

VILLAGE OF DECATUR  
REGULAR COUNCIL  
MEETING AGENDA



Monday,  
March 4, 2024



VILLAGE OF DECATUR  
REGULAR COUNCIL  
MEETING

Monday, March 4, 2024 – 7:00PM

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

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

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

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL (Excused Absences if Any)**

**4. PUBLIC COMMENT**

**5. APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 - Approval of the Regular Council Meeting Agenda for March 4, 2024.

5A.2 – Approval of the regular Council Meeting Minutes from February 5, 2024,  
and Special Council Meeting Minutes from February 26, 2024.

5A.3 - Approval of Accounts Payable and Payroll for week ending February 29,  
2024.

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

6A.1 – Proclamation of Achievement to Katie Vanderhulst, Business Development Specialist, Abonmarche.

6A.2 - Dan Hutchins, Director, Webster Memorial, Van Buren District Library, Millage Proposal for May Ballot.

**7. PUBLIC HEARING**

**8. UNFINISHED BUSINESS**

8A.1 – Request to review and approve the amendments to Holidays in the Personnel Handbook.

**9. NEW BUSINESS**

9A.1 – Request to approve proposal from Seigfried Crandal PC, to engage services for audit preparation for  
fiscal year 2024.

**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 Rprt
- 10A.6 – Village Manager Report

**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 February 5, 2024, at 7:00 P.M  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

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

II. **Roll Call**

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

III. **Public Comments**

- a. Tom Stull, 209 E St. Marys, stated that he was disappointed with The Department of Public Works and how they handled the snow plowing from the most recent snowstorm.
- b. Gerald Slaughter, 119 E. St. Marys, agreed with Mr. Stull in his disappointment about the snow plowing.

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

- a. Trustee Pelfrey made a motion with support from Trustee Beute to approve the Regular Council Meeting agenda for February 5, 2024, along with approval of the special meeting minutes from January 8, 2024, and accounts payable ending January 31, 2024, in the amount of \$195,736.79, motion carried 6-0.

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

- a. Chief VanDerWoude, Decatur Police Department, communicated to Council about a thank you card that was received for Officer Dahlquist. Officer Dahlquist went above and beyond to assist a family member of an elderly woman who had

fallen in another community. Officer Dahlquist traveled in dangerous weather conditions to make sure the patient was taken care of.

**VI. Public Hearing**

- a. No Public Hearing held.

**VII. Unfinished Business – Annual Council Update regarding Public Participation Plan.**

- a. Administrative Assistant Pentland communicated to council what the Public Participation Plan is, what it is there for, and how the public can participate.
- b. Trustee Pachner commented that there should be a better way of getting public information to residents other than social media.
- c. Administrative Assistant Pentland explained to Trustee Pachner that public information and upcoming events for public participation are included with the monthly utility bills for residents that do not participate in social media platforms.

**VIII. New Business – Request to adopt Resolution 2024-001, Food Trucks & Mobile Vending Units.**

- a. Trustee Pachner made a motion with support from Trustee Benson to adopt Resolution 2024-001, Food Trucks & Mobile Vending Units, Roll Call Vote: Trustee Benson, Trustee Beute, President Pro Tem Jackson, Trustee Pachner, Trustee Pelfrey, President Elwaer, all voting yes, motion carried 6-0.

**IX. New Business – Request to approve the Michigan Municipal League Liability & Property insurance renewal.**

- a. Trustee Benson made a motion with support from Trustee Beute to approve the Michigan Municipal League Liability & Property insurance renewal, motion carried 6-0.

**X. New Business – Request to review and approve amendments to Holidays in the personnel handbook.**

- a. A brief discussion was held, and Council decided to table the approval pending on information gathered from other communities.

**XI. New Business – Request to approve the Amendment to the Village of Decatur’s Title VI Non-discrimination plan.**

- a. President Pro Tem Jackson made a motion with support from Trustee Pachner to approve the Amendment to the Village of Decatur’s Title VI Non-discrimination Plan, motion carried 6-0.

**XII. New Business – Request to approve to schedule a public hearing for Budget amendments Fiscal Year 2024 and proposed Budget FY 2025.**

- a. Trustee Pachner made a motion with support from Trustee Pelfrey to schedule a public hearing for Budget amendments Fiscal Year 2024 and proposed Budget Fiscal Year 2025 on February 26, 2024, at 7:00 P.M. at Village Hall, motion carried 6-0.

**XIII. New Business – Request to approve a two-year service agreement with Hydrocorp.**

- a. President Pro Tem Jackson made a motion with support from Trustee Beute to approve the two-year agreement with Hydrocorp, authorized by the Village Manager, motion carried 6-0.

**XIV. New Business – Request to approve submittal of TMF Grant.**

- a. Trustee Pachner made a motion with support from Trustee Benson to approve submittal of TMF Grant, motion carried 6-0.

**XV. New Business – Request to approve recommendation to award contract proposal from Plummer’s Environmental Services (DWAM).**

- a. President Pro Tem Jackson made a motion with support from Trustee Beute to approve recommendation to award contract proposal from Plummer’s Environmental Services (DWAM), motion carried 6-0.

**XVI. Department Reports**

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

- b. Village Manager Tapper thanked Deputy Clerk/Treasurer Davis for her hard work with her department report and the consumption water loss report. Manager Tapper discussed the upcoming Annual Joint Meeting, on February 26, 2024, at 5:00 P.M., located at Village Hall. The Annual Meeting consists of all boards and committees gathering to share 2023 accomplishments. Village Manager Tapper shared a correspondence letter from FEMA, and a training opportunity for all staff and board members in Bangor on February 21, 2024, from 1-4p.m.

**XVII. Public Comments**

- a. No public comment was given.

**XVIII. Council Comments**

- a. President Pro Tem Jackson thanked the Department of Public Works for the snow plowing, with the weather conditions they did the best they could.
- b. Trustee Benson thanked the Decatur Police Department for going above and beyond to assist the passengers in a car that slid into a ditch when the roads were icy. Trustee Benson thanked DPW for their quick work when a pipe broke at a residence she owns.

**XIV. Adjournment**

- a. President Pro Tem Jackson made a motion with support from Trustee Pelfrey to adjourn the meeting at 7:53 P.M., motion carried 6-0. Minutes submitted by Megan Duncan, Village Clerk/Treasurer.

**Village of Decatur**  
**Village Council Special Meeting Minutes**

Monday February 26, 2024, 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 Benson, President Pro Tem Jackson, Trustee Mead Jr.(excused), Trustee Pachner (excused), 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).

**III. Public Comments**

- a. Amber Chopp, Operations Manager, Final Gravity, gave comment to Council about the DDA approving the merge of Decatur Day 2024 with Midwest Fest. Merging these two events together in hopes of turning them into a larger, day long, family focused event for all.

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

- a. Trustee Pelfrey made a motion with support from Trustee Benson to approve the amended Special Meeting agenda for February 26, 2024, motion carried 5-0.

**V. Public Hearing – Request to hold a public hearing for Budget Amendments for Fiscal Year 2024 and proposed Budget Fiscal Year 2025.**

- a. President Pro Tem Jackson made a motion with support from Trustee Pelfrey to close the Village Council Special Meeting and enter into the public hearing at 7:03 P.M., motion carried 5-0.
- b. Village Manager Tapper communicated to Council that the Village will continue to operate with a millage rate of 11.41660 for general operations, 4.9566 for street operations, and 1.82620 for Downtown Development Authority, no increases on millages. Village Manager Tapper also



communicated the USDA infrastructure improvements that are set to being Spring 2024, a 6.2-million-dollar investment to the community.

- c. No public comment was given.
- d. Trustee Pelfrey made a motion with support from Trustee Beute to close the public hearing and reenter into the Village Council Special Meeting at 7:11 P.M., motion carried 5-0.

**VI. New Business –Request to adopt Resolution 2024-002, Budget Amendments for Fiscal Year 2024.**

- a. Trustee Beute made a motion with support from President Pro Tem Jackosn to adopt Resolution 2024-002 Fiscal Year 2024 Budget Amendments, Roll Call Vote, Trustee Beute, Trustee Benson, President Pro Tem Jackson, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 5-0.
- b. Village Manager Tapper recommended to Council that Village Staff would like to do quarterly budget amendments as a Resolution in the agenda for Council’s approval. Council had a brief discussion and agreed with Village Manager Tapper’s recommendation.

**VII. New Business – Request to adopt Resolution 2024-003, Annual Appropriation Bill Fiscal Year Budget 2025.**

- a. Trustee Pelfrey made a motion with support from Trustee Beute to adopt amended Resolution 2024-003, Annual Appropriation Bill Fiscal Year Budget 2025 adding the tax millage rates, Roll Call Vote, Trustee Beute, Trustee Benson, President Pro Tem Jackson, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 5-0.
- b. Fiscal Year 2025 Fee Schedule was presented to Council at the Special Meeting to be included in the Annual Appropriation Bill Fiscal Year Budget 2025. Trustee Benson made a motion with support from Trustee Pelfrey to approve the 2024-2025 Fee Schedule for Fiscal Year Budget 2025, Roll Call Vote, Trustee Beute, Trustee Benson, President Pro Tem Jackson, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 5-0.

**XI. Public Comments**

- a. No public comment was given.

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

- a. Trustee Beute enjoyed the Annual Joint Meeting with all boards and committees.
- b. President Elwaer appreciated Council for attending the Special Meeting to approve the Fiscal Year 2025 Budget and to staff for their work in creating the budget.

**XIX.. Adjournment**

- a. Trustee Benson made a motion with the support of Trustee Beute to adjourn the meeting at 7:22 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: March 4, 2024

SUBJECT: Accounts Payable – Payroll – February 29, 2024

### Action Requested:

It is requested that the Village Council approve Accounts Payable and Payroll for the period ending February 29, 2024, in the amount of \$183,001.60.

### Background:

Attached is the Accounts Payable and Payroll for the period ending February 29, 2024.

### Attachments:

Accounts Payable and Payroll

CHECK DATE	VENDOR NAME	CHECK#	AMOUNT PAID	DESCRIPTION
02/05/2024	BENSON, JANICE	30705	108.50	PAYROLL
02/05/2024	BEUTE, HARVEY N	30706	108.50	PAYROLL
02/05/2024	ELWAER, ALI M	30707	167.00	PAYROLL
02/05/2024	MEAD JR, ROBERT H	30708	108.50	PAYROLL
02/05/2024	PACHNER, CYNTHIA A	30709	108.50	PAYROLL
02/05/2024	PELFREY, JESSICA L	30710	108.50	PAYROLL
02/05/2024	BLUE CARE NETWORK,	30713	13,582.57	PAYROLL
02/05/2024	MISDU,	30715	54.48	PAYROLL
02/05/2024	INTERNAL REVENUE SERVICE,	EFT1076	8,527.08	PAYROLL
02/05/2024	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1077	4,945.72	PAYROLL
02/05/2024	STATE OF MICHIGAN,	EFT1078	1,284.91	PAYROLL
02/06/2024	MYERS, GORDY J	30712	1,567.00	PAYROLL
02/06/2024	TAPPER, CHRISTOPHER C	DD834	3,230.40	PAYROLL
02/06/2024	DUNCAN, MEGAN M	DD835	1,848.20	PAYROLL
02/06/2024	BUSH, DOMINIC J	DD836	2,414.28	PAYROLL
02/06/2024	DAHLQUIST, THOMAS L	DD837	3,272.82	PAYROLL
02/06/2024	DUNKERLEY, KENNETH R	DD838	2,285.97	PAYROLL
02/06/2024	FRANK, ZACKERY A	DD839	2,152.00	PAYROLL
02/06/2024	RIGG, THEODORE A	DD840	2,880.72	PAYROLL
02/06/2024	VANDERWOUDE, THOMAS C	DD841	3,940.00	PAYROLL
02/06/2024	BRIDGES, DEBRA J	DD842	42.00	PAYROLL
02/06/2024	CLENDENIN, KAREN R	DD843	70.00	PAYROLL
02/06/2024	MANN, ELES A F	DD844	238.00	PAYROLL
02/06/2024	BOITNOTT, PATRICK A	DD845	1,449.00	PAYROLL
02/06/2024	EBELING, JAMES S	DD846	3,430.50	PAYROLL
02/06/2024	SHROYER, TIMOTHY J	DD847	2,235.00	PAYROLL
02/06/2024	WHIPPLE, JOSEPH M	DD848	1,785.00	PAYROLL
02/06/2024	DAVIS, NATALIE A	DD849	1,385.00	PAYROLL
02/06/2024	PENTLAND, SHANTEL M	DD850	1,385.00	PAYROLL
02/12/2024	MISS DIG SYSTEM	GEN 30734	1,347.31	RENEWAL OF MEMBERSHIP FOR 2024
02/12/2024	PAW PAW LABORATORY	GEN 30735	705.00	DRINKING WATER AND WASTEWATER TESTING
02/12/2024	HARVEY CONSULTING, LLC	GEN 30726	562.50	PROFESSIONAL PLANNING SERVICES FOR DDA AND PC
02/12/2024	HARVEY CONSULTING, LLC	GEN 30726	206.25	PROFESSIONAL PLANNING SERVICES FOR PC
02/12/2024	DECATUR REPUBLICAN	GEN 30724	784.00	NEWS PAPER AD FOR ORDINANCE 2024-001
02/12/2024	HYDROCORP, INC	GEN 30729	342.50	CROSS CONNECTION CONTROL PROGRAM
02/12/2024	LAW OFFICE OF CRYSTAL MORGAN, PLLC	GEN 30730	994.50	PROFESSIONAL ATTORNEY SERVICES FOR CODE ENFORCE
02/12/2024	PLEUNE SERVICE CO INC	GEN 30736	610.00	PREVENTATIVE MAINTENANCE ON FURNACE AT VH
02/12/2024	VILLAGE MARKET	GEN 30745	5.18	SUPPLIES FOR PD
02/12/2024	LINDA'S ALTERATIONS	GEN 30731	30.00	UNIFORM ALTERATIONS FOR PD
02/12/2024	RC AUTOMOTIVE SUPPLY	GEN 30739	127.24	SUPPLIES AND MAINTENANCE FOR DPW TRUCKS
02/12/2024	VERIZON WIRELESS	GEN 1091(E)	348.98	CELL PHONE CHARGES
02/12/2024	UNUM	GEN 1090(E)	991.01	SHORT/LONG/AD&D/LIFE INSURANCE PREMIUMS FOR EMPLOYEES
02/12/2024	REPUBLIC SERVICES	GEN 30740	10,917.64	GARBAGE SERVICE
02/12/2024	WIGHTMAN & ASSOCIATES	GEN 30746	965.00	NON-USDA ROAD IMPROVEMENTS
02/12/2024	WIGHTMAN & ASSOCIATES	GEN 30746	1,098.00	USDA SEWER IMPROVEMENTS
02/12/2024	WIGHTMAN & ASSOCIATES	GEN 30746	1,877.69	USDA DRINKING WATER IMPROVEMENTS
02/12/2024	ABONMARCHE CONSULTANTS INC	GEN 30718	10,000.00	EGLD DWAM AND DSMI GRANT
02/12/2024	INVOICE CLOUD	GEN 1089(E)	199.90	INVOICE PRESENTMENT FOR PAPERLESS CUSTOMERS
02/12/2024	CONSUMERS ENERGY	GEN 1086(E)	1,599.21	HEATING SERVICES
02/12/2024	AMERICAN ELECTRIC POWER	GEN 1085(E)	4,446.17	ELECTRICAL SERVICES
02/12/2024	SIEGFRIED, CRANDALL	GEN 30742	760.00	PROFESSIONAL SERVICES FOR BANK RECS W2S AND 1099S
02/12/2024	DELTA DENTAL	GEN 1087(E)	630.15	DENTAL PREMIUMS FOR EMPLOYEES
02/12/2024	DECATUR LUMBER COMPANY	GEN 30723	1,410.37	SUPPLIES FOR DPW, WATER AND SEWER
02/12/2024	PAW PAW LABORATORY	GEN 30735	150.00	DECEMBER DRINKING WATER TESTING
02/12/2024	FERGUSON WATERWORKS #3386	GEN 30725	690.00	SUPPLIES AND MAINTENANCE FOR WATERMANS
02/12/2024	DECATUR DO IT CENTER	GEN 30722	51.96	SUPPLIES FOR DPW AND PD
02/12/2024	BRONSON HEALTHCARE GROUP	GEN 30720	196.00	DOT TESTING FOR CDLS
02/12/2024	QUADIENT LEASING USA, INC	GEN 30738	466.88	MAILING OF THE UTILITY BILLS
02/12/2024	PRI MAR PETROLEUM INC	GEN 30737	1,948.22	GASOLINE FOR DPW TRUCKS
02/12/2024	PRI MAR PETROLEUM INC	GEN 30737	2,253.59	DIESEL FUEL FOR DPW TRUCKS
02/12/2024	PRI MAR PETROLEUM INC	GEN 30737	30.00	TANK GAUGE KIT FOR FUEL TANKS DPW
02/12/2024	BLOOMINGDALE COMMUNICATIONS	GEN 30719	515.66	VOIP AND FAX SERVICES FOR VH, DPW, AND PD
02/12/2024	HONOR CREDIT UNION	GEN 30727	1,534.91	CREDIT CARD CHARGES
02/12/2024	CITY OF BANGOR	GEN 30721	150.00	MML TRAINING FOR SP, ND, HB
02/12/2024	LOZADA AUTO REPAIR	GEN 30732	78.00	OIL CHANGE FOR PATROL CAR 2020
02/12/2024	TED RIGG	GEN 30744	9.59	REIMBURSEMENT FOR POSTAGE
02/12/2024	SAFEBUILD LLC	GEN 30741	1,985.56	PROFESSIONAL SERVICES FOR BUILDING PERMITS AND CODE ENFORCE
02/16/2024	BLUE CARE NETWORK,	30748	1,509.19	PAYROLL
02/16/2024	MISDU,	30750	54.48	PAYROLL
02/16/2024	FOPLC,	30751	200.00	PAYROLL
02/16/2024	INTERNAL REVENUE SERVICE,	EFT1079	7,595.71	PAYROLL

02/16/2024	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1080	4,654.74	PAYROLL
02/16/2024	STATE OF MICHIGAN,	EFT1081	1,156.81	PAYROLL
02/19/2024	DAHLQUIST, THOMAS L	30752	4,951.75	VACATION PAYOUT PER PD CONTRACT
02/19/2024	FRANK, ZACKERY A	30753	1,336.39	VACATION PAYOUT PER PD CONTRACT
02/19/2024	RIGG, THEODORE A	30754	5,364.09	VACATION PAYOUT PER PD CONTRACT
02/19/2024	VANDERWOUDE, THOMAS C	30755	3,177.04	VACATION PAYOUT PER PD CONTRACT
02/20/2024	MYERS, GORDY J	30747	1,542.00	PAYROLL
02/20/2024	TAPPER, CHRISTOPHER C	DD851	3,230.40	PAYROLL
02/20/2024	DUNCAN, MEGAN M	DD852	1,823.20	PAYROLL
02/20/2024	BUSH, DOMINIC J	DD853	2,313.40	PAYROLL
02/20/2024	DAHLQUIST, THOMAS L	DD854	2,954.73	PAYROLL
02/20/2024	DUNKERLEY, KENNETH R	DD855	2,037.60	PAYROLL
02/20/2024	FRANK, ZACKERY A	DD856	2,373.93	PAYROLL
02/20/2024	RIGG, THEODORE A	DD857	2,659.03	PAYROLL
02/20/2024	VANDERWOUDE, THOMAS C	DD858	2,940.00	PAYROLL
02/20/2024	CLENDENIN, KAREN R	DD859	56.00	PAYROLL
02/20/2024	MANN, ELES A F	DD860	168.00	PAYROLL
02/20/2024	BOITNOTT, PATRICK A	DD861	1,424.00	PAYROLL
02/20/2024	EBELING, JAMES S	DD862	3,147.00	PAYROLL
02/20/2024	SHROYER, TIMOTHY J	DD863	2,142.50	PAYROLL
02/20/2024	WHIPPLE, JOSEPH M	DD864	1,760.00	PAYROLL
02/20/2024	DAVIS, NATALIE A	DD865	1,360.00	PAYROLL
02/20/2024	PENTLAND, SHANTEL M	DD866	1,360.00	PAYROLL
02/23/2024 12:	VAN BUREN COUNTY CENTRAL DISPATCH	GEN 30763	88.42	VERIZON MODEM/AIRCARD FOR PD NOV 24-DEC 23
02/23/2024 12:	VAN BUREN COUNTY CENTRAL DISPATCH	GEN 30763	88.70	VERIZON MODEM/AIRCARD FOR PD DEC 24-JAN 23
02/23/2024 12:	ROOP GURLEEN PETROLEUM	GEN 30770	529.66	GASOLINE FOR PATROL CARS
02/23/2024 12:	VC3 INC	GEN 30764	22.00	AGREEMENT RENEWAL OF OFFICE 365
02/23/2024 12:	QUADIENT LEASING USA, INC	GEN 30769	200.00	POSTAGE FOR MAIL MACHINE
02/23/2024 12:	ROSE PEST SOLUTIONS	GEN 30761	145.00	PEST COMTROL PER CONTRACT
02/23/2024 12:	THE CLOTHES BASKET	GEN 30762	93.75	PD DRY CLEANING FOR DEC 23
02/23/2024 12:	THE CLOTHES BASKET	GEN 30762	87.50	PD DRY CLEANING FOR JAN 24
02/23/2024 12:	DALE MOEN	GEN 30768	27.00	WINDOW CLEANING AT VH
02/23/2024 12:	DAVE'S CONCRETE PRODUCTS	GEN 30767	467.00	MAN WHOLE MAINTENANCE ON HARRISON
02/23/2024 12:	CHRIS TAPPER	GEN 30766	226.46	MILEAGE REIMBURSEMENT FOR WATER OPERATORS CLASS
02/23/2024 12:	WIGHTMAN & ASSOCIATES	GEN 30765	2,000.00	GEORGE ST IMPROVEMENTS

**TOTAL: 183,001.60**



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
DATE: March 4, 2024

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

### Action Requested:

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

### Background:

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

At the Regular Council meeting February 5, 2024, Village Council agreed to have staff reach out to surrounding communities to see what holidays are being offered to their employees, before merging the current Holiday received and Federal Holidays.

Staff researched 8 communities within Van Buren County. Gobles, Paw Paw, Mattawan, South Haven, Bangor, Lawton, and Lawrence. The information was very informative. The interesting part of the research was of the communities polled; none have the same schedule.

As a reminder, this discussion came about due to the Village Hall being open on Martin Luther King Jr. Day, and Washington's Birthday.

### Attachment(s):

Personnel Handbook Paid Holidays  
Federal Paid Holidays  
Holiday in surrounding communities



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



## **PAID AND UNPAID LEAVE**

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

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

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

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

### **Holidays**

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

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

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



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
DATE: March 4, 2024

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

### Action Requested:

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

### Background:

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

At the Regular Council meeting February 5, 2024, Village Council agreed to have staff reach out to surrounding communities to see what holidays are being offered to their employees, before merging the current Holiday received and Federal Holidays.

Staff researched 8 communities within Van Buren County. Gobles, Paw Paw, Mattawan, South Haven, Bangor, Lawton, and Lawrence. The information was very informative. The interesting part of the research was of the communities polled; none have the same schedule.

As a reminder, this discussion came about due to the Village Hall being open on Martin Luther King Jr. Day, and Washington's Birthday.

### Attachment(s):

Personnel Handbook Paid Holidays  
Federal Paid Holidays  
Holiday in surrounding communities





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: March 4, 2024

SUBJECT: Request to approve proposal from Seigfried Crandall PC, to engage services for audit preparation for fiscal year 2024.

### Action Requested:

It is requested that Village Council approve the proposal from Seigfried Crandall PC, to engage services for audit preparation for fiscal year 2024.

### Background:

With the closure of fiscal year 2024, the following proposal from Seigfried Crandall PC includes preparation of year end adjustment journal entries and supporting working papers. Additionally, assistance with preparation of the Management's Discussion and Analysis, and preparation and filing of form submission to the State of Michigan, including forms F-65 and F-5047 to be provided to the Village's independent auditor, Gabridge & Company.

This proposal was included in fiscal year 2025 budget, with expenditures to be assigned and determined based upon the services performed.

### Attachment(s):

Siegfried Crandall PC Proposal

January 19, 2024

Members of the Village Council  
Village of Decatur  
114 N. Phelps  
Decatur, MI 49045

We are pleased to confirm our understanding of the services we are to provide to the Village of Decatur (the Village). This engagement letter sets forth the engagement's objective and scope of services, identifies management's responsibilities during the engagement, explains the limitations of the engagement, and presents the fees for our services.

### **Engagement Objective**

The objective of our engagement is to provide the Village of Decatur with ongoing accounting services.

### **Scope of Services**

We will provide the following services, from information you have provided to us, for the fiscal year ending February 29, 2024:

- Preparation of year-end adjusting journal entries and supporting work papers to be provided to the Village's independent auditor
- Assistance with the preparation of the Management's Discussion and Analysis

We will also provide accounting assistance, as needed throughout the year, which includes the following: special projects, review of budgets, cash receipts, cash disbursements, payroll, and provide assistance to the Village's clerk, treasurer, and supervisor.

### **Limitations**

None of the services described above can be relied upon to disclose errors, fraud, or illegal acts. However, we will inform you of any material errors and of any evidence or information that comes to our attention during the performance of these services. In addition, we will inform you of any evidence or information that comes to our attention during the performance of these services regarding illegal acts that may have occurred. We have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

### **Management's Responsibilities**

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities. Management is also responsible for making all management decisions and for performing all management functions. You are required to designate a competent individual with the following specific responsibilities regarding the services we will perform in connection with this engagement:

1. Oversee the services we will perform
2. Evaluate the adequacy and results of the services
3. Accept responsibility for the results of the services

**Engagement Administration, Fees, and Other**

Our fees for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to this engagement. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

The hourly rates for our governmental team are as follows:

Shareholder	\$250
Associate	\$175
Other Staff	\$150

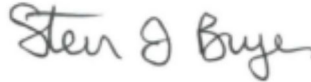
We will be available throughout the contract period to provide the Village with advice and guidance on financial accounting and reporting issues. Steve Bryer and Joel Frederickson will be responsible for responding to the Village's phone calls and e-mail communications, which will not be billed separately, in a timely manner.

We appreciate the opportunity to be of service to the Village of Decatur and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

The terms communicated in this letter will remain in effect until mutually modified or canceled by either party.

Sincerely,

SIEGFRIED CRANDALL P.C.



Steven J. Bryer, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Village of Decatur.

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

Title: \_\_\_\_\_

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



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: February 28, 2024

SUBJECT: February 2024 Monthly Report from DPW

### Action Requested:

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

### **February 2024 – Jobs completed**

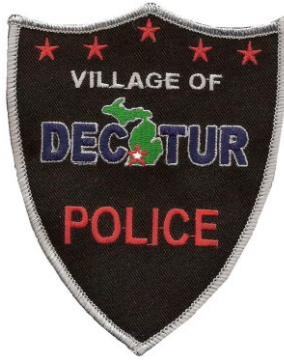
- Marked 76 Miss Digs
- Completed 6 Work Orders
- Completed Requested Shut-offs
- Completed Final Reads for properties closing
- Completed data logs for high and abnormal usage
- Read water meters for billing
- Leaf and brush pickup throughout Village limits
- Cleaned curbs
- Did water samples for Monthly Analysis Report – took to Paw Paw Lab – sent results to Egle
- Collected annual water sample
- Collected drinking water samples
- Wastewater discharge request
- Sewer maintenance
- Prelim Waste Water Discharge Samples
- Patched Streets
- Made repairs to road shoulders
- Insulated meter pits
- Sewer Lagoon recordings
- Stork fittings installed on hydrants
- Sewer main jetting
- Removed Scrap
- Worked on Equipment Maintenance
- Trim brush at sewer ponds
- Fill holes at sewer ponds
- Mow sewer ponds banks
- Change meter heads
- Installed new signs



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

- Fixed man hole on Harrison St
- Clean sewer line off of Beers St
- Completed Vehicle Inspections
- Salted roads
- Jet from Beers St to Lift station 1
- Completed Miss Digs for Potholing





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

To: Village Manager Chris Tapper  
Fr: Chief Tom VanDerWoude  
Date: February 28, 2024  
Ref: Monthly Report for the Month of February 2024

**Meetings / Events / Information:**

- Council Meeting
- Fire Board Meeting
- Chief's of Police Association Meeting
- Safety Committee Meeting / Training on Bloodborne / Airborne Pathogens
- Mandatory Meeting for all PD Staff
- Meeting with Local Chief
- Crossing Guard Information: One of our "full time" crossing guards resigned a few weeks ago. One of our part time crossing guards resigned this week. We recently hired a full-time replacement and I welcome Todd Hemenway as a Village employee. We are actively trying to hire a substitute crossing guard at this time.

**Training:**

- None for February

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

**Arrests: January 30, 2024, to February 28, 2024**

- 1-30-24, Male, Two Warrants
- 1-31-24, Male, Warrants
- 2-5-24, Male, Domestic Violence
- 2-10-24, Male, Warrant
- 2-24-24, Male, Two Warrants

**Calls for Service / Reports Taken: February 1, 2024, to February 28, 2024**

- Traffic Policing
- Zoning Issue
- Assist to CPS
- Traffic Policing

- Traffic Policing
- Death Investigation – Fire
- Traffic Policing
- Suspicious Subject
- Assist Another Agency
- General Assist / Check Welfare
- Assault / Trespass
- General Assist
- Property Damage Accident – Drove While License Revoked
- Lost Gun
- Assist to MSP
- Blight
- Mental Investigation
- Traffic Policing
- Domestic Assault Arrest / Suicidal Subject
- Traffic Policing
- Parking Violation
- Traffic Policing
- General Assist to Allegan County
- Assist to VBCS
- General Assist
- Drove While License Suspended
- Threats
- Drove While License Suspended, Improper Plate, No Proof Insurance
- Traffic Policing
- Ordinance Violation – More Signs in Public Right of Way
- Traffic Policing
- Assist VBCS – Raid / Search Warrant
- Traffic Policing
- Computer Crime / Hacking
- Larceny
- Civil Dispute
- Suspicious Situation
- Salvage
- Salvage
- Salvage
- Suspicious Situation
- Fraud / Elder Abuse
- Background Check
- Warrant Arrest
- Death Investigation
- Mental Investigation
- Domestic Violence, Assist to VBCS
- Parking Violation
- Blight

- Drove While License Suspended
- Harassment
- Domestic
- Assist Medical
- Assist DHFD
- Assist Kalamazoo PD
- Fleeing and Eluding Police
- Traffic Policing
- Traffic Policing
- Salvage
- Assist VBCS
- Traffic Policing
- Traffic Policing
- Civil Dispute
- Traffic Policing
- Traffic Policing
- Traffic Policing
- Assist to CPS
- Mental Investigation
- Assist Medical
- Suspicious Situation
- Dog at Large
- Domestic
- Traffic Policing
- Suspicious Situation
- Salvage
- Traffic Policing
- General Assist
- Parking Violation
- Assist Medical
- Alarm
- General Assist
- Domestic Assault
- Stolen Vehicle – 4 wheeler
- General Assist – street light out
- General Assist
- Found Property
- FOIA
- Assist Medical
- BOL possible intoxicated driver
- Trespass / Woman with Crowbar
- Suspicious vehicle
- Fraud
- General Assist Welfare Check
- General Assist Welfare Check

- Salvage
- Assist Medical
- Civil Matter – Theft of Vehicle/ Mental Investigation
- Violation of Restricted License / Expired Plate / Defective Equipment
- No Insurance
- Civil Dispute
- Check for Possible Meth Lab
- Abuse / Neglect
- Civil Dispute
- Car vs Deer PDA
- Attempt Warrant Pickup
- Traffic Policing
- Assist Medical
- Traffic Policing
- Fraud
- General Assist
- Salvage
- Salvage
- Traffic Policing
- Assist DHFD – Wire Down
- Traffic Policing
- Salvage

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: March 4, 2024

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

### Action Requested:

It is requested that Village Council review Decatur-Hamilton Fire & QR Reports, for February 26, 2024.

### Background:

The Decatur-Hamilton Fire & QR Departments met Monday, February 26, 2024. 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 reports.

### Attachment(s):

Decatur-Hamilton Fire & QR Reports

# DECATUR-HAMILTON FIRE DEPARTMENT

Board Meeting

*February 27, 2023*

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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. Building Repair
12. New Business

- a. EFT Policy
- b. Membership Policy
- c. Capitalization

13. Public Comment

14. Adjournment

# DECATUR-HAMILTON FIRE BOARD

## MEETING MINUTES

*December 26, 2022*

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1. Meeting called to order at 6:19PM by Druskovich. All present.
2. Public Comment N/A
3. Additions/Deletions to Agenda – Added “New member” as “a” under Personnel. Added “Storm Siren” as “b” under New Business. Added “EFT Policy” and “Hold Harmless” as “c” under New business.
4. Approval of Agenda Motion Gateley, Support Newell. Carried to approve agenda as amended.
5. Approval of Minutes of Previous Meeting Motion Newell Support Flowers. Carried to approve minutes.
6. Bills. Kusmack M presented the bills totaling \$29,248.59 and income totaling \$112,417.73. Added AEP for 334.89. Motion Kusmack K, support Gateley. Carried to approve bills as amended.
7. Treasurer’s Report. Kusmack M went over with account totals as follows:
  - a. Checking – \$90,102.70
  - b. Savings – (\$3,359.96)
  - c. Donations – \$1235.36
  - d. Restitutions - \$699.20
  - e. Noted totals were not matching and should never have a negative balance. Kusmack K. Moved, Polomcak Support. Carried to approve report as presented.
8. Officers Reports: Motion Kusmack K, Support Newell, Carried.
  - a. Chief – Parts for rescue came in and were installed
  - b. Secretary - 4 calls for the month
  - c. Training – BBP, will do ice rescue training if weather permits, CPR in March
  - d. Truck Captain – Print name on trucks
  - e. Building – water damage, contacting Brian Hammel.
  - f. Kusmack M. Moved, Gateley Support. Carried to approve reports as presented.
9. Auxiliary – Postpone chili cook off and coming up with new fund raisers.
10. Personnel
  - a. New member – Craig Hawn, recommendation of chief to bring on as probationary member. Newell Moved, Flowers Support. Carried to accept new member
11. Unfinished Business
  - a. Building Repair – Get quotes
12. New Business
  - a. Audit – see QR



- b. Storm Siren – currently do not have a working siren. VBEMS shares frequency now. Moving forward with village and police to get it taken care of.

13. Public Comment N/A

14. Adjournment – Kusmack K. Moved, Newell Support. Carried to adjourn at 6:53PM

**HAMILTON & DECATUR FIRE**  
**Transactions by Account**  
As of March 1, 2023

HAMILTON FIRE	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Debit</u>	<u>Credit</u>
	Check	02/02/2023	eft	Consumers	Account # 1000 3954 0628	Util		488.76
	Check	02/02/2023	eft	Village of Decatur		Util		67.21
	Check	02/02/2023	eft	COMCAST	Account # 8529 11 329 0019815	Util		213.49
	Check	02/03/2023	11249	Van Buren County Fire Chiefs Association	2023	Trav,Train,Misc		100.00
	Deposit	02/03/2023			Deposit	Hamilton	31,181.52	
	Check	02/06/2023	11252	Cummins	VOID: INV S3-51999 GJE, RGJE created on 02/07/2 Equip		0.00	
	General Journal	02/06/2023	107	Cummins	For CHK 11252 voided on 02/07/2023	Equip		7,444.75
	General Journal	02/07/2023	107R	Cummins	Reverse of GJE 107 -- For CHK 11252 voided on 02 Equip		7,444.75	
	Check	02/07/2023	11253	Cummins	INV S3-51999	Equip		7,444.75
	Check	02/13/2023	eft	Wells Fargo		Equipment		50.70
	Deposit	02/13/2023			Interest	Int Inc	3.98	
	Liability Check	02/15/2023	eftps	Internal Revenue Service	38-2561883	-SPLIT-		191.40
	Check	02/20/2023	eft	AEP	Account # 041-938-379-0-5	Util		334.89
	Check	02/21/2023	11255	HS Fleet	INV 0002148 & 0002157	Vehicles		2,897.52
	Check	02/21/2023	11256	North Breathing Air	INV 2279	Supplies		610.00
	Check	02/21/2023	11257	Bauckham, Sparks, Thall, Seeber & Kaufman	INV 9823 & 9958	Prof Fee		520.00
	Check	02/21/2023	11258	Best Way Disposal	Acct# L-203138	Util		89.93
	Check	02/21/2023	11259	REEDER ACCOUNTING SERVICES	Inv 28778	Prof Fee		325.00
	Paycheck	02/21/2023	11254	Amy M Jimenez		-SPLIT-		1,216.79
	Deposit	02/21/2023			Deposit	-SPLIT-	56,298.18	
	Check	02/22/2023	11262	D.L. Gallivan Office Solutions	IN124413	Equip		31.26
	Check	03/01/2023	11260	DECATUR HAMILTON FIRE DEPARTMENT		Contracted Serv		500.00
	Check	03/01/2023	11261	Matt Kusmack		Salaries		150.00
	Check	03/01/2023	eft	AEP	Account # 041-938-379-0-5	Util		362.49
							<u>94,928.43</u>	<u>23,038.94</u>
							<u><b>94,928.43</b></u>	<u><b>23,038.94</b></u>

Total HAMILTON FIRE

**TOTAL**

**HAMILTON & DECATUR FIRE**  
**Balance Sheet**  
As of March 1, 2023

	Mar 1, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
HAMILTON FIRE	159,368.99
Savings - Donation Fund 17883	1,235.36
Savings - Restitutions	699.20
Savings 14986	640.04
<b>Total Checking/Savings</b>	161,943.59
<b>Other Current Assets</b>	
Prepaid insurance	15,142.46
Accts Receivable - Other	570.00
<b>Total Other Current Assets</b>	15,712.46
<b>Total Current Assets</b>	177,656.05
<b>Fixed Assets</b>	
Equipment	836,472.80
Fixed assets	11,681.00
<b>Total Fixed Assets</b>	848,153.80
<b>TOTAL ASSETS</b>	<b>1,025,809.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
First State Bank Loan	149,930.31
Accts payable	1,464.00
24000 - Payroll Liabilities	364.09
<b>Total Other Current Liabilities</b>	151,758.40
<b>Total Current Liabilities</b>	151,758.40
<b>Long Term Liabilities</b>	
Deferred Revenue	104,500.00
<b>Total Long Term Liabilities</b>	104,500.00
<b>Total Liabilities</b>	256,258.40
<b>Equity</b>	
3900 - Retained Earnings	480,747.83
3000 - Open Bal Equity	269,167.50
Net Income	19,636.12
<b>Total Equity</b>	769,551.45
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,025,809.85</b>

**HAMILTON & DECATUR FIRE**  
**Profit & Loss**  
February 2 through March 1, 2023

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	<b>Feb 2 - Mar 1, 23</b>
<b>Income</b>	
<b>Tax Rev</b>	
Decatur Twp	49,676.85
Hamilton	36,802.85
<b>Total Tax Rev</b>	86,479.70
<b>Building Lease</b>	1,000.00
<b>Int Inc</b>	3.98
<b>Total Income</b>	87,483.68
<b>Expense</b>	
<b>Repairs</b>	
Equip	7,476.01
Vehicles	2,897.52
<b>Total Repairs</b>	10,373.53
<b>Util</b>	1,556.77
<b>66000 · Payroll Expenses</b>	1,530.77
<b>Prof Fee</b>	845.00
<b>Supplies</b>	610.00
<b>Contracted Serv</b>	500.00
<b>Salaries</b>	150.00
<b>Trav, Train, Misc</b>	100.00
<b>Total Expense</b>	15,666.07
<b>Net Income</b>	<b>71,817.61</b>

**HAMILTON DECATUR FIRE**  
**Annual Budget vs. Fiscal Year To Date**  
 July 1, 2022 through March 1, 2023

	<u>07/01/2022 - 03/01/2023</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
<b>Tax Rev</b>			
Decatur Twp	109,205.16	168,000.00	-58,794.84
Hamilton	78,091.79	108,000.00	-29,908.21
<b>Total Tax Rev</b>	<u>187,296.95</u>	<u>276,000.00</u>	<u>-88,703.05</u>
<b>Building Lease</b>	8,000.00	23,000.00	-15,000.00
<b>Insurance Payout</b>	6,319.00	0.00	6,319.00
<b>Int Inc</b>	30.39	350.00	-319.61
<b>Misc Inc</b>	0.00	11,500.00	-11,500.00
<b>Total Income</b>	<u>201,646.34</u>	<u>310,850.00</u>	<u>-109,203.66</u>
<b>Expense</b>			
<b>Repairs</b>			
Vehicles	29,377.64	25,000.00	4,377.64
Equip	12,553.52	5,000.00	7,553.52
Bldg	9,285.43	12,000.00	-2,714.57
Other	220.00	1,000.00	-780.00
Radio	0.00	1,000.00	-1,000.00
<b>Total Repairs</b>	<u>51,436.59</u>	<u>44,000.00</u>	<u>7,436.59</u>
<b>Supplies Turnout Gear</b>	41,970.01	40,000.00	1,970.01
<b>Supplies</b>	12,996.11	15,000.00	-2,003.89
<b>Prof Fee</b>	11,032.21	6,000.00	5,032.21
<b>66000 - Payroll Expenses</b>	10,250.44	0.00	10,250.44
<b>Salaries</b>	9,975.00	19,000.00	-9,025.00
<b>Trav,Train,Misc</b>	9,908.22	3,000.00	6,908.22
<b>Audit</b>	7,690.00	6,000.00	1,690.00
<b>Util</b>	5,908.09	8,000.00	-2,091.91
<b>Contracted Serv</b>	4,750.00	6,000.00	-1,250.00
<b>Supplies Pagers- Radios</b>	3,842.87	4,500.00	-657.13
<b>Supplies Hoses</b>	3,427.04	6,500.00	-3,072.96
<b>Insur</b>	3,121.76	21,500.00	-18,378.24
<b>Fuel &amp; Oil</b>	2,796.20	3,000.00	-203.80
<b>Travel Fire Prevention</b>	2,357.00	2,000.00	357.00
<b>Water Damage</b>	0.00	0.00	0.00
<b>Capital outlay/Reserve</b>	548.68	14,500.00	-13,951.32
<b>Supplies Uniforms</b>	0.00	1,500.00	-1,500.00
<b>Loan Payment- Truck Purchase</b>	0.00	153,353.94	-153,353.94
<b>Total Expense</b>	<u>182,010.22</u>	<u>353,853.94</u>	<u>-171,843.72</u>
<b>Net Income</b>	<u><u>19,636.12</u></u>	<u><u>-43,003.94</u></u>	<u><u>62,640.06</u></u>



**HS FLEET SERVICES LLC.  
INVOICE**

Inv Number 00001-0002157

CLOSED

Vehicle # 00015-DHFD8817

<b>SHOP</b>	00001	001
HS FLEET SERVICES LLC 625 N. STREET P.O. Box 339 LAWTON, MI 49065 269-299-0287		
Vendor Number		
Vendor Name		
PO Number		

<b>CUSTOMER:</b>	00001	DHFD	DHFD
Decatur Hamilton Fire Dep p.o. box 244 Decatur MI 49045			

Odometer/Alt Meter 1	5,129.0 Miles / 0.00 HOURS	Start	02/03/2023 17:07
Make	KME	Close	02/05/2023 14:43
Year Model	2018 Pumper	Priority	SCHEDULED WORK
Serial #	1K9AF4S84KN058817	Reason	8 PM
Plate #	Unit 1420	Shop ID	All
Department			

LINE	TYPE	COMPLETED	VMRS CODE	MECHANIC/PART NUMBER	DESCRIPTION - OUT PO NUMBER	JOB	HRS / QTY	PRICE / WAGE	TOTAL COST
1	LABOR	02/03/2023	030-057-000	0000000001 HS	MANUAL PUMP SHIFT OVERRID	DAM	2.00	155.00	310.00
		02/03/2023		0000000001 HS	MANUAL PUMP SHIFT OVERRID		3.00	155.00	465.00
	PART	02/03/2023		502103	CABLE/ HOSE REPAIR WORK		1.00	247.47	247.47

Notes:

Labor Hours	5.00	
LABOR		\$775.00
PARTS		\$247.47
TIRES		\$0.00
WARRANTY		\$0.00
OUTSIDE PARTS	\$0.00	
OUTSIDE TIRES	\$0.00	
OUTSIDE LABOR	\$0.00	
OUTSIDE		\$0.00
SHOP		\$46.50
TAX		\$0.00
MISC		\$0.00
<b>TOTAL</b>		<b>\$1,068.97</b>



**HS FLEET SERVICES LLC.  
INVOICE**

Inv Number 00001-0002148  
Vehicle # 00015-DHFD6920

CLOSED

SHOP	00001	001
HS FLEET SERVICES LLC 625 N. STREET P.O. Box 339 LAWTON, MI 49065 269-299-0287		
Vendor Number		
Vendor Name		
PO Number		

CUSTOMER: 00001	DHFD	DHFD
Decatur Hamilton Fire Dep p.o. box 244 Decatur MI 49045		

Odometer/Alt Meter 1	8,235.0 Miles / 0.00 HOURS	Start	01/30/2023 8:27
Make	Spenser	Close	02/03/2023 8:48
Year Model	2006 Rescue	Priority	SCHEDULED WORK
Serial #	4S7HT2C927C056920	Reason	8 PM
Plate #	Unit 1471	Shop ID	All
Department			

LINE	TYPE	COMPLETED	VMRS CODE	MECHANIC/PART NUMBER	DESCRIPTION - OUT PO NUMBER	JOB	HRS / QTY	PRICE / WAGE	TOTAL COST
1	LABOR	01/30/2023	037-003-000	0000000001 HS	ON BOARD BATTERY CHARGER	RPL	0.00	130.00	0.00
	PART	01/30/2023		091-35/10	on board kussmaul charger		1.00	1,828.55	1,828.55
	NOTE				replaced battery charger at station. no labor charge to customer, only parts				

Notes:

Labor Hours	0.00	
LABOR		\$0.00
PARTS		\$1,828.55
TIRES		\$0.00
WARRANTY		\$0.00
OUTSIDE PARTS	\$0.00	
OUTSIDE TIRES	\$0.00	
OUTSIDE LABOR	\$0.00	
OUTSIDE		\$0.00
SHOP		\$0.00
TAX		\$0.00
MISC		\$0.00
TOTAL		\$1,828.55



**VAN BUREN COUNTY FIRE CHIEF ASSOCIATION**

417 W. Arlington St. Bangor, MI 49013



/// FIRE LINE - DO NOT CROSS /// FIRE LINE - DO NOT CROSS /// FIRE LINE - DO NOT CROSS ///

January 25, 2023

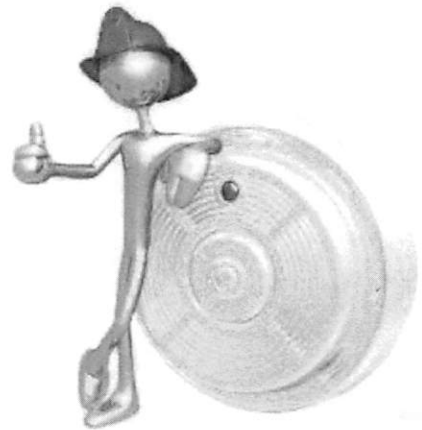
Dues for Van Buren County Fire Chief's Association 2023 **\$100.00**

Please Remit to:

Van Buren County Fire Chief's Association  
417 W Arlington St.  
Bangor, MI 49013  
Attention: Chief Babcock

Thank you.

Chief Derek Babcock, Secretary







**STATEMENT OF ACCOUNT**

**Dinges Fire Company**  
 243 East Main Street  
 Amboy, IL 61310

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

This is not an invoice.

DATE	DOCUMENT	DOC AMOUNT	CHARGES	PAYMENTS
01/02/2023	Available invoice credit 35354	\$(120.73)	\$(120.73)	

**Total Due: \$(120.73)**

Current	1 – 30	31 – 60	61 – 90	Over 91 days	Total due
0.00	(120.73)	0.00	0.00	0.00	(120.73)

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

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

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

Decatur Hardware  
 105 S Phelps St  
 Decatur MI, 49045

PHONE: (269) 423-8818

CUST NO: 1019	JOB NO: 000	PURCHASE ORDER:	REFERENCE:	TERMS: NET EOM	CLERK: RB	DATE / TIME: 2/12/23 10:03
------------------	----------------	-----------------	------------	-------------------	--------------	-------------------------------

TERMINAL: 555

SOLD TO:  
 DECATUR FIRE DEPT  
 120 N PHELPS  
 Decatur MI 49045

SHIP TO:

TAX: NP NON PROFIT

**INVOICE: 10382 /1**

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1	2	2	EA	3194800	BATTRY RECHARG AAA 4PK	17.99	2	17.99 /EA	35.98 N

TAXABLE 0.00  
 NON-TAXABLE 35.98  
 SUBTOTAL 35.98

(RANDY)  
 \*\* AMOUNT CHARGED TO STORE ACCOUNT \*\* 35.98

TAX AMOUNT 0.00  
**TOTAL 35.98**

TOT WT: 0.20

*Randy G VL*  
 Received By

# INVOICE

North Breathing Air, LLC  
15138 154th Ave  
GRAND HAVEN, MI 49417  
United States

616-848-6369

**BILL TO**  
**DECATUR-HAMILTON FIRE DEPT**  
JOE GERHOLD  
420 W DELAWARE ST  
DECATUR, Michigan 49045  
United States

269-501-0035  
DHFD1400@gmail.com

**Invoice Number:** 2279  
**Invoice Date:** February 20, 2023  
**Payment Due:** March 22, 2023  
**Amount Due (USD):** \$610.00

Items	Quantity	Price	Amount
<b>COMPRESSOR SERVICE</b> ANNUAL/SEMI-ANNUAL COMPRESSOR SERVICE	1	\$275.00	\$275.00
<b>LA65247</b> MAKO FILTER CARTRIDGE	1	\$130.00	\$130.00
<b>003MBQ-S</b> OIL-MAKO BLUE- QUART	1	\$25.00	\$25.00
<b>AIR SAMPLE</b> AIR SAMPLE AND LAB ANALYSIS	1	\$135.00	\$135.00
<b>TRAVEL</b> FLAT RATE TRAVEL CHARGE	1	\$45.00	\$45.00

**Total:** \$610.00

**Amount Due (USD) :** \$610.00

## Notes / Terms

Thank You!

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

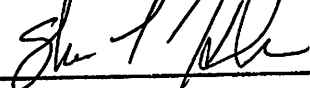
Truck number 1420  
Mileage 5,139.4  
Engine Hours 472.9  
Pump Hours 87.20  
Fuel Level F

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 X 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 X RIGHT FRONT X LEFT REAR X RIGHT REAR X  
Tire Wear: Normal X Even \_\_\_\_\_ Uneven \_\_\_\_\_ Side Walls \_\_\_\_\_  
Pump Check List: Drains Left Side X Drains Right Side X  
Run Pump: Set relief valve at 100PSI X Transfer valve check X  
Water Level Lights Full  
Engine Oil Level X Radiator Fluid Level X  
Hose Beds X Cross Lays X Speed Lays X  
Hydrant fittings X  
Air Packs X Alarm Batteries X Jaws X Spare Bottles: 11  
Fluid Levels in generator: Gas X Oil X  
Portable Lights WORKS PROPERLY  
Spare Electric Cables NO DAMAGES  
Electric meter covers should be two on each engine and several on rescue  
Emergency Flares X Portable Radios X Run Sheets X Maps X  
Condition of Truck: Clean Exterior X Clean Interior X

Complaints 6 SPARE BOTTLE DUE in April for Hydro test  
1 SPARE BOTTLE DUE in March for Hydro Test  
1 SPARE BOTTLE DUE in MAY for Hydro TEST

Needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Truck Captain  
Building Chief Signature 

Date 2-14-23

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

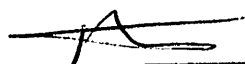
Truck number 1421  
Mileage 31713.4  
Engine Hours 2584.8  
Pump Hours 670.9  
Fuel Level 7/8

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 NA  Side Walls   
Pump Check List: Drains Left Side  Drains Right Side   
Run Pump: Set relief valve at 100PSI yes Transfer valve check   
Water Level Lights "full" out  
Engine Oil Level  Radiator Fluid Level   
Hose Beds  Cross Lays  Speed Lays   
Hydrant fittings   
Air Packs  Alarm Batteries P-15 low Jaws NA Spare Bottles: full  
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 Bill  Bill Arnold

Date 2-17-23

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

Truck number 1422  
Mileage 13960.2  
Engine Hours 12009  
Pump Hours 213.3  
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 OK 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 Full Radiator Fluid Level Full  
Hose Beds  Cross Lays  Speed Lays \_\_\_\_\_  
Hydrant fittings   
Air Packs  Alarm Batteries  Jaws N/A Spare Bottles:   
Fluid Levels in generator: Gas 3/4 Oil Full  
Portable Lights   
Spare Electric Cables   
Electric meter covers should be two on each engine and several on rescue \_\_\_\_\_  
Emergency Flares N/A Portable Radios \_\_\_\_\_ Run Sheets \_\_\_\_\_ Maps \_\_\_\_\_  
Condition of Truck: Clean Exterior  Clean Interior

Complaints \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Truck Captain \_\_\_\_\_  
Building Chief Signature [Signature]

Date 2-19-23

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

Truck number 1430  
Mileage 11659.6  
Engine Hours 1110.6  
Pump Hours NA  
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 NO Side Walls   
Pump Check List: Drains Left Side \_\_\_\_\_ Drains Right Side \_\_\_\_\_  
Run Pump: Set relief valve at 100PSI Run PUMP Transfer valve check \_\_\_\_\_  
Water Level Lights   
Engine Oil Level  Radiator Fluid Level   
Hose Beds NA Cross Lays NA Speed Lays NA  
Hydrant fittings   
Air Packs NA Alarm Batteries NA Jaws NA Spare Bottles: NA  
Fluid Levels in generator: Gas  Oil   
Portable Lights NA  
Spare Electric Cables NA  
Electric meter covers should be two on each engine and several on rescue NA  
Emergency Flares  Portable Radios NO Run Sheets  Maps   
Condition of Truck: Clean Exterior  Clean Interior somewhat

Complaints POSSIBLE power steering leak  
Portable PUMP runs rough

Needs Portable Radio

Truck Captain  
Building Chief Signature [Signature] Share McBride  
Date 2-13-23

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

Truck number 1464  
Mileage 12033  
Engine Hours 1171  
Pump Hours 129.9  
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   
Engine Oil Level Full Radiator Fluid Level Full  
Hose Beds  Cross Lays  Speed Lays   
Hydrant fittings   
Air Packs  Alarm Batteries  Jaws  Spare Bottles:   
Fluid Levels in generator: Gas  Oil   
Portable Lights good  
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 Head sets still not working

Needs Side marker lights very dim DR/Pass  
Need 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  
3<sup>RD</sup> MONDAY OF EACH MONTH unless requested due another date.

Truck number 1465  
Mileage 2482  
Engine Hours 272  
Pump Hours -  
Fuel Level 3/4

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   
Engine Oil Level  Radiator Fluid Level   
Hose Beds  Cross Lays  Speed Lays   
Hydrant fittings   
Air Packs  Alarm Batteries  Jaws  Spare Bottles:   
Fluid Levels in generator: Gas  Oil   
Portable Lights   
Spare Electric Cables   
Electric meter covers should be two on each engine and several on rescue   
Emergency Flares  Portable Radios  Run Sheets  Maps   
Condition of Truck: Clean Exterior  Clean Interior

Complaints N/A

Needs N/A

Truck Captain  
Building Chief Signature [Signature]

Date 2/17/23 Kenneth Dunkerley

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

Truck number 1471  
Mileage 8278.6  
Engine Hours 1253.9  
Pump Hours N/A  
Fuel Level FULL

Number of runs since last report 1

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

Complaints \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Truck Captain

Building Chief Signature

Dustin Hall

Date 2-18-23

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

Truck number 1472  
Mileage 764  
Engine Hours 101.6  
Pump Hours N/A  
Fuel Level 1/2 tank

Number of runs since last report 0

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

Complaints \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Truck Captain  
Building Chief Signature [Signature] Review [Signature]  
Date 2/18/23 Austin & Randy

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

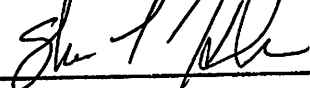
Truck number 1420  
Mileage 5,139.4  
Engine Hours 472.9  
Pump Hours 87.20  
Fuel Level F

Number of runs since last report 2

Lights Check List: Head Lights  Tail Lights  Side Marker  Seat Belts   
Cab lights Exterior  Cab lights Interior   
Radio Check  Emergency Lights: TOP  SIDE  FRONT  REAR   
Horn  Siren   
Tires and pressure: LEFT FRONT  RIGHT FRONT  LEFT REAR  RIGHT REAR   
Tire Wear: Normal  Even  Uneven  Side Walls   
Pump Check List: Drains Left Side  Drains Right Side   
Run Pump: Set relief valve at 100PSI  Transfer valve check   
Water Level Lights Full  
Engine Oil Level  Radiator Fluid Level   
Hose Beds  Cross Lays  Speed Lays   
Hydrant fittings   
Air Packs  Alarm Batteries  Jaws  Spare Bottles: 11  
Fluid Levels in generator: Gas  Oil   
Portable Lights WORKS PROPERLY  
Spare Electric Cables NO DAMAGES  
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 6 SPARE BOTTLE DUE in April for Hydro test  
1 SPARE BOTTLE DUE in March for Hydro Test  
1 SPARE BOTTLE DUE in MAY for Hydro TEST

Needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Truck Captain  
Building Chief Signature 

Date 2-14-23

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

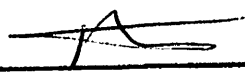
Truck number 1421  
Mileage 31713.4  
Engine Hours 2554.8  
Pump Hours 670.9  
Fuel Level 7/8

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 NA  Side Walls   
Pump Check List: Drains Left Side  Drains Right Side   
Run Pump: Set relief valve at 100PSI yes Transfer valve check   
Water Level Lights "full" out  
Engine Oil Level  Radiator Fluid Level   
Hose Beds  Cross Lays  Speed Lays   
Hydrant fittings   
Air Packs  Alarm Batteries P-15 low Jaws NA Spare Bottles: full  
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 Bill  Bill Arnold

Date 2-17-23

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

Truck number 1422  
Mileage 13960.2  
Engine Hours 12009  
Pump Hours 213.3  
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 OK 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 Full Radiator Fluid Level Full  
Hose Beds  Cross Lays  Speed Lays \_\_\_\_\_  
Hydrant fittings   
Air Packs  Alarm Batteries  Jaws N/A Spare Bottles:   
Fluid Levels in generator: Gas 3/4 Oil Full  
Portable Lights   
Spare Electric Cables   
Electric meter covers should be two on each engine and several on rescue \_\_\_\_\_  
Emergency Flares N/A Portable Radios \_\_\_\_\_ Run Sheets \_\_\_\_\_ Maps \_\_\_\_\_  
Condition of Truck: Clean Exterior  Clean Interior

Complaints \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Truck Captain \_\_\_\_\_  
Building Chief Signature [Signature]

Date 2-19-23

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

Truck number 1430  
Mileage 11659.6  
Engine Hours 1110.6  
Pump Hours NA  
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 NO Side Walls   
Pump Check List: Drains Left Side \_\_\_\_\_ Drains Right Side \_\_\_\_\_  
Run Pump: Set relief valve at 100PSI Run PUMP Transfer valve check \_\_\_\_\_  
Water Level Lights   
Engine Oil Level  Radiator Fluid Level   
Hose Beds NA Cross Lays NA Speed Lays NA  
Hydrant fittings   
Air Packs NA Alarm Batteries NA Jaws NA Spare Bottles: NA  
Fluid Levels in generator: Gas  Oil   
Portable Lights NA  
Spare Electric Cables NA  
Electric meter covers should be two on each engine and several on rescue NA  
Emergency Flares  Portable Radios NO Run Sheets  Maps   
Condition of Truck: Clean Exterior  Clean Interior somewhat

Complaints POSSIBLE power steering leak  
Portable PUMP runs rough

Needs Portable Radio

Truck Captain  
Building Chief Signature [Signature] Share McBride  
Date 2-13-23

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

Truck number 1464  
Mileage 12033  
Engine Hours 1171  
Pump Hours 129.9  
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   
Engine Oil Level Full Radiator Fluid Level Full  
Hose Beds  Cross Lays  Speed Lays   
Hydrant fittings   
Air Packs  Alarm Batteries  Jaws  Spare Bottles:   
Fluid Levels in generator: Gas  Oil   
Portable Lights good  
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 Head sets still not working

Needs Side marker lights very dim DR/Pass  
Need 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  
3<sup>RD</sup> MONDAY OF EACH MONTH unless requested due another date.

Truck number 1465  
Mileage 2482  
Engine Hours 272  
Pump Hours -  
Fuel Level 3/4

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   
Engine Oil Level  Radiator Fluid Level   
Hose Beds  Cross Lays  Speed Lays   
Hydrant fittings   
Air Packs  Alarm Batteries  Jaws  Spare Bottles:   
Fluid Levels in generator: Gas  Oil   
Portable Lights   
Spare Electric Cables   
Electric meter covers should be two on each engine and several on rescue   
Emergency Flares  Portable Radios  Run Sheets  Maps   
Condition of Truck: Clean Exterior  Clean Interior

Complaints N/A

Needs N/A

Truck Captain  
Building Chief Signature [Signature]

Date 2/17/23 Kenneth Dunkerley

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

Truck number 1471  
Mileage 8278.6  
Engine Hours 1253.9  
Pump Hours N/A  
Fuel Level FULL

Number of runs since last report 1

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

Complaints \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Truck Captain

Building Chief Signature

Dustin Hall

Date 2-18-23

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

Truck number 1472  
Mileage 764  
Engine Hours 101.6  
Pump Hours N/A  
Fuel Level 1/2 tank

Number of runs since last report 0

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

Complaints \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Truck Captain  
Building Chief Signature [Signature] Review [Signature]  
Date 2/18/23 Austin & Randy

DECATUR-HAMILTON FIRE DEPARTMENT

BUILDING AND GROUNDS REPORT

<b>BUILDING A</b>			
<b>AREA</b>	<b>ACCEPTABLE</b>	<b>NEEDS ATTENTION</b>	<b>COMMENTS</b>
MEETING ROOM		XX	Repairs are ongoing from water damage and possible structural damage from the kitchen exchange unit.
MEETING FLOORS	XX		
OFFICE	XX		
OFFICE FLOORS	XX		
BATHROOMS	XX		
KITCHEN	XX		Waiting to hear back from service company for a full kitchen service on all appliances.
ENGINE ROOM	XX		
ENGINE FLOORS		XX	Floor needs to be re-lined
SERVICE DOORS	XX		
OVERHEAD DOORS	XX		
APPROACH	XX		
WINDOWS	XX		
EQUIPMENT	XX		
STORAGE ROOMS	XX		
FLAG LIGHT	XX		
REAR BUILDING LIGHT	XX		

<b>BUILDING B</b>			
<b>AREA</b>	<b>ACCEPTABLE</b>	<b>NEEDS ATTENTION</b>	<b>COMMENTS</b>
MEETING ROOM	XX		
DAY USE ROOM	XX		
BEDROOMS	XX		
KITCHEN	XX		
BATHROOMS	XX		
FLOORS		XX	Could use cleaning and rewaxing
ENGINE ROOM	XX		
ENGINE FLOORS		XX	Drain grates need to be replaced. Working on finding someplace to get drain grates. Not a standard size apparently.

STORAGE ROOMS	XX		
APPROACH	XX		
SERVICE DOORS	XX		
Overhead doors	XX		
Windows	XX		
equipment	XX		
Cord Reels	XX		

<b>GROUNDS/MAINTENANCE/LANDSCAPING</b>		
<b>AREA</b>	<b>ACCEPTABLE</b>	<b>COMMENTS</b>
YARD GENERAL	XX	
YARD INSIDE FENCE	XX	
TRIMMING	XX	
WEED CONTROL	XX	
ROCKS	XX	
DRIVEWAY		Cracks need to be sealed and repaired, trip and fall hazard, along edge of driveway on west side of property need some top soil to bring yard up to level of driveway, trip fall hazard, driveway markings need to be redone, consider re planning parking to angle parking
SIDEWALK	XX	
FLAG POLE	XX	Changes are ongoing to improve monument and flagpole
MONUMENT	XX	Changes are ongoing to improve monument and flagpole

Captain Signature	Joe Jerue Capt.	Date: 02/13/2023
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# DECATUR-HAMILTON QUICK RESPONSE

Board Meeting

*February 27, 2023*

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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
11. New Business
  - a. Raise credit card limit
  - b. Eft Policy
  - c. Capitalization
12. Public Comment
13. Adjournment

# DECATUR-HAMILTON QUICK RESPONSE BOARD

## MEETING MINUTES

*Monday January 30 2023*

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1. The meeting was called to order at 6:0 PM by Druskovich. All Present.
2. Public Comment N/A
3. Added "new member" under Personnel. Added EFT Policy and financial policies under New Business "b"
4. Newell moved, Flowers support, Carried to approve agenda as amended.
5. Newell moved Flowers support, Carried to approve minutes as amended.
6. Kusmack M. reported on the bills with a total of \$4603.62 and income of \$67,063.59. Added AEP for \$203.62. Kusmack K. Moved, Newell Support. Carried to approve bills as amended.
7. Kusmack M. gave the Treasurer's report indicating fund balances as follows:
  - a. Checking - \$119,761.71
  - b. Savings - \$113,278.16
  - c. Mercantile - \$5000
  - d. Member Savings - \$443.40
  - e. Druskovich noted that the totals provided did not match other statements. It is being addressed.
8. Team Leader's Report
  - a. 73 calls, 15 responses for a 20% rate. 623 calls for the year 198 responses 33% overall.
9. Personnel
  - a. New Member Stephen Tolfree. Approve. Gateley Moved, Newell Support. Carried to approve new member.
10. Unfinished Business
11. New Business
  - a. Audit. Yeo & Yeo did not do the 2022 audit along with the other overdue audit due to difficulties encountered. They are now doing the 2022 audit and scheduled 2023.
  - b. EFT policy - Getting legal assistance to gain all policies needed.
12. No public comment was given.
13. Meeting adjourned at 6:19PM. Kusmack K. Moved, Newell Support. Carried to adjourn.

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

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	<u>Mar 1, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash - Savings - Vehicle 16696	113,278.16
Merchantile Bank	46,468.46
Cash - Checking 34599	37,541.70
Cash - Savings - Member 15771	443.40
<b>Total Checking/Savings</b>	<u>197,731.72</u>
<b>Other Current Assets</b>	
Prepaid Insurance	1,458.52
Accts Receivable - Other	600.00
<b>Total Other Current Assets</b>	<u>2,058.52</u>
<b>Total Current Assets</b>	<u>199,790.24</u>
<b>Other Assets</b>	
Prepaid Building Rent	104,500.00
<b>Total Other Assets</b>	<u>104,500.00</u>
<b>TOTAL ASSETS</b>	<b><u><u>304,290.24</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Accounts payable - year end acc	3,344.00
<b>Total Other Current Liabilities</b>	<u>3,344.00</u>
<b>Total Current Liabilities</b>	<u>3,344.00</u>
<b>Total Liabilities</b>	3,344.00
<b>Equity</b>	
Retained Earnings	304,757.59
Opening Bal Equity	55,242.52
Net Income	-59,053.87
<b>Total Equity</b>	<u>300,946.24</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>304,290.24</u></u></b>



**Decatur-Hamilton Quick Response  
Check Detail**

February 2, 2023 - March 1, 2023

Feb 2 - Mar 1, 23	Type	Date	Num	Name	Memo	Split	Debit	Credit
	Check	02/03/2023	5542	GORNO FORD, INC	INV H23058	Capital - Equipment		96,978.00
	Deposit	02/03/2023			Deposit	Tax Revenue - Hamilton Township	23,385.74	
	Deposit	02/13/2023			Interest	Interest Income	4.20	
	Check	02/21/2023	5543	REEDER ACCOUNTING SERVICES	INV #28779	Contracted Services		175.00
	Check	02/21/2023	5544	EMP	INV# 2517406; 2524067; 2524706; 2526582	-SPLIT-		3,566.45
	Check	02/21/2023	5545	C-Comm of Kazoo	INV 21208; 21214	-SPLIT-		1,780.00
	Check	02/21/2023	5546	VISA	Account number *2849	Equipment & Supplys		209.82
	Check	02/21/2023	eft	AEP- Indiana Michigan Power	Acct# 041-837-336-0-1	Utilities		203.84
	Check	02/21/2023	eft	AEP- Indiana Michigan Power	Acct# 041-837-336-0-1	Utilities		92.26
	Check	02/21/2023	eft	Consumers		Utilities		264.54
	Check	02/21/2023	eft	Village Of Decatur	Account Number 1106	Utilities		76.96
	Check	02/21/2023	eft	Comcast	Account # 8529 11 329 0019906	Utilities		384.59
	Check	03/01/2023	5547	Christina Benson		Salaries		150.00
	Check	03/01/2023	5548	DH Fire Board		Building Rental		1,000.00
	Check	03/01/2023	5549	Terry Burns		Salaries		300.00
	Check	03/01/2023	eft	AEP- Indiana Michigan Power	Acct# 041-837-336-0-1	Utilities		178.49
							<b>23,389.94</b>	<b>105,359.95</b>
Feb 2 - Mar 1, 23								

**Decatur-Hamilton Quick Response**  
**Annual Budget vs. Fiscal Year To Date**  
 July 1, 2022 through March 1, 2023

	<u>07/01/2023 - 03/01/2023</u>	<u>Annual Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Tax Revenue - Decatur Township	84,344.45	40,000.00	44,344.45
Tax Revenue - Hamilton Township	54,762.71	32,000.00	22,762.71
Misc. Inc	3,180.00	10,000.00	-6,820.00
Interest Income	71.35	125.00	-53.65
<b>Total Income</b>	<u>142,358.51</u>	<u>82,125.00</u>	<u>60,233.51</u>
<b>Gross Profit</b>	142,358.51	82,125.00	60,233.51
<b>Expense</b>			
Capital - Equipment	96,978.00	194,000.00	-97,022.00
Vehicle & Equip. Repairs	57,114.13	2,000.00	55,114.13
Building Rental	9,000.00	23,000.00	-14,000.00
Utilities	7,519.08	10,250.00	-2,730.92
Equipment & Supplys	7,413.86	12,000.00	-4,586.14
Salaries	7,170.00	12,000.00	-4,830.00
Audit	5,520.00	4,200.00	1,320.00
Insurance	4,799.36	5,800.00	-1,000.64
Building Repairs	3,993.00	1,500.00	2,493.00
Contracted Services	1,898.95	1,800.00	98.95
Bank Service Fee	6.00	0.00	6.00
Training	0.00	2,500.00	-2,500.00
Fuel & Oil	0.00	750.00	-750.00
<b>Total Expense</b>	<u>201,412.38</u>	<u>269,800.00</u>	<u>-68,387.62</u>
<b>Net Ordinary Income</b>	<u>-59,053.87</u>	<u>-187,675.00</u>	<u>128,621.13</u>
<b>Net Income</b>	<u><u>-59,053.87</u></u>	<u><u>-187,675.00</u></u>	<u><u>128,621.13</u></u>

**Decatur-Hamilton Quick Response**  
**Profit & Loss**  
February 2 through March 1, 2023

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	<u>Feb 2 - Mar 1, 23</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Tax Revenue - Decatur Township	37,256.80
Tax Revenue - Hamilton Township	27,601.70
Interest Income	4.20
<b>Total Income</b>	<u>64,862.70</u>
<b>Gross Profit</b>	64,862.70
<b>Expense</b>	
Capital - Equipment	96,978.00
Equipment & Supplys	3,776.27
Vehicle & Equip. Repairs	1,780.00
Utilities	1,200.68
Building Rental	1,000.00
Salaries	450.00
Contracted Services	175.00
<b>Total Expense</b>	<u>105,359.95</u>
<b>Net Ordinary Income</b>	<u>-40,497.25</u>
<b>Net Income</b>	<u><u>-40,497.25</u></u>



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Megan Duncan, Clerk/Treasurer  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: March 4, 2024

SUBJECT: Financial Statement – February 2024

### Action Requested:

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

### Background:

February updates:

- Processed payments, opening, and closing Utility accounts. Applying penalties, shut off notices, and creating the Utility bills.
- Attended Council meeting and prepared meeting minutes.
- Attended DDA meeting.
- Processed building permit payments and revenue deposits in cash receipting.
- Educational session with Chris about FY25 budget
- Worked with Ann, Siegfried Crandall, learning to reconcile bank statements with General Ledger and Invoice Cloud.
- FOIA Requests
- Worked with Village Attorney, title searches on Village Property.
- Processed Miscellaneous Receivables and Account Payables for Village Hall, DPW, and PD.
- Processed payroll, council checks, and remittance checks.
- Attended the treasurer-to-treasurer monthly zoom meeting.
- Meeting with Leah and Madelyn, Abonmarche, on next steps for DWAM and updated GIS plan.
- Created Parks and Recreation Committee agenda.
- Attended Parks and Recreation Committee meeting and prepared meeting minutes.
- Created Safety Meeting Agenda



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

- Attended Safety Meeting and prepared meeting minutes.
- Attended Annual Joint Meeting with all boards and commissions.
- Prepared meeting minutes for Annual Joint Meeting.
- Worked on and helped create February's Special Council Meeting Agenda.
- Attended Special Council Meeting and prepared meeting minutes.
- Worked on and helped create March's Council Meeting agenda.
- Processed restitution checks from Van Buren County Courts for the snow pusher and other ordinance violations.
- Attended Excel webinar, educational session.
- Met with Cornerstone Technologies with Chris.
- Walked Natalie through Account Payables. She can enter invoices for approval and print checks.
- Natalie processed payroll and submitted tax payments along with my assistance.

Attachment(s):

Cash Balances

Revenue & Expense Report

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024		AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET			INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-402.000	REAL ESTATE TAXES	368,000.00		367,143.48	2,599.92		856.52		99.77
101-000-410.000	PERSONAL PROPERTY TAX	62,000.00		49,469.74	1,102.84		12,530.26		79.79
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		6,800.00	0.00		0.00		100.00
101-000-439.000	STATE OF MI MARIJUANA PAYMENTS	112,900.00		223,172.70	118,172.70		(110,272.70)		197.67
101-000-445.000	REAL ESTATE TAX INTEREST	200.00		861.48	222.16		(661.48)		430.74
101-000-447.000	ADMIN. FEE TREASURER	6,000.00		5,923.72	51.79		76.28		98.73
101-000-477.000	CABLE TV FEES	15,000.00		15,280.61	3,685.05		(280.61)		101.87
101-000-478.000	LIQUOR LICENSE	2,000.00		2,219.25	0.00		(219.25)		110.96
101-000-491.000	BUILDING PERMIT FEES	15,000.00		22,650.67	2,610.05		(7,650.67)		151.00
101-000-492.000	RENTAL INSPECTION FEE	3,000.00		21,585.00	100.00		(18,585.00)		719.50
101-000-494.000	MARIHUANA LICENSE FEES	40,000.00		40,082.46	0.00		(82.46)		100.21
101-000-495.000	ZONING LICENSES & PERMITS	1,000.00		170.00	85.00		830.00		17.00
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	0.00		(26,678.41)		100.00
101-000-543.000	POLICE TRAINING-STATE	600.00		1,554.06	166.00		(954.06)		259.01
101-000-573.001	METRO ACT	11,500.00		28,970.53	0.00		(17,470.53)		251.92
101-000-574.000	STATE REVENUE SHARING	220,000.00		229,610.40	38,101.00		(9,610.40)		104.37
101-000-606.000	PARKING FEES/FINES	800.00		7,294.35	927.40		(6,494.35)		911.79
101-000-607.000	POLICE REPORTS	200.00		145.00	15.00		55.00		72.50
101-000-609.000	APPLICATION FEES	0.00		25.00	0.00		(25.00)		100.00
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		207.80	17.56		(7.80)		103.90
101-000-664.200	INTEREST EARNED	1,500.00		29.41	0.00		1,470.59		1.96
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
101-000-672.000	SRO REIMBURSEMENT	0.00		34,261.96	5,928.54		(34,261.96)		100.00
101-000-675.000	OTHER REVENUE	9,000.00		16,455.90	195.82		(7,455.90)		182.84
101-000-685.000	PRINCIPAL ON MORFORD	0.00		1,890.00	0.00		(1,890.00)		100.00
101-000-686.000	PRINCIPAL ON KNISS	0.00		510.00	0.00		(510.00)		100.00
101-000-687.000	PRINCIPAL ON HILLRING	0.00		1,251.60	0.00		(1,251.60)		100.00
101-000-689.000	PRINCIPLE FINAL GRAVITY	0.00		1,260.00	630.00		(1,260.00)		100.00
101-000-699.244	TRANSFER TO LOAN FUND	0.00		80,213.25	0.00		(80,213.25)		100.00
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		6,500.00	0.00		0.00		100.00
Total Dept 000		927,200.00		1,232,975.53	174,610.83		(305,775.53)		132.98
TOTAL REVENUES		927,200.00		1,232,975.53	174,610.83		(305,775.53)		132.98
Expenditures									
Dept 101 - VILLAGE COUNCIL									
101-101-703.000	COUNCIL SALARY	9,900.00		9,599.00	818.00		301.00		96.96
101-101-715.000	FICA/MEDICARE	760.00		734.32	62.58		25.68		96.62
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		2,388.00	0.00		612.00		79.60
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		4,031.75	0.00		(3,031.75)		403.18
101-101-936.000	TECH SERVICES	1,500.00		560.25	0.00		939.75		37.35
101-101-958.000	MISCELLANEOUS	0.00		2,205.69	0.00		(2,205.69)		100.00
101-101-958.001	DUES/MEMBERSHIPS	1,600.00		3,242.00	50.00		(1,642.00)		202.63

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)	AVAILABLE		% BGDG USED
		AMENDED BUDGET				NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 101 - VILLAGE COUNCIL		20,810.00		23,984.65	930.58	(3,174.65)		115.26
Dept 137 - MUNICIPAL ATTORNEY								
101-137-828.000	ORDINANCE ENFORCEMENT ATTORNEY FEES	4,000.00		9,674.67	0.00	(5,674.67)		241.87
Total Dept 137 - MUNICIPAL ATTORNEY		4,000.00		9,674.67	0.00	(5,674.67)		241.87
Dept 172 - VILLAGE MANAGER								
101-172-703.000	SALARY-MANAGER	34,000.00		35,182.68	2,584.33	(1,182.68)		103.48
101-172-715.000	FICA/MEDICARE	2,500.00		2,603.13	197.71	(103.13)		104.13
101-172-716.000	UNEMPLOYMENT COMPENSATION	20.00		93.83	0.00	(73.83)		469.15
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		1,930.91	155.06	(130.91)		107.27
101-172-719.000	HEALTH INSURANCE	0.00		2,921.64	973.88	(2,921.64)		100.00
101-172-719.500	DISABILITY INSURANCE	1,880.00		954.69	84.23	925.31		50.78
101-172-720.000	LIFE INSURANCE	250.00		124.65	10.95	125.35		49.86
101-172-721.000	TUITION REIMBURSEMENT	7,500.00		7,500.00	0.00	0.00		100.00
101-172-728.000	SUPPLIES	200.00		26.72	0.00	173.28		13.36
101-172-853.000	TELEPHONE	1,500.00		670.04	51.57	829.96		44.67
101-172-853.020	CELL PHONE	650.00		644.35	0.00	5.65		99.13
101-172-864.000	CONFERENCES/WORKSHOPS	3,000.00		1,523.28	0.00	1,476.72		50.78
101-172-936.000	TECH SERVICES	2,000.00		2,989.74	0.44	(989.74)		149.49
101-172-958.001	DUES/MEMBERSHIPS	950.00		490.00	0.00	460.00		51.58
Total Dept 172 - VILLAGE MANAGER		56,350.00		57,684.29	4,058.17	(1,334.29)		102.37
Dept 215 - VILLAGE CLERK								
101-215-703.000	SALARY-ADMIN. CLERK	12,800.00		13,458.79	1,093.89	(658.79)		105.15
101-215-715.000	FICA/MEDICARE	1,050.00		1,029.49	83.68	20.51		98.05
101-215-716.000	UNEMPLOYMENT COMPENSATION	15.00		93.83	0.00	(78.83)		625.53
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		807.55	65.64	(27.55)		103.53
101-215-719.000	HEALTH INSURANCE	5,000.00		5,256.21	474.66	(256.21)		105.12
101-215-719.500	DISABILITY INSURANCE	600.00		635.49	56.07	(35.49)		105.92
101-215-720.000	LIFE INSURANCE	130.00		124.65	10.95	5.35		95.88
101-215-728.000	SUPPLIES	200.00		267.08	0.00	(67.08)		133.54
101-215-730.000	POSTAGE	500.00		953.64	0.00	(453.64)		190.73
101-215-830.000	BANK SERVICE CHGS	200.00		240.00	20.00	(40.00)		120.00
101-215-853.000	TELEPHONE	720.00		670.04	51.57	49.96		93.06
101-215-853.020	CELL PHONE	340.00		150.03	12.51	189.97		44.13
101-215-864.000	CONFERENCES/WORKSHOPS	3,000.00		3,056.29	0.00	(56.29)		101.88
101-215-901.000	PRINTING	80.00		0.00	0.00	80.00		0.00
101-215-936.000	TECH SERVICES	5,000.00		3,893.01	0.44	1,106.99		77.86
Total Dept 215 - VILLAGE CLERK		30,535.00		30,664.73	1,869.41	(129.73)		100.42
Dept 253 - VILLAGE TREASURER								
101-253-703.000	SALARY-TREASURER	4,500.00		4,486.22	364.65	13.78		99.69
101-253-715.000	FICA/MEDICARE	340.00		343.29	27.90	(3.29)		100.97
101-253-717.000	WORKMAN'S COMP.	60.00		28.63	0.00	31.37		47.72
101-253-718.000	PENSION	270.00		269.18	21.88	0.82		99.70
101-253-719.000	HEALTH INSURANCE	2,000.00		1,841.56	165.89	158.44		92.08

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 02/29/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/29/2024 INCREASE (DECREASE)		AVAILABLE BALANCE NORMAL (ABNORMAL)		% BDGT USED
		AMENDED BUDGET							
Fund 101 - GENERAL FUND									
Expenditures									
101-253-728.000	SUPPLIES	300.00		444.34	0.00		(144.34)	148.11	
101-253-730.000	POSTAGE	2,500.00		3,814.52	0.00		(1,314.52)	152.58	
101-253-807.000	AUDIT	6,000.00		3,730.00	0.00		2,270.00	62.17	
101-253-853.020	CELL PHONE	500.00		484.94	38.27		15.06	96.99	
101-253-864.000	CONFERENCES/WORKSHOPS	2,800.00		4,557.66	0.00		(1,757.66)	162.77	
101-253-936.000	TECH SERVICES	900.00		1,351.17	0.44		(451.17)	150.13	
Total Dept 253 - VILLAGE TREASURER		20,170.00		21,351.51	619.03		(1,181.51)	105.86	
Dept 265 - VILLAGE HALL									
101-265-776.000	SUPPLIES	1,600.00		982.54	0.00		617.46	61.41	
101-265-822.000	CONTRACTUAL SERVICES	1,500.00		719.00	27.00		781.00	47.93	
101-265-921.000	ELECTRIC	5,500.00		4,654.40	0.00		845.60	84.63	
101-265-923.000	HEAT	2,500.00		3,191.82	0.00		(691.82)	127.67	
101-265-931.000	REPAIRS & MAINTENANCE	1,000.00		5,508.35	0.00		(4,508.35)	550.84	
101-265-936.000	TECH SERVICES	200.00		322.50	36.25		(122.50)	161.25	
Total Dept 265 - VILLAGE HALL		12,300.00		15,378.61	63.25		(3,078.61)	125.03	
Dept 266 - MUNICIPAL ATTORNEY									
101-266-826.000	ATTORNEY FEES	8,500.00		5,110.00	0.00		3,390.00	60.12	
101-266-826.100	ATTORNEY EXPENSES	900.00		0.00	0.00		900.00	0.00	
Total Dept 266 - MUNICIPAL ATTORNEY		9,400.00		5,110.00	0.00		4,290.00	54.36	
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		364,393.11	42,358.87		(64,393.11)	121.46	
101-301-703.010	OVERTIME PAY	10,000.00		37,439.85	2,190.18		(27,439.85)	374.40	
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		32,492.74	3,586.35		(6,492.74)	124.97	
101-301-716.000	UNEMPLOYMENT INSURANCE	50.00		281.52	0.00		(231.52)	563.04	
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		37,961.63	3,222.44		38.37	99.90	
101-301-719.000	HEALTH INSURANCE	54,000.00		60,402.31	5,395.41		(6,402.31)	111.86	
101-301-719.500	DISABILITY INSURANCE	3,500.00		3,690.42	325.58		(190.42)	105.44	
101-301-720.000	LIFE INSURANCE	1,500.00		1,246.50	109.50		253.50	83.10	
101-301-721.000	TUITION REIMBURSEMENT	0.00		13,163.09	0.00		(13,163.09)	100.00	
101-301-728.000	SUPPLIES	1,700.00		1,577.79	0.00		122.21	92.81	
101-301-730.000	POSTAGE	500.00		1,029.23	9.59		(529.23)	205.85	
101-301-768.000	UNIFORMS/BOOTS/ETC	3,000.00		2,072.33	0.00		927.67	69.08	
101-301-768.100	UNIFORM CLEANING	1,000.00		1,272.75	0.00		(272.75)	127.28	
101-301-853.000	TELEPHONE	1,500.00		1,339.97	103.13		160.03	89.33	
101-301-853.020	CELL PHONE	1,500.00		2,058.70	25.00		(558.70)	137.25	
101-301-865.000	MILEAGE/TRAVEL EXP	2,000.00		3,337.09	148.04		(1,337.09)	166.85	
101-301-901.000	PRINTING	40.00		0.00	0.00		40.00	0.00	
101-301-936.000	TECH SERVICES	4,500.00		4,681.59	36.69		(181.59)	104.04	
101-301-955.000	TRAINING FUNDS-STATE	1,200.00		1,844.62	0.00		(644.62)	153.72	



GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/29/2024 (ABNORMAL)	MONTH 02/29/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 101 - GENERAL FUND									
Expenditures									
101-301-956.000	TRAINING FUNDS-VILLAGE	4,000.00		1,942.40		0.00		2,057.60	48.56
101-301-958.001	DUES/MEMBERSHIPS	100.00		145.00		0.00		(45.00)	145.00
101-301-959.000	LEIN SERVICE	1,000.00		964.56		0.00		35.44	96.46
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		12,000.00		1,000.00		(2,000.00)	120.00
Total Dept 301 - POLICE DEPARTMENT		485,590.00		599,108.45		58,510.78		(113,518.45)	123.38
Dept 302 - CROSSING GUARDS									
101-302-703.050	SALARIES PART-TIME	10,500.00		12,194.00		574.00		(1,694.00)	116.13
101-302-715.000	FICA/MEDICARE	800.00		932.84		43.90		(132.84)	116.61
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		280.70		0.00		(280.70)	100.00
Total Dept 302 - CROSSING GUARDS		11,600.00		13,693.88		617.90		(2,093.88)	118.05
Dept 371 - BUILDING INSPECTOR									
101-371-802.000	CODE ENFORCE/CONTRACTUAL	0.00		9,578.44		0.00		(9,578.44)	100.00
101-371-822.000	BUILDING INSPECTOR FEES	20,000.00		24,960.62		0.00		(4,960.62)	124.80
101-371-823.000	RENTAL INSPECTION FEE	4,500.00		18,560.00		0.00		(14,060.00)	412.44
Total Dept 371 - BUILDING INSPECTOR		24,500.00		53,099.06		0.00		(28,599.06)	216.73
Dept 441 - DPW									
101-441-703.000	SALARIES	41,000.00		47,745.68		5,176.65		(6,745.68)	116.45
101-441-703.010	OVERTIME PAY	2,500.00		4,048.61		122.25		(1,548.61)	161.94
101-441-715.000	FICA/MEDICARE	16,000.00		19,095.95		1,559.23		(3,095.95)	119.35
101-441-716.000	UNEMPLOYMENT INSURANCE	60.00		375.37		0.00		(315.37)	625.62
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		14,776.54		1,206.72		(2,776.54)	123.14
101-441-719.000	HEALTH INSURANCE	6,000.00		11,222.09		1,032.85		(5,222.09)	187.03
101-441-776.000	SUPPLIES	4,000.00		5,746.35		0.00		(1,746.35)	143.66
101-441-801.000	PROFESSIONAL/CONTRACT SERVICES	2,000.00		163.54		0.44		1,836.46	8.18
101-441-853.000	TELEPHONE	1,000.00		1,005.01		77.35		(5.01)	100.50
101-441-860.000	CDL EXPENSES	1,500.00		1,755.02		0.00		(255.02)	117.00
101-441-921.000	ELECTRIC	3,000.00		2,319.48		0.00		680.52	77.32
101-441-923.000	HEAT	3,000.00		3,299.78		0.00		(299.78)	109.99
101-441-926.000	STREET LIGHTS	16,000.00		18,778.74		0.00		(2,778.74)	117.37
101-441-931.000	BUILDING REPAIRS & MAINT.	4,800.00		1,521.54		0.00		3,278.46	31.70
101-441-934.000	CONTRACTUAL SERVICES	2,000.00		5,677.16		266.42		(3,677.16)	283.86
101-441-943.000	PW EQUIPMENT RENTALGENERAL FUN	10,000.00		18,341.76		1,854.18		(8,341.76)	183.42
Total Dept 441 - DPW		127,860.00		157,733.83		11,296.09		(29,873.83)	123.36
Dept 721 - PLANNING COMMISSION									
101-721-826.000	VILLAGE PLANNER FEES	3,000.00		1,218.75		0.00		1,781.25	40.63
101-721-901.000	PRINTING/PUBLISHING	100.00		57.20		0.00		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

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 721 - PLANNING COMMISSION		3,300.00	1,525.95	0.00	1,774.05	46.24
Dept 728 - ECONOMIC DEVELOPMENT						
101-728-890.000	LOAN DRAW	0.00	20,030.00	0.00	(20,030.00)	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	20,030.00	0.00	(20,030.00)	100.00
Dept 751 - PARKS AND RECREATION						
101-751-703.000	SALARIES-LEISURE SERVICES	22,000.00	22,990.15	1,208.15	(990.15)	104.50
101-751-703.010	OVERTIME	500.00	861.98	37.50	(361.98)	172.40
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	7,794.69	336.75	(2,794.69)	155.89
101-751-756.000	SUPPLIES & MAINTENANCE	10,000.00	3,915.49	292.45	6,084.51	39.15
101-751-921.000	ELECTRIC	600.00	808.15	0.00	(208.15)	134.69
101-751-930.000	REPAIRS	1,000.00	495.00	0.00	505.00	49.50
101-751-931.000	CONTRACTUAL	4,500.00	3,582.13	266.42	917.87	79.60
101-751-943.000	EQUIP.RENTAL TRANSFER	13,600.00	13,044.99	433.15	555.01	95.92
101-751-985.000	COMMUNITY PROJECTS	60,685.00	18,425.00	0.00	42,260.00	30.36
Total Dept 751 - PARKS AND RECREATION		118,285.00	71,917.58	2,574.42	46,367.42	60.80
TOTAL EXPENDITURES		924,700.00	1,081,741.21	80,539.63	(157,041.21)	116.98
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		927,200.00	1,232,975.53	174,610.83	(305,775.53)	132.98
TOTAL EXPENDITURES		924,700.00	1,081,741.21	80,539.63	(157,041.21)	116.98
NET OF REVENUES & EXPENDITURES		2,500.00	151,234.32	94,071.20	(148,734.32)	6,049.37

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	02/29/2024 (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 202 - MAJOR ROADS								
Revenues								
Dept 000								
202-000-546.000	STATE OF MICHIGAN	200,000.00		195,825.95	20,680.25		4,174.05	97.91
202-000-664.100	INTEREST ON INVESTMENT	160.00		243.79	17.28		(83.79)	152.37
Total Dept 000		200,160.00		196,069.74	20,697.53		4,090.26	97.96
TOTAL REVENUES		200,160.00		196,069.74	20,697.53		4,090.26	97.96
Expenditures								
Dept 463 - MAINTENANCE								
202-463-703.000	SALARIES-MAINTENANCE	6,000.00		7,022.85	0.00		(1,022.85)	117.05
202-463-703.010	OVERTIME PAY	180.00		440.25	0.00		(260.25)	244.58
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		2,029.20	7.58		(529.20)	135.28
202-463-782.000	MATERIALS	4,500.00		6,914.85	0.00		(2,414.85)	153.66
202-463-812.000	ENGINEERING	65,000.00		73,212.77	0.00		(8,212.77)	112.64
202-463-943.000	EQUIPMENT RENTAL	8,500.00		7,763.41	0.00		736.59	91.33
202-463-981.000	CAPITAL OUTLAY	170,000.00		79,304.31	0.00		90,695.69	46.65
Total Dept 463 - MAINTENANCE		259,380.00		179,407.87	7.58		79,972.13	69.17
Dept 474 - TRAFFIC								
202-474-940.000	LEASE/RENTAL	7,900.00		7,238.72	0.00		661.28	91.63
Total Dept 474 - TRAFFIC		7,900.00		7,238.72	0.00		661.28	91.63
Dept 479 - ICE/SNOW								
202-479-703.000	SALARIES-SNOW & ICE REMOVAL	1,000.00		4,002.55	692.50		(3,002.55)	400.26
202-479-703.010	OVERTIME PAY	2,000.00		4,238.33	94.50		(2,238.33)	211.92
202-479-719.000	HEALTH INSURANCE	300.00		551.29	180.11		(251.29)	183.76
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		6,206.24	673.25		(3,706.24)	248.25
Total Dept 479 - ICE/SNOW		10,800.00		14,998.41	1,640.36		(4,198.41)	138.87
Dept 483 - ADMINISTRATION								
202-483-703.172	MANAGER SALARY	8,500.00		8,315.07	646.07		184.93	97.82
202-483-703.215	CLERK SALARY	3,500.00		3,364.83	273.48		135.17	96.14
202-483-715.000	SOCIAL SECURITY	800.00		908.38	70.35		(108.38)	113.55
202-483-718.000	PENSION	500.00		684.58	55.16		(184.58)	136.92
202-483-719.000	HEALTH INSURANCE	1,000.00		2,007.80	358.59		(1,007.80)	200.78
202-483-807.000	AUDIT	4,000.00		5,235.54	0.44		(1,235.54)	130.89
Total Dept 483 - ADMINISTRATION		18,300.00		20,516.20	1,404.09		(2,216.20)	112.11
TOTAL EXPENDITURES		296,380.00		222,161.20	3,052.03		74,218.80	74.96

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 02/29/2024

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	02/29/2024	MONTH 02/29/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 202 - MAJOR ROADS								
	TOTAL REVENUES	200,160.00	196,069.74		20,697.53		4,090.26	97.96
	TOTAL EXPENDITURES	296,380.00	222,161.20		3,052.03		74,218.80	74.96
	NET OF REVENUES & EXPENDITURES	(96,220.00)	(26,091.46)		17,645.50		(70,128.54)	27.12

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL ROADS						
Revenues						
Dept 000						
203-000-546.000	STATE OF MICHIGAN	74,000.00	86,132.84	9,102.93	(12,132.84)	116.40
203-000-547.000	STATE OF MICHIGAN - SIB	529,000.00	529,000.00	0.00	0.00	100.00
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	(62.75)	13.39	122.75	(104.58)
203-000-699.230	TRANSFER FROM STREETS	200,000.00	200,000.00	0.00	0.00	100.00
Total Dept 000		830,060.00	815,070.09	9,116.32	14,989.91	98.19
TOTAL REVENUES		830,060.00	815,070.09	9,116.32	14,989.91	98.19
Expenditures						
Dept 463 - MAINTENANCE						
203-463-703.000	SALARIES-MAINTENANCE	37,000.00	35,725.33	1,864.00	1,274.67	96.55
203-463-703.010	OVERTIME PAY	960.00	572.18	0.00	387.82	59.60
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	13,091.66	672.85	(3,591.66)	137.81
203-463-782.000	MATERIALS	5,000.00	6,896.09	551.25	(1,896.09)	137.92
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	13,100.00	4,800.00	(3,100.00)	131.00
203-463-943.000	EQUIPMENT RENTAL	58,000.00	46,580.37	2,157.46	11,419.63	80.31
203-463-981.000	CAPITAL OUTLAY	170,000.00	219,296.84	0.00	(49,296.84)	129.00
Total Dept 463 - MAINTENANCE		304,160.00	337,982.70	10,045.56	(33,822.70)	111.12
Dept 474 - TRAFFIC						
203-474-921.000	ELECTRIC	400.00	553.10	0.00	(153.10)	138.28
Total Dept 474 - TRAFFIC		400.00	553.10	0.00	(153.10)	138.28
Dept 479 - ICE/SNOW						
203-479-703.000	SALARIES-SNOW & ICE REMOVAL	0.00	2,986.75	1,099.55	(2,986.75)	100.00
203-479-703.010	OVERTIME PAY	0.00	680.86	47.25	(680.86)	100.00
203-479-719.000	HEALTH INSURANCE	0.00	469.26	145.62	(469.26)	100.00
203-479-943.000	EQUIPMENT RENTAL	1,000.00	2,772.37	1,022.67	(1,772.37)	277.24
Total Dept 479 - ICE/SNOW		1,000.00	6,909.24	2,315.09	(5,909.24)	690.92
Dept 482 - ADMINISTRATION - USDA						
203-482-971.000	MDOT SIB LOAN	62,808.74	12,017.68	0.00	50,791.06	19.13
Total Dept 482 - ADMINISTRATION - USDA		62,808.74	12,017.68	0.00	50,791.06	19.13
Dept 483 - ADMINISTRATION						
203-483-703.172	MANAGER SALARY	8,000.00	8,315.01	646.08	(315.01)	103.94
203-483-703.215	CLERK SALARY	4,000.00	3,364.70	273.48	635.30	84.12
203-483-715.000	SOCIAL SECURITY	800.00	908.18	70.34	(108.18)	113.52
203-483-718.000	PENSION	500.00	684.58	55.16	(184.58)	136.92
203-483-719.000	HEALTH INSURANCE	900.00	2,007.80	358.59	(1,107.80)	223.09
203-483-807.000	AUDIT	5,000.00	5,235.54	0.44	(235.54)	104.71

REVENUE AND EXPENDITURE REPORT

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE			
Fund 203 - LOCAL ROADS								
Expenditures								
Total Dept 483 - ADMINISTRATION		19,200.00	20,515.81	1,404.09	(1,315.81)			106.85
TOTAL EXPENDITURES		387,568.74	377,978.53	13,764.74	9,590.21			97.53
Fund 203 - LOCAL ROADS:								
TOTAL REVENUES		830,060.00	815,070.09	9,116.32	14,989.91			98.19
TOTAL EXPENDITURES		387,568.74	377,978.53	13,764.74	9,590.21			97.53
NET OF REVENUES & EXPENDITURES		442,491.26	437,091.56	(4,648.42)	5,399.70			98.78

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 204 - MUNICIPAL STREET FUND						
Revenues						
Dept 000						
204-000-403.000	STREETS-PROPERTY TAXES	130,000.00	144,896.42	1,039.89	(14,896.42)	111.46
204-000-410.000	PERSONAL PROPERTY TAX	25,000.00	19,578.37	441.11	5,421.63	78.31
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	344.55	88.87	(244.55)	344.55
204-000-664.100	INTEREST INCOME	100.00	136.47	7.29	(36.47)	136.47
Total Dept 000		168,200.00	164,955.81	1,577.16	3,244.19	98.07
TOTAL REVENUES		168,200.00	164,955.81	1,577.16	3,244.19	98.07
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
204-728-995.030	TRANSFER TO LOCAL ROADS	200,000.00	200,000.00	0.00	0.00	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		200,000.00	200,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		200,000.00	200,000.00	0.00	0.00	100.00
Fund 204 - MUNICIPAL STREET FUND:						
TOTAL REVENUES		168,200.00	164,955.81	1,577.16	3,244.19	98.07
TOTAL EXPENDITURES		200,000.00	200,000.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		(31,800.00)	(35,044.19)	1,577.16	3,244.19	110.20

REVENUE AND EXPENDITURE REPORT

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE INSURANCE PROCEEDS						
Revenues						
Dept 000						
206-000-664.100	INTEREST INCOME	0.00	0.27	0.02	(0.27)	100.00
Total Dept 000		0.00	0.27	0.02	(0.27)	100.00
TOTAL REVENUES		0.00	0.27	0.02	(0.27)	100.00
Fund 206 - FIRE INSURANCE PROCEEDS:						
TOTAL REVENUES		0.00	0.27	0.02	(0.27)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.27	0.02	(0.27)	100.00



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% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 213 - SALVAGE VEHICLE INSPECTIONS						
Revenues						
Dept 000						
213-000-610.000	VEHICLE INSPECTION FEE	15,000.00	11,400.00	900.00	3,600.00	76.00
213-000-664.100	INTEREST INCOME	10.00	10.33	0.59	(0.33)	103.30
Total Dept 000		15,010.00	11,410.33	900.59	3,599.67	76.02
TOTAL REVENUES		15,010.00	11,410.33	900.59	3,599.67	76.02
Expenditures						
Dept 301 - POLICE DEPARTMENT						
213-301-703.011	VEHICLE INSPECTION	15,000.00	13,630.18	1,331.66	1,369.82	90.87
213-301-715.000	FICA/MEDICARE	10.00	0.00	0.00	10.00	0.00
213-301-719.000	HEALTH INSURANCE	0.00	1,010.21	107.86	(1,010.21)	100.00
213-301-776.000	OPERATING SUPPLIES	0.00	616.99	0.00	(616.99)	100.00
Total Dept 301 - POLICE DEPARTMENT		15,010.00	15,257.38	1,439.52	(247.38)	101.65
TOTAL EXPENDITURES		15,010.00	15,257.38	1,439.52	(247.38)	101.65
Fund 213 - SALVAGE VEHICLE INSPECTIONS:						
TOTAL REVENUES		15,010.00	11,410.33	900.59	3,599.67	76.02
TOTAL EXPENDITURES		15,010.00	15,257.38	1,439.52	(247.38)	101.65
NET OF REVENUES & EXPENDITURES		0.00	(3,847.05)	(538.93)	3,847.05	100.00

REVENUE AND EXPENDITURE REPORT

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 244 - BUSINESS LOANS						
Revenues						
Dept 000						
244-000-664.100	INTEREST INCOME	40.00	0.00	0.00	40.00	0.00
244-000-685.000	PRINCIPAL ON MOORMANN	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000		5,040.00	0.00	0.00	5,040.00	0.00
TOTAL REVENUES		5,040.00	0.00	0.00	5,040.00	0.00
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
244-728-807.000	AUDIT	400.00	0.00	0.00	400.00	0.00
244-728-995.000	TRANSFER TO GEN FUND	0.00	80,213.25	0.00	(80,213.25)	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		400.00	80,213.25	0.00	(79,813.25)	100.00
TOTAL EXPENDITURES		400.00	80,213.25	0.00	(79,813.25)	100.00
Fund 244 - BUSINESS LOANS:						
TOTAL REVENUES		5,040.00	0.00	0.00	5,040.00	0.00
TOTAL EXPENDITURES		400.00	80,213.25	0.00	(79,813.25)	100.00
NET OF REVENUES & EXPENDITURES		4,640.00	(80,213.25)	0.00	84,853.25	1,728.73

REVENUE AND EXPENDITURE REPORT

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE	
Fund 245 - HOME REHAB LOANS						
Revenues						
Dept 000						
245-000-664.100	INTEREST INCOME	50.00	65.31	4.26	(15.31)	130.62
245-000-685.000	PRINCIPAL ON MOORMANN	1,500.00	328.92	0.00	1,171.08	21.93
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	394.23	4.26	2,655.77	12.93
TOTAL REVENUES		3,050.00	394.23	4.26	2,655.77	12.93
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	199.00	0.00	201.00	49.75
Total Dept 728 - ECONOMIC DEVELOPMENT		400.00	759.00	0.00	(359.00)	189.75
TOTAL EXPENDITURES		400.00	759.00	0.00	(359.00)	189.75
Fund 245 - HOME REHAB LOANS:						
TOTAL REVENUES		3,050.00	394.23	4.26	2,655.77	12.93
TOTAL EXPENDITURES		400.00	759.00	0.00	(359.00)	189.75
NET OF REVENUES & EXPENDITURES		2,650.00	(364.77)	4.26	3,014.77	13.76

REVENUE AND EXPENDITURE REPORT

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-404.000	PROPERTY TAXES	11,000.00	10,269.25	0.00	730.75	93.36
248-000-410.000	PERSONAL PROPERTY TAX	3,500.00	3,083.34	0.00	416.66	88.10
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	35.86	0.00	(19.86)	224.13
248-000-641.000	DONATIONS - JULY 4TH EVENT	0.00	13,650.00	0.00	(13,650.00)	100.00
248-000-664.100	INTEREST INCOME	0.00	7.40	0.46	(7.40)	100.00
248-000-674.000	DONATIONS - SPRING EVENTS	0.00	100.00	100.00	(100.00)	100.00
248-000-675.000	OTHER REVENUE	8,000.00	0.00	0.00	8,000.00	0.00
248-000-676.000	VENDOR REVENUE	0.00	2,080.00	120.00	(2,080.00)	100.00
Total Dept 000		22,606.00	29,225.85	220.46	(6,619.85)	129.28
TOTAL REVENUES		22,606.00	29,225.85	220.46	(6,619.85)	129.28
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	13,506.25	0.00	(11,506.25)	675.31
248-728-901.000	PRINTING/PUBLISHING	900.00	2,764.00	0.00	(1,864.00)	307.11
248-728-958.000	MISCELLANEOUS	200.00	163.54	0.44	36.46	81.77
248-728-981.000	CAPITAL OUTLAY	9,250.00	1,500.00	0.00	7,750.00	16.22
248-728-982.000	JULY 4TH EVENT	0.00	12,770.48	0.00	(12,770.48)	100.00
248-728-984.000	DECATUR DAY EVENT	0.00	1,802.98	0.00	(1,802.98)	100.00
248-728-985.000	COMMUNITY SERVICE PROJECTS	20,000.00	7,824.50	0.00	12,175.50	39.12
248-728-986.000	DOWNTOWN FLOWERS	4,300.00	1,274.00	0.00	3,026.00	29.63
248-728-987.000	BOO BASH EVENT	0.00	668.96	0.00	(668.96)	100.00
248-728-988.000	CHRISTMAS IN THE VILLAGE	0.00	264.73	0.00	(264.73)	100.00
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	42,539.44	0.44	(2,389.44)	105.95
TOTAL EXPENDITURES		40,150.00	42,539.44	0.44	(2,389.44)	105.95
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		22,606.00	29,225.85	220.46	(6,619.85)	129.28
TOTAL EXPENDITURES		40,150.00	42,539.44	0.44	(2,389.44)	105.95
NET OF REVENUES & EXPENDITURES		(17,544.00)	(13,313.59)	220.02	(4,230.41)	75.89

REVENUE AND EXPENDITURE REPORT

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% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 265 - DRUG FORFEITURE						
Revenues						
Dept 000						
265-000-664.100	INTEREST INCOME	0.00	0.79	0.05	(0.79)	100.00
Total Dept 000		0.00	0.79	0.05	(0.79)	100.00
TOTAL REVENUES		0.00	0.79	0.05	(0.79)	100.00
Fund 265 - DRUG FORFEITURE:						
TOTAL REVENUES		0.00	0.79	0.05	(0.79)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.79	0.05	(0.79)	100.00

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 282 - APRA FUND						
Revenues						
Dept 000						
282-000-664.100	INTEREST INCOME	60.00	106.03	6.91	(46.03)	176.72
Total Dept 000		60.00	106.03	6.91	(46.03)	176.72
TOTAL REVENUES		60.00	106.03	6.91	(46.03)	176.72
Fund 282 - APRA FUND:						
TOTAL REVENUES		60.00	106.03	6.91	(46.03)	176.72
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		60.00	106.03	6.91	(46.03)	176.72

REVENUE AND EXPENDITURE REPORT

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% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 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	297,526.19	25,065.58	8,473.81	97.23
590-000-629.000	PENALTIES	3,000.00	8,285.02	819.60	(5,285.02)	276.17
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	(38.87)	16.86	38.87	100.00
590-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	211.96	0.00	(11.96)	105.98
590-000-689.000	CASH OVER AND SHORT	0.00	(1.00)	1.50	1.00	100.00
Total Dept 000		311,700.00	307,483.30	25,903.54	4,216.70	98.65
TOTAL REVENUES		311,700.00	307,483.30	25,903.54	4,216.70	98.65
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	86,111.02	0.00	(26,111.02)	143.52
Total Dept 482 - ADMINISTRATION - USDA		84,797.00	86,111.02	0.00	(1,314.02)	101.55
Dept 483 - ADMINISTRATION						
590-483-703.172	MANAGER SALARY	15,000.00	14,551.18	1,130.62	448.82	97.01
590-483-703.215	CLERK SALARY	8,400.00	8,972.71	729.29	(572.71)	106.82
590-483-715.000	FICA/MEDICARE	1,600.00	1,825.34	142.30	(225.34)	114.08
590-483-718.000	PENSION	1,300.00	1,383.26	111.60	(83.26)	106.40
590-483-719.000	HEALTH INSURANCE	2,500.00	4,744.05	748.68	(2,244.05)	189.76
590-483-807.000	AUDIT	1,500.00	398.00	0.00	1,102.00	26.53
Total Dept 483 - ADMINISTRATION		30,300.00	31,874.54	2,862.49	(1,574.54)	105.20
Dept 548 - SEWER LINE MAINTENANCE						
590-548-768.000	UNIFORMS/BOOTS/ETC	1,000.00	754.00	75.00	246.00	75.40
590-548-820.000	MISS DIG	800.00	673.66	0.00	126.34	84.21
590-548-822.000	CONTRACTUAL SERVICES	1,200.00	8,300.00	0.00	(7,100.00)	691.67
590-548-853.020	CELL PHONE	500.00	685.82	0.00	(185.82)	137.16
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	2,035.00	0.00	(335.00)	119.71
590-548-934.000	MAINTENANCE	8,000.00	13,296.58	551.25	(5,296.58)	166.21
590-548-936.000	TECH SERVICES	200.00	163.54	0.44	36.46	81.77
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	30,523.65	626.69	(11,423.65)	159.81
Dept 549 - MAINTENANCE-LIFT STATIONS						
590-549-703.000	SALARIES-MAINTENANCE	40,000.00	46,190.84	4,826.36	(6,190.84)	115.48
590-549-703.010	OVERTIME PAY	3,000.00	6,862.97	811.50	(3,862.97)	228.77
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	8,683.06	589.97	(3,683.06)	173.66
590-549-719.500	DISABILITY INSURANCE	400.00	978.48	82.02	(578.48)	244.62
590-549-720.000	LIFE INSURANCE	500.00	197.19	16.43	302.81	39.44

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Expenditures						
590-549-807.000	AUDIT	1,200.00	597.00	0.00	603.00	49.75
590-549-822.000	CONTRACTUAL SERVICES	700.00	694.80	0.00	5.20	99.26
590-549-853.000	TELEPHONE	600.00	670.04	51.57	(70.04)	111.67
590-549-853.020	CELL PHONE	400.00	387.72	25.01	12.28	96.93
590-549-921.000	ELECTRIC	3,000.00	3,256.62	0.00	(256.62)	108.55
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	532.89	0.00	37.11	93.49
590-549-934.000	MAINTENANCE EQUIPMENT	0.00	2,223.16	0.00	(2,223.16)	100.00
590-549-943.000	EQUIPMENT RENTAL	13,000.00	14,302.50	2,285.52	(1,302.50)	110.02
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	92,359.62	8,688.38	(16,289.62)	121.41
Dept 550 - COLLECTION						
590-550-703.000	SALARIES	35,000.00	32,577.74	2,744.89	2,422.26	93.08
590-550-703.010	OVERTIME PAY	0.00	238.04	0.00	(238.04)	100.00
590-550-715.000	FICA/MEDICARE	3,000.00	2,489.40	208.08	510.60	82.98
590-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	46.93	0.00	(36.93)	469.30
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	1,952.50	163.20	(952.50)	195.25
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	978.45	82.01	(578.45)	244.61
590-550-720.000	LIFE INSURANCE	500.00	197.19	16.43	302.81	39.44
590-550-728.000	OFFICE SUPPLIES	600.00	378.06	0.00	221.94	63.01
590-550-730.000	POSTAGE	1,700.00	1,907.27	0.00	(207.27)	112.19
590-550-807.000	AUDIT	2,000.00	796.00	0.00	1,204.00	39.80
590-550-808.000	PAYMENT PROCESSING FEES	2,000.00	2,244.85	0.00	(244.85)	112.24
590-550-853.000	TELEPHONE	800.00	670.04	51.57	129.96	83.76
590-550-864.000	CONFERENCES/WORKSHOPS	0.00	483.75	50.00	(483.75)	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	14,165.79	0.00	(10,165.79)	354.14
590-550-936.000	TECH SERVICES	6,000.00	7,175.80	44.61	(1,175.80)	119.60
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	66,595.65	3,360.79	59,014.35	53.02
TOTAL EXPENDITURES		335,877.00	307,464.48	15,538.35	28,412.52	91.54
Fund 590 - SEWER FUND:						
TOTAL REVENUES		311,700.00	307,483.30	25,903.54	4,216.70	98.65
TOTAL EXPENDITURES		335,877.00	307,464.48	15,538.35	28,412.52	91.54
NET OF REVENUES & EXPENDITURES		(24,177.00)	18.82	10,365.19	(24,195.82)	0.08



REVENUE AND EXPENDITURE REPORT

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% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)	MONTH 02/29/2024	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND								
Revenues								
Dept 000								
591-000-539.000	STATE GRANTS	0.00		96,683.55	20,000.00		(96,683.55)	100.00
591-000-608.000	NSF CHECK FEE	50.00		230.00	35.00		(180.00)	460.00
591-000-629.000	PENALTIES	3,500.00		10,500.73	1,007.28		(7,000.73)	300.02
591-000-642.000	WATER TURN ONS	2,600.00		3,000.00	0.00		(400.00)	115.38
591-000-643.000	METERED SALES	414,575.00		399,824.00	33,176.74		14,751.00	96.44
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		(41.73)	18.06		141.73	(41.73)
591-000-664.120	INTEREST ON CHECKING-RECEIVING	100.00		263.34	0.00		(163.34)	263.34
591-000-689.000	CASH OVER AND SHORT	0.00		(1.00)	1.50		1.00	100.00
Total Dept 000		422,025.00		511,958.89	54,238.58		(89,933.89)	121.31
TOTAL REVENUES		422,025.00		511,958.89	54,238.58		(89,933.89)	121.31
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		27,882.44	0.00		2,117.56	92.94
Total Dept 482 - ADMINISTRATION - USDA		54,240.00		27,882.44	0.00		26,357.56	51.41
Dept 483 - ADMINISTRATION								
591-483-703.172	MANAGER SALARY	15,000.00		14,551.51	1,130.66		448.49	97.01
591-483-703.215	CLERK SALARY	8,400.00		8,972.53	729.29		(572.53)	106.82
591-483-715.000	FICA/MEDICARE	1,500.00		1,825.34	142.29		(325.34)	121.69
591-483-718.000	PENSION	1,500.00		1,383.25	111.60		116.75	92.22
591-483-719.000	HEALTH INSURANCE	3,000.00		4,744.08	748.69		(1,744.08)	158.14
Total Dept 483 - ADMINISTRATION		29,400.00		31,476.71	2,862.53		(2,076.71)	107.06
Dept 550 - COLLECTION								
591-550-703.000	SALARIES-CLERICAL	35,600.00		32,579.84	2,745.11		3,020.16	91.52
591-550-703.010	OVERTIME PAY	0.00		237.96	0.00		(237.96)	100.00
591-550-715.000	FICA/MEDICARE	1,600.00		2,489.50	208.08		(889.50)	155.59
591-550-716.000	UNEMPLOYMENT COMPENSATION	10.00		46.93	0.00		(36.93)	469.30
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		1,952.51	163.20		47.49	97.63
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		978.51	82.01		(478.51)	195.70
591-550-720.000	LIFE INSURANCE	500.00		197.19	16.43		302.81	39.44
591-550-728.000	OFFICE SUPPLIES	600.00		378.05	0.00		221.95	63.01
591-550-730.000	POSTAGE	1,500.00		1,907.27	0.00		(407.27)	127.15
591-550-807.000	AUDIT	800.00		796.00	0.00		4.00	99.50
591-550-808.000	PAYMENT PROCESSING FEES	2,000.00		594.85	0.00		1,405.15	29.74
591-550-853.000	TELEPHONE	1,000.00		670.04	51.57		329.96	67.00
591-550-864.000	CONFERENCES/WORKSHOPS	0.00		1,285.21	276.46		(1,285.21)	100.00
591-550-901.000	PRINTING	700.00		1,045.00	0.00		(345.00)	149.29
591-550-931.000	MAINT-SERVICES	1,500.00		11,318.20	0.00		(9,818.20)	754.55
591-550-934.000	SERVICE CONTRACTS	1,800.00		1,789.79	0.00		10.21	99.43

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
591-550-936.000	TECH SERVICES	5,000.00	5,835.54	44.61	(835.54)	116.71
591-550-958.000	MISCELLANEOUS	0.00	1,090.63	0.00	(1,090.63)	100.00
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	65,229.16	3,587.47	49,880.84	56.67
Dept 551 - UTILITY						
591-551-921.000	POWER PUMPING-ELECTRIC	10,000.00	9,775.87	0.00	224.13	97.76
Total Dept 551 - UTILITY		10,000.00	9,775.87	0.00	224.13	97.76
Dept 552 - DISTRIBUTION						
591-552-703.000	SALARIES-DISTRIBUTION	50,000.00	54,202.70	3,834.79	(4,202.70)	108.41
591-552-703.010	OVERTIME PAY	6,000.00	11,047.90	567.00	(5,047.90)	184.13
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	10,049.75	708.06	(3,049.75)	143.57
591-552-719.500	DISABILITY INSURANCE	1,000.00	956.31	81.99	43.69	95.63
591-552-720.000	LIFE INSURANCE	500.00	219.32	16.41	280.68	43.86
591-552-768.000	UNIFORMS/BOOTS/ETC	100.00	753.99	75.00	(653.99)	753.99
591-552-776.000	SUPPLIES & MAINTENANCE	10,000.00	25,312.96	1,135.51	(15,312.96)	253.13
591-552-807.000	AUDIT	1,000.00	796.00	0.00	204.00	79.60
591-552-812.000	ENGINEERING	0.00	94,250.00	0.00	(94,250.00)	100.00
591-552-822.000	CONTRACTUAL SERVICES	6,000.00	9,064.55	0.00	(3,064.55)	151.08
591-552-853.020	CELL PHONE	1,700.00	2,117.91	126.54	(417.91)	124.58
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	5,117.33	0.00	(117.33)	102.35
591-552-936.000	TECH SERVICES	1,500.00	1,503.79	0.44	(3.79)	100.25
591-552-943.000	EQUIPMENT RENTAL-WATER FUND	15,000.00	16,696.22	1,305.78	(1,696.22)	111.31
591-552-958.001	DUES/MEMBERSHIPS	1,000.00	895.00	0.00	105.00	89.50
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	238,482.80	7,851.52	(125,882.80)	211.80
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	377,462.03	14,301.52	2,587.97	99.32
Fund 591 - WATER FUND:						
TOTAL REVENUES		422,025.00	511,958.89	54,238.58	(89,933.89)	121.31
TOTAL EXPENDITURES		380,050.00	377,462.03	14,301.52	2,587.97	99.32
NET OF REVENUES & EXPENDITURES		41,975.00	134,496.86	39,937.06	(92,521.86)	320.42

REVENUE AND EXPENDITURE REPORT

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 596 - GARBAGE COLLECTION						
Revenues						
Dept 000						
596-000-628.000	TRASH SERVICE CHARGES	130,000.00	128,768.48	10,965.32	1,231.52	99.05
596-000-629.000	PENALTIES	500.00	3,244.19	327.81	(2,744.19)	648.84
596-000-664.100	INTEREST INCOME	0.00	(60.35)	0.06	60.35	100.00
596-000-664.120	INTEREST ON CHECKING-RECEIVING	60.00	36.49	0.00	23.51	60.82
Total Dept 000		130,560.00	131,988.81	11,293.19	(1,428.81)	101.09
TOTAL REVENUES		130,560.00	131,988.81	11,293.19	(1,428.81)	101.09
Expenditures						
Dept 528 - RUBBISH COLLECTION/DISPOSAL						
596-528-819.000	WASTE AND RUBBISH DISPOSAL	118,000.00	118,075.16	0.44	(75.16)	100.06
596-528-995.596	ADMIN TRANSFER TO GF	6,500.00	6,500.00	0.00	0.00	100.00
Total Dept 528 - RUBBISH COLLECTION/DISPOSAL		124,500.00	124,575.16	0.44	(75.16)	100.06
TOTAL EXPENDITURES		124,500.00	124,575.16	0.44	(75.16)	100.06
Fund 596 - GARBAGE COLLECTION:						
TOTAL REVENUES		130,560.00	131,988.81	11,293.19	(1,428.81)	101.09
TOTAL EXPENDITURES		124,500.00	124,575.16	0.44	(75.16)	100.06
NET OF REVENUES & EXPENDITURES		6,060.00	7,413.65	11,292.75	(1,353.65)	122.34

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 661 - MOTOR POOL						
Revenues						
Dept 000						
661-000-664.100	INTEREST INCOME	100.00	63.20	0.65	36.80	63.20
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	14,088.32	433.15	(88.32)	100.63
661-000-668.300	RENTAL EQUIPMENT-LOCAL	60,000.00	45,963.85	2,157.46	14,036.15	76.61
661-000-668.310	EQUIP RENTAL L/R ICE/SNOW	1,000.00	2,772.37	1,022.67	(1,772.37)	277.24
661-000-668.400	RENTAL EQUIPMENT-MAJOR	10,000.00	7,763.41	0.00	2,236.59	77.63
661-000-668.410	EQUIP RENTAL M/R ICE/SNOW	6,000.00	6,206.24	673.25	(206.24)	103.44
661-000-668.500	RENTAL EQUIPMENT-WATER	16,000.00	16,569.76	1,305.78	(569.76)	103.56
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	14,239.27	2,285.52	(1,239.27)	109.53
661-000-668.700	RENTAL EQUIPMENT-PUBLIC WORKS	12,000.00	18,104.64	1,854.18	(6,104.64)	150.87
661-000-673.000	SALE OF FIXED ASSETS	5,000.00	2,500.00	0.00	2,500.00	50.00
661-000-675.000	MISCELLANEOUS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000		153,100.00	128,271.06	9,732.66	24,828.94	83.78
TOTAL REVENUES		153,100.00	128,271.06	9,732.66	24,828.94	83.78
Expenditures						
Dept 301 - POLICE DEPARTMENT						
661-301-870.000	GAS	10,000.00	9,904.55	0.00	95.45	99.05
661-301-872.000	TIRES	2,000.00	1,445.48	0.00	554.52	72.27
661-301-930.000	REPAIRS	3,000.00	3,789.18	78.00	(789.18)	126.31
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	3,462.26	0.00	50,537.74	6.41
Total Dept 301 - POLICE DEPARTMENT		77,000.00	24,754.87	78.00	52,245.13	32.15
Dept 441 - DPW						
661-441-807.000	AUDIT	1,000.00	959.54	0.44	40.46	95.95
661-441-870.000	GAS	25,000.00	21,964.84	4,201.81	3,035.16	87.86
661-441-872.000	TIRES	2,500.00	7,551.92	0.00	(5,051.92)	302.08
661-441-930.000	REPAIRS & MAINTENANCE	0.00	21,313.53	30.00	(21,313.53)	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	11,369.52	0.00	(11,369.52)	100.00
Total Dept 441 - DPW		113,500.00	69,312.75	4,232.25	44,187.25	61.07
Dept 483 - ADMINISTRATION						
661-483-703.172	MANAGER SALARY	4,000.00	4,157.35	323.04	(157.35)	103.93
661-483-703.215	CLERK SALARY	2,100.00	2,243.29	182.32	(143.29)	106.82
661-483-715.000	FICA/MEDICARE	400.00	496.94	38.64	(96.94)	124.24
661-483-718.000	PENSION	300.00	375.95	30.32	(75.95)	125.32
661-483-719.000	HEALTH INSURANCE	700.00	1,229.41	201.62	(529.41)	175.63
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	8,502.94	775.94	6,997.06	54.86

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/29/2024 NORMAL (ABNORMAL)	MONTH 02/29/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 661 - MOTOR POOL						
Expenditures						
TOTAL EXPENDITURES		206,000.00	102,570.56	5,086.19	103,429.44	49.79
<hr/>						
Fund 661 - MOTOR POOL:						
TOTAL REVENUES		153,100.00	128,271.06	9,732.66	24,828.94	83.78
TOTAL EXPENDITURES		206,000.00	102,570.56	5,086.19	103,429.44	49.79
NET OF REVENUES & EXPENDITURES		(52,900.00)	25,700.50	4,646.47	(78,600.50)	48.58
<hr/>						
TOTAL REVENUES - ALL FUNDS		3,188,771.00	3,529,910.73	308,302.10	(341,139.73)	110.70
TOTAL EXPENDITURES - ALL FUNDS		2,911,035.74	2,932,722.24	133,722.86	(21,686.50)	100.74
NET OF REVENUES & EXPENDITURES		277,735.26	597,188.49	174,579.24	(319,453.23)	215.02



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM – MONTHLY REPORT

TO: Village Council  
FROM: Natalie Davis, Deputy Clerk/Treasurer  
REVIEWED BY: Megan Duncan, Village Clerk/Treasurer  
DATE: February 28, 2024

SUBJECT: February 2024 Monthly Report

### Action Requested:

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

### **February 2023 – Jobs completed**

- Collected payments for Utility Bills
- Calculated bills
- Ran report for Shut offs and mailed out shut off notices
- Finalized old accounts and set up new customer accounts
- Took permit applications and forwarded information to SAFEbuilt
- Contacted customers regarding high usage
- Continued creating spreadsheet documenting water loss
- Spoke with Title Agencies in regards to houses being sold.
- Contacted Republic Services regarding missed trash and bin removals
- Ran invoice cloud reports
- Attended February's safety meeting about Blood Born Pathogens
- Created work orders and Miss Digs for DPW
- Kept track of the shut off list and payments being made
- Started taking reservations for Red Woolfe Park
- Learned how to run accounts payable by created invoices and mailing checks.
- Started taking 2024 rental registrations
- Attended the MML Essentials of Local Government training in Lawrence
- Started watching MMTA Winter Workshop videos



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: March 4, 2024  
  
SUBJECT: Monthly Report February 2024

### Updates – February 2023:

#### 2024 Decatur Community Cleanup Date.

Attached to this report is an update from the Van Buren Conservation District. The date for next year's event is scheduled for Saturday, April 27, 2024.

#### 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 SOCIAL DISTRICT – DDA

At the DDA meeting of February 14, 2024, the Board reviewed a draft example of the Decatur Social District. Pursuant to MCL 436.1551 the governing body of the local governmental unit may designate a Social District within its jurisdiction. Qualified licenses whose license premises are contiguous to the commons area with the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed, spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor with the common area of the Social District. Other communities within Van Buren County have also adopted such Social Districts and have found success. Those communities included the Village of Lawton and the City of South Haven.

Working with the DDA for several months on this topic and is now ready to proceed with review and approval from the DDA and the Village Council. Attached to this report, you will find a copy of the draft Social District Management Plan. This plan is currently being reviewed by Chief VanDerWoude along with Village Attorney Curcio. The DDA Board is also reviewing the proposal. I would like the Council to review the proposal and provide feedback regarding the plan. The DDA plans to vote of approval at its March 13, 2024, meeting, with the intension of the Council taking

action on a special meeting date TBD in March.

The term commons area is defined by MCL 436.1551(8) (a): "Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. The Commons area does not include the licensed premises of any qualified licensee. The term qualified licensee is defined by MCL 436.1551(8)(c):

"Qualified licensee" means any of the following: • A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.) • A manufacturer with an on-premises tasting room permit issued under section 536. • A manufacturer that holds an off premises tasting room license issued under section 536. • A manufacturer that holds a joint off premises tasting room license issued under section 536.

### **UPDATE REGARDING EDGER BERGEN BUILDING**

It is my honor to present to the Council, the official award, from Governor, Gretchen Whitmer office, awarding the approval for a \$3,000,000.00 million dollar grant to eliminate blight, create housing opportunities, and Strengthen Communities across Michigan.

*"Blight elimination is vital for the well-being and future success of our state," said Gov. Gretchen Whitmer. "Removing and rehabilitating blighted properties creates a ripple effect of positive change that not only reclaims neglected spaces but fosters economic growth, enhances safety, and bolsters community pride. Our commitment today is an investment in the long-term prosperity and vitality of our state, ensuring that future generations have access to thriving, vibrant neighborhoods where they can live, work, and prosper." These funds are part of ongoing, statewide blight elimination efforts and were awarded in two rounds to be used for demolition or stabilization of public or privately-owned structures as well as environmental remediation or rehabilitation.*

Under round four, \$29 million was awarded using a statewide competitive grant program open to all land banks, as well as municipalities or counties not served by a county land bank. Of those funds, nearly \$6.5 million is aimed at stabilizing structures for future reuse, which includes housing, and \$7.6 million is being directed toward rehabilitation of structures, which is mostly residential.

I would like to highlight community partnerships who provided additional professional development resources to secure this opportunity. Those community partnership are, Abonmarche, Abonmarche Byce, Market Van Buren, Senator Aric Nesbitt, State of Representative, Pauline Wendzel. Without the above community partnerships, this historic opportunity for the Village of Decatur will happen.



## --- PRESS RELEASE ---

**FOR IMMEDIATE RELEASE:**  
Thursday, February 22, 2024

**CONTACT:** [Beata Kica](#)  
517-614-9773

# Gov. Whitmer Awards \$72.5M in Blight Elimination Funds to Create Housing Opportunities, Strengthen Communities Across Michigan

**LANSING, MI** – Today, Gov. Gretchen Whitmer announced recipients of \$72.5 million in grants from the State Land Bank Authority (SLBA) to support projects that convert underutilized land into affordable housing opportunities and build safer, more prosperous communities through the final rounds of the [Blight Elimination Program](#).

“Blight elimination is vital for the well-being and future success of our state,” said **Gov. Gretchen Whitmer**. “Removing and rehabilitating blighted properties creates a ripple effect of positive change that not only reclaims neglected spaces but fosters economic growth, enhances safety and bolsters community pride. Our commitment today is an investment in the long-term prosperity and vitality of our state, ensuring that future generations have access to thriving, vibrant neighborhoods where they can live, work and prosper.”

These funds are part of ongoing, statewide blight elimination efforts and were awarded in two rounds to be used for demolition or stabilization of public or privately-owned structures as well as environmental remediation or rehabilitation.

“These dollars are not just figures on a balance sheet, they signify a tangible investment in Michigan’s future,” said **Susan Corbin**, director of the Michigan Department of Labor and Economic Opportunity and chair of the State Land Bank Board of Directors. “The distribution of funding in rounds three and four represent the culmination of a historic contribution to land banking and blight elimination that will make a real difference, revitalizing neighborhoods, stimulating economic growth and fostering a sense of pride and possibility across our state.”

Under round three, \$43.5 million was awarded to local county land banks and the Detroit Land Bank Authority. The Michigan legislature earmarked \$2.5 million to each of the ten land banks and/or State Land Bank Municipal Partnership with the largest inventory numbers and \$500,000 to each of the remaining county land banks.

Under round four, \$29 million was awarded using a statewide competitive grant program open to all land banks, as well as municipalities or counties not served by a county land bank. Of those funds, nearly \$6.5 million is aimed at stabilizing structures for future reuse, which includes housing, and \$7.6 million is being directed toward rehabilitation of structures, which is mostly residential.

[A full list of grant recipients is available on the State Land Bank website.](#)

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# SOCIAL DISTRICT MANAGEMENT PLAN

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

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EXAMPLE

## BACKGROUND

On July 1, 2020, Governor Whitmer signed House Bill 5781 into law creating the Social District Permit. The governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.

Many communities throughout Michigan, in an effort to continue the revitalization of the downtown and increase opportunities for business and recreation, is creating a social district that encompasses all qualified licensees within the downtown and allows for consumption at multiple locations throughout the district.

## DISTRICT BOUNDARY AND COMMONS AREA(S)

**Exhibit B** depicts the social district boundary, the commons area(s), and location of qualifying licensees.

**Exhibit C** includes the names and addresses of all qualified licensees within the social district.

Current qualified licensees include:

- 
- 

Additional commons areas may be designated if new qualified licensees are established within the district, enabling a new area to meet the requirements for a commons area as defined in MCL 436.1551(8)(a). Temporary commons areas may be established in conjunction with events that are to take place within the district boundary. Temporary commons areas must be approved by the Village in conjunction with an event application. Temporary commons areas may occur on public streets if the street is closed to all vehicle traffic with the exception of emergency vehicles.

## PUBLIC SAFETY

The Village of Decatur Police Department will provide law enforcement services to the social district. In accordance with existing protocol, at least one officer will be designated to patrol the Village until midnight each night. The officers on patrol will be jointly responsible for providing services within the social district.

During special events and any time when the district is anticipated to see significant crowds and activity, Village Police will issue a request to staff for special patrol officers in addition to those regularly scheduled.

For emergency purposes, Village police are located within a half mile from any social district boundary. The Decatur Hamilton Fire Department will respond to all fire, rescue, and EMS-related issues within the district. It, too, is located a half mile away and can respond quickly to requests for service.

## WASTE MANAGEMENT

Trash receptacles will be available throughout the district and its consumption areas. If needed, new receptacles for permanent/long-term use will be provided and will match those placed elsewhere throughout downtown.

Receptacles will be serviced twice weekly by the Village's internal Department of Municipal Services (DMS), and upon request for special events.

During special events that are approved for a temporary consumption area, the Village will lend extra trash cans and picnic tables in consultation with DMS staff and pending availability.

## SIGNAGE AND HOURS OF OPERATION

Standard hours of operation will run from 12 noon until 10 pm Friday-Sunday.

Temporary commons areas may request special hours of operation in conjunction with an event planned within the social district. The requested hours of operation will be included in the request for a temporary commons area.

Signage will be placed throughout the social district to denote the boundaries of the district and its designated consumption areas. Some signage may include a QR code linked to a webpage which includes key information pertaining to the social district. Such information may include, but is not limited to hours of operation, a list of social district permit holders, and any upcoming interruptions or temporary alterations to social district hours of operation as a result of special permits pulled within the district or other activity.

Signs may be posted using any of the following methods, where appropriate:

- Using stanchions
- On building walls
- On streetlamps or other posts
- At entrances/exits to social district permit holders

Social District Permit Holders will be required to post signage within, or affixed to, their establishment which includes the district standard hours of operations and map of commons areas.

## BEVERAGE CONTAINERS

A district logo has been designed and is shown in Exhibit A.

Cups featuring the logo of the social district will be available for purchase from the Village at various sizes, not to exceed 16 ounces.

Businesses in need of cups will submit an order request form, available on the Village's website, noting the quantity needed. Orders will be placed by Village staff within a week and shipped directly to the business. An invoice for all charges related to the order will be sent to the business and must be paid within two weeks of the order's arrival to the business.

Businesses are required to indicate a drink has been sold by their establishment by including the business's logo, trade name, or other feature unique to the social district permittee on the cup itself. This may be accomplished by placing a sticker on the cup, or by choosing a high-resolution graphic that can be added to the standard cup design and printed on the reverse side of the district logo. Graphics may not exceed 4 colors.

Businesses are encouraged to write the initials and/or birthdate of the individual to whom each alcoholic beverage is sold on the cup itself. This recommendation exists to help prevent over service and unlawful transfer of alcoholic beverages to minors, and to promote the general health and safety of the community.

## TEMPORARY COMMONS AREAS & SPECIAL EVENTS

Events planned within the social district may request a temporary commons area and special hours of operation in conjunction with the planned event. Temporary commons areas may occur on public streets if the street is closed to all vehicle traffic with the exception of emergency vehicles. Temporary commons areas, special hours of operation, and requests for additional waste management services will be reviewed and approved by the Village in conjunction with the standard event application.

Some permanent/fixed district signage may include a QR code link to a webpage where information regarding the social district will be available, including planned alterations to the social district commons areas and hours of operation.

## COMMUNICATION WITH SOCIAL DISTRICT PERMIT HOLDERS

Social District Permit holders will be required to submit an email address to the Village for use when communicating important information that pertains to the social district. Such information may include, but is not limited to, upcoming special events that will alter the hours of operation of the district.

EXAMPLE

Exhibit A Social District Logo



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Exhibit B Social District Boundary & Commons Areas

### DOWNTOWN DECATUR, MICHIGAN SOCIAL DISTRICT COMMONS AREA



EXAMPLE

## Exhibit C Qualified Licensees and Addresses

### **Final Gravity Brewing Company**

103 N. Phelps Street  
Decatur, MI 49045

### **M40 Bar & Grill**

106 N. Phelps Street  
Decatur, MI 49045

### **Final Gravity Brewing Company**

100 S Phelps Street  
Decatur, MI 49045

### **Taqueria La Yatekita**

116 S Phelps Street  
Decatur, MI 49045