	\$ 5.89
38	\$ 582.83	\$ 576.85	\$ 0.00	\$ 5.98
39	\$ 590.31	\$ 584.26	\$ 0.00	\$ 6.05
40	\$ 597.79	\$ 591.66	\$ 0.00	\$ 6.13
41	\$ 608.98	\$ 602.77	\$ 0.00	\$ 6.21
42	\$ 619.72	\$ 613.42	\$ 0.00	\$ 6.30
43	\$ 634.62	\$ 628.24	\$ 0.00	\$ 6.38
44	\$ 653.22	\$ 646.76	\$ 0.00	\$ 6.46
45	\$ 675.05	\$ 668.51	\$ 0.00	\$ 6.54
46	\$ 701.06	\$ 694.44	\$ 0.00	\$ 6.62
47	\$ 730.30	\$ 723.61	\$ 0.00	\$ 6.69
48	\$ 763.70	\$ 756.94	\$ 0.00	\$ 6.76
49	\$ 796.64	\$ 789.81	\$ 0.00	\$ 6.83
50	\$ 833.75	\$ 826.85	\$ 0.00	\$ 6.90
51	\$ 870.38	\$ 863.42	\$ 0.00	\$ 6.96
52	\$ 910.71	\$ 903.70	\$ 0.00	\$ 7.01
53	\$ 951.49	\$ 944.44	\$ 0.00	\$ 7.05
54	\$ 995.51	\$ 988.42	\$ 0.00	\$ 7.09
55	\$ 1039.51	\$ 1032.40	\$ 0.00	\$ 7.11
56	\$ 1087.22	\$ 1080.09	\$ 0.00	\$ 7.13
57	\$ 1135.37	\$ 1128.23	\$ 0.00	\$ 7.14
58	\$ 1186.75	\$ 1179.62	\$ 0.00	\$ 7.13
59	\$ 1212.20	\$ 1205.08	\$ 0.00	\$ 7.12
60	\$ 1263.56	\$ 1256.47	\$ 0.00	\$ 7.09
61	\$ 1307.97	\$ 1300.92	\$ 0.00	\$ 7.05
62	\$ 1337.08	\$ 1330.08	\$ 0.00	\$ 7.00
63	\$ 1373.59	\$ 1366.66	\$ 0.00	\$ 6.93
64	\$ 1395.72	\$ 1388.88	\$ 0.00	\$ 6.84
65+	\$ 1395.72	\$ 1388.88	\$ 0.00	\$ 6.84

Medicare Supplemental Benefit Rates				
Age	Total	Medical + Pharmacy	Dental	Vision
All	\$ 521.68	\$ 514.84	\$ 0.00	\$ 6.84

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BLUE CARE
NETWORK
OF MICHIGAN

Small Group Pediatric Dental Essential Health Benefits Reminder

In connection with the Small Group Pediatric Dental Essential Health Benefits Acknowledgment, recall that certain pediatric dental benefits are among the 10 categories of essential health benefits (EHBs) required under the Patient Protection and Affordable Care Act (PPACA). A failure to provide the pediatric dental EHB could result in the Group being non-compliant under PPACA.

Also recall that Qualified Health Plans (QHPs), as defined by PPACA, purchased through BCBSM/BCN do not include the pediatric dental EHB needed to comply with PPACA requirements and that pediatric dental coverage must be purchased separately through BCBSM/BCN or through another carrier.

This renewal has been provided per the Acknowledgment that was executed and is on file, whereby the Group represented that it has purchased the required pediatric dental EHB through a separate qualified dental plan through another carrier that automatically provides the pediatric dental EHB to all Members.

If the required pediatric dental EHB purchased through a separate qualified dental plan is or will no longer be in effect, Group must purchase the required pediatric dental EHB through BCBSM/BCN or another carrier effective on the first day the prior plan was not in effect.

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