

VILLAGE OF DECATUR COUNCIL MEETING AGENDA



Monday,
October 7, 2024



VILLAGE OF DECATUR
REGULAR
COUNCIL MEETING

Monday, October 7, 2024 – 7:00PM

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

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

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL (Excused Absences if Any)

4. PUBLIC COMMENT

5. APPROVAL OF CONSENT AGENDA ITEMS

5A.1 - Approval of the Regular Council Meeting Agenda for October 7, 2024.

5A.2 – Approval of the regular Council Meeting Minutes from September 9, 2024
along with the Special Council Meeting Minutes from September 30, 2024.

5A.3 – Approval of the Closed Session Minutes from September 9, 2024.

5A.4 - Approval of Accounts Payable and Payroll for the week ending September
30, 2024.

6. COMMUNICATIONS TO THE COUNCIL – PRESENTATIONS & GUEST

6A.1 - Andrew Rudd, Wightman & Associates, Construction updates and communications.

6A.2 – Training opportunities and reports

7. PUBLIC HEARING

8. UNFINISHED BUSINESS

9. NEW BUSINESS

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

9A.2 – Request to approve recommendation from the DDA to enter a 2-year contract with Pyrotecnico for
Fireworks for 2025 and 2026.

9A.3 – Request to approve recommendation from the Planning Commission for Harvey Consultants to
do a technical review of the Zoning Ordinance.

9A.4 – Request to approve the addition of President Elwaer to all financial accounts at Honor Credit Union.

9A.5 – Request to discuss improvements to the façade at Village Hall.

9A.6 – Request to approve APRA Funding commitment.

9A.7 – Request to approve Village Council Strategic Plan 2024-2028

10. BOARDS, COMMITTEES, COMMISSION REPORT

- 10A.1 – Downtown Development Authority – President Elwaer
- 10A.2 – Planning Commission – Trustee Pachner
- 10A.3 – Parks & Recreation – Trustee Pelfrey

11. DEPARTMENT REPORTS

- 11A.1 – Department of Public Works Report
- 11A.2 – Police Department Report
- 11A.3 – Fire Department Report
- 11A.4 – Clerk & Treasurer Report
- 11A.5 – Deputy Clerk & Treasurer Report
- 11A.6 – Village Manager Report

12. PUBLIC COMMENTS – SECOND OPPORTUNITY

13. COUNCIL COMMENTS

14. 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 council members if they have any questions for staff to clarify the staff report.
4. Motion is made by a council member and seconded by another council member.
5. President then calls on council members to discuss the motion if council members wish to discuss.
6. President calls for a vote on the item after discussion has occurred.



Village of Decatur
Village Council Regular Meeting Minutes

Monday, September 9, 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., Trustee Pachner, Trustee Pelfrey (excused), 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. No public comment.

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

- a. Trustee Benson made a motion with support from President Pro Tem Jackson to approve the Amended Regular Council Meeting agenda for September 9, 2024, along with approval of the regular meeting minutes from August 5, 2024, the closed session minutes from August 5, 2024, and accounts payable ending August 31, 2024, in the amount of \$678,809.50, motion carried 6-0.

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

- a. Andrew Rudd, Wightman & Associates, gave a brief update on the continued USDA Water and Wastewater Improvements Projects. Mr. Rudd stated that approximately 3500 feet of watermain has been put into the ground and sections have been tested, some that need to be tested, and the final watermain to be placed. Stormwater and customer services lines are going to be schedule in the next few weeks. Mr. Rudd stated if work continues to be ahead of schedule, pavement should be in place by late October.

Village Council was asked to approve recommendation from Andre Rudd, P.E. Wightman to remove the poor underling soils existing under Kinney Rd and portions of Pine St at a cost not to exceed \$60,000. This approval will include the

removal of existing road gravel, removal of the poor black layers of soil, backfilling with sand, and moving the road gravel back into place.

Trustee Mead Jr. made a motion with support from Trustee Benson to approve recommendation from Andrew Rudd, P.E. Wightman to remove the poor underling soils existing under Kinney Rd and portions of Pine St at a cost not to exceed \$60,000, motion carried 6-0.

- b. Chief VanDerWoude presented a letter that was written to Decatur Police Department in reference to a traffic stop made by Office Bush. This person explained that this was his first ticket in his 53 years, stating that being a police officer is not well respected, but Office Bush was polite, friendly, and professional. Chief VanDerWoude wanted to share this special moment for Officer Bush.

VI. Public Hearing

- a. No public hearing was held.

VII. Unfinished Business

- a. No unfinished business.

VIII. New Business – Request to approve Chief VanDerWoude’s recommendation to sell unused Police Department equipment to Accredited Security.

- a. Trustee Mead Jr. made a motion with support from Trustee Beute to approve Chief VanDerWoude’s recommendation to sell unused Police Department equipment to Accredited Security, motion carried 6-0.

IX. New Business – Request to approve the addition of Deputy Clerk/Treasurer, Amber Osha, to the Village Financial Institutions Accounts.

- a. President Pro Tem Jackson made a motion with support from Trustee Mead Jr. to approve the addition of Deputy Clerk/Treasurer, Amber Osha, to the Village Financial Institutions Accounts, motion carried 6-0.

- X. **New Business – Request to hold a Public Hearing for Monday, October 7, 2024, to receive public comments regarding Resolution 2024-014 to Establish an Industrial Development District, known as Special Lite Industrial Development District No.1.**
- a. President Pro Tem Jackson made a motion with support from Trustee Pachner to hold a Public Hearing, October 7, 2024, to receive public comments regarding Resolution 2024-014 to establish an Industrial Development District, known as Special Lite Industrial Development District No.1, motion carried 6-0.
- XI. **New Business – Request to approve/deny the special event fireworks display at the VFW, On November 2, 2024.**
- a. President Pro Tem Jackson made a motion with support from Trustee Pachner to deny the special events fireworks display at the VFW, on November 2, 2024, motion carried 6-0.
- XII. **New Business – Request to approve the recommendation from the Planning Commission and adopt Ordinance 2024-002 – Permitted Yard Encroachment.**
- a. President Pro Tem Jackson made a motion with support from Trustee Mead Jr. To approve the recommendation from the Planning Commission and adopt Ordinance 2024-002 – Permitted Yard Encroachment, Roll Call Vote, Trustee Benson, Trustee Beute, President Pro Tem Jackson, Trustee Mead Jr. Trustee Pachner, and President Elwaer, all voting yes, motion carried 6-0.
- XIII. **New Business – Request to approve the recommendation from the Decatur-Hamilton Fire & QR Authority Board, for a budget increase to replace four (4) 800 radios not to exceed \$25,000 to the 2024-2025 fiscal year budget.**
- a. President Pro Tem Jackson made a motion with support from Trustee Pachner to approve the QR Authority Board a budget increase to replace four (4) 800 radios not to exceed \$25,000 to the 2024-2025 fiscal year budget, motion carried 6-0.
- XIV. **New Business – Request to approve the Village of Decatur Training Plan.**
- a. Trustee Benson made a motion with support from President Pro Tem Jackson to approve the Village of Decatur Training Plan, motion carried 6-0.

XV. New Business – Request to approve request from Special Lite for permission to remove up to 7,500 cubic yards of sand from Village of Decatur sand pit at a cost not to exceed \$1.00/yard for their upcoming construction project.

- a. Trustee Mead Jr. made a motion with support from Trustee Pachner to approve the request from Special Lite for permission to remove up to 7,500 cubic yards of sand from Village of Decatur sand pit at a cost not to exceed \$1.00/yard for their upcoming construction project, motion carried 6-0.

XVI. Boards, Committees, Commissions Reports

- a. President Elwaer reported the DDA Meeting has been working on a façade program for DDA businesses. It was also announced a letter for resignation was sent from member James Creagan to President Elwaer and Village Manager Tapper.
- b. Trustee Pachner reported the PC meeting worked with Village Planner Rebecca Harvey and Joe Kline from Safebuilt to finalize 9A.5, Ordinance 2024-002, that was approved by Council.
- c. Parks & Recreation Committee meeting was cancelled due to not having a quorum.

XVII. 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. Chief VanDerWoude shared with Council the State of Michigan’s mandatory training for Officers to keep their MCOLES licenses, they need 12 CPEs this year and 24 CPEs each year for the years moving forward. MCOLES stands for Michigan Commission on Law Enforcement Standards, Officers need their MCOLES License to practice law enforcement. Decatur Police Department is enrolled in Police One, an online training program that allows our officers to sign in and take trainings. For the month of August all officers took a total of 94 online trainings. Chief VanDerWoude is very proud of his staff’s efforts and believes this is a wonderful training program.

XVIII. Public Comments

- a. No public comment given.

XIX. Council Comments

- a. Trustee Pachner stated if the Village is going to have a façade program for business owners, then Village Hall should be making improvements as well, especially the awnings, they are in horrible shape and should be replaced.
- b. President Elwaer thanked all staff, the Police Department, DPW, Duncan and Pentland for their hard work to make everything easier for the Village and its residents.

XX. Closed Session

- a. Trustee Benson made a motion with support from Trustee Beute to exit the regular council meeting and enter into a Closed Session, Michigan Open Meetings Act, Section 15.268, Article A, to consider a periodic personnel evaluation of a public employee at 8:05 pm, Roll Call Vote: Trustee Benson, Trustee Beute, President Pro Tem Jackson, Trustee Mead Jr., Trustee Pachner, President Elwaer, all voting yes, motion carried 6-0.
- b. Trustee Pachner made a motion with support from Trustee Benson to exit the Closed Session and reenter the regular council meeting at 8:25 pm, Roll Call Vote: Trustee Benson, Trustee Beute, President Pro Tem Jackson, Trustee Mead Jr., Trustee Pachner, President Elwaer, all voting yes, motion carried 6-0.
- c. Trustee Pachner made a motion with support from President Pro Tem Jackson to a one-time bonus of \$5,000 to Christopher Tapper, motion carried 6-0.

XXI. Adjournment

- a. President Pro Tem Jackson made a motion with support from Trustee Pachner to adjourn the meeting at 8:25 P.M., motion carried 6-0. Minutes submitted by Megan Duncan, Village Clerk/Treasurer.

Village of Decatur
Village Council Special Meeting Minutes

Monday September 30, 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**

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

III. **Public Comments**

a. No public comments given.

IV. **Approval of Special Meeting Agenda**

a. Trustee Pachner made a motion with support from Trustee Pelfrey to approve the Special Council meeting Amended Agenda for September 30, 2024, motion carried 6-0.

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

a. Katie Vanderhulst, Abonmarche, provided council updates to the preliminary scoring of the DNR Grant Applications for Fireman’s Park and Red Woolfe Park. This preliminary scoring gives the Village opportunities to improve the scoring in categories to increase our chances of securing funding.

The Recreational Passport Grant scoring for Fireman’s Park was 210 out of 250. Providing more information in the categories of ease of access (5 points), sustainable design features (5 points), and universal access design features (10 points) should increase our scoring to 230.

MNRTF Grant scoring for Red Woolfe Park was 330 out of 500. Providing more information in the sustainable design features (10 points), universal access design features (15 points), and increasing our applicant match from 26% (\$133,180.50) to 40% (\$204,893.00) for an extra 20 points, increasing our score to 375. The MNRTF Grant’s funding usually starts at 365. To increase the applicant match Council will need to approve resolution 2024-014.

- b. Mike Lyons, 406 Lake Dr., directed questions to Mrs. Vanderhulst in reference to the public beach and signage. Mr. Lyons has notice increase fishing within the swimming area along with boats approaching the swimming area and anchoring. His concern is with the safety of the public while visiting the beach.

VI. Unfinished Business – Request to adopt Resolution 2024-014, MNRTF Grant Application for the Red Woolfe Park Improvements Project.

- a. Trustee Pelfrey made a motion with support from Trustee Benson to adopt Resolution 2024-014, MNRTF Grant Application for the Red Woolfe Park Improvements Project, Roll Call Vote, Trustee Benson, Trustee Beute, President Pro Tem Jackson, Trustee Pachner, Trustee Pelfrey, President Elwaer all voting yes, motion carried 6-0.

VII. New Business –

- a. No new business

VIII. Public Comments

- a. Chief VanDerWoude shared with Council the wonderful Christmas gift donation from Trustee Benson, supplying 25 gifts. Chief VanDerWoude is also waiting for a response on the application for the First Responders Children’s Foundation Christmas Toy Drive.

Chief VanDerWoude read a letter, from Dan, sending praises to Sgt. Rigg and Officer Bush for their thoughtful assistance. Dan’s son has a love of trains, and they were in the Village at the Amtrak crossing taking pictures. When they went to leave there were vehicle problems. Dan’s son began to have high anxiety from the situation. The Police Department was contacted, both Sgt. Rigg and Officer Bush helped Dan and his son through the incident and Officer Bush gave them a ride to Dowagiac. Thank you, Officers, for going above and beyond and having compassion for any situation.

Chief VanDerWoude informed Council of the new hire for Cross Guard, Kraig Haun on September 13, 2024. Unfortunately, with a heavy heart Mr. Haun passed away on September 20, 2024. Mr. Haun was very excited to begin his work as a Cross Guard and was a proud Veteran for the U.S. Air Force. He will be missed by many. Chief VanDerWoude received a message from Van Buren County Sheriff’s Department thanking Officer Dunkerley for his assistants with the investigation of Mr. Haun’s passing.

Chief VanDerWoude wanted to share that the Decatur Hamilton Fire Department is holding it’s Annual Harry Duncan Fire Safety Jamboree on October 5, 2024, from 11-5, located in the Decatur High School Parking Lot, 110 Cedar St. Decatur.

IX. Council Comments & Additional Public Comments

- a. Trustee Benson stated her excitement about the grant applications and progress in the community.
- b. Trustee Beute agreed with Trustee Benson's statement.
- c. President Elwaer appreciates the Police Department and office staff for their hard work in the community. President Elwaer is doing 4 more years as President because of the current staff and wants to give his support anyway he can.

X. Adjournment

- a. President Pro Tem Jackson made a motion with the support of Trustee Pelfrey to adjourn the meeting at 7:23 P.M., motion carried 6-0. Minutes submitted by Megan Duncan, Village Clerk/Treasurer.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 7, 2024

SUBJECT: Accounts Payable – Payroll – September 30, 2024

Action Requested:

It is requested that the Village Council approve Accounts Payable and Payroll for the period ending September 30, 2024, in the amount of \$702,060.24.

Background:

Attached is the Accounts Payable and Payroll for the period ending September 30, 2024. It should be noted the increases in payables for the month of September include the USDA Engineering invoices from Khohn Construction, USDA bond draw 3 for water covered those invoices.

Attachments:

Accounts Payable and Payroll

CHECK DATE	VENDOR NAME	CHECK#	AMOUNT PAID	DESCRIPTION
09/03/2024	MYERS, GORDY J	31179	1,629.02	PAYROLL
09/03/2024	BLUE CARE NETWORK,	31180	14,611.27	PAYROLL
09/03/2024	MISDU,	31182	42.53	PAYROLL
09/03/2024	TAPPER, CHRISTOPHER C	DD1059	3,230.40	PAYROLL
09/03/2024	DUNCAN, MEGAN M	DD1060	1,957.80	PAYROLL
09/03/2024	BUSH, DOMINIC J	DD1061	3,841.60	PAYROLL
09/03/2024	DAHLQUIST, THOMAS L	DD1062	2,195.20	PAYROLL
09/03/2024	DUNKERLEY, KENNETH R	DD1063	2,273.25	PAYROLL
09/03/2024	FRANK, ZACKERY A	DD1064	2,647.96	PAYROLL
09/03/2024	RIGG, THEODORE A	DD1065	2,580.92	PAYROLL
09/03/2024	VANDERWOUE, THOMAS C	DD1066	4,028.00	PAYROLL
09/03/2024	HEMENWAY, TODD A	DD1067	112.00	PAYROLL
09/03/2024	MANN, ELES A F	DD1068	112.00	PAYROLL
09/03/2024	BOITNOTT, PATRICK A	DD1069	1,500.76	PAYROLL
09/03/2024	EBELING, JAMES S	DD1070	3,299.47	PAYROLL
09/03/2024	SHROYER, TIMOTHY J	DD1071	2,167.50	PAYROLL
09/03/2024	WHIPPLE, JOSEPH M	DD1072	1,664.00	PAYROLL
09/03/2024	OSHA, AMBER C	DD1073	1,146.00	PAYROLL
09/03/2024	PENTLAND, SHANTEL M	DD1074	1,923.40	PAYROLL
09/03/2024	INTERNAL REVENUE SERVICE,	EFT1135	8,516.47	PAYROLL
09/03/2024	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1136	4,952.34	PAYROLL
09/03/2024	STATE OF MICHIGAN,	EFT1137	1,270.87	PAYROLL
09/06/2024	MICHIGAN CAT/ PARTS DEPT	GEN 31190	300.55	REPAIRS AND MAINTENANCE TO CATERPILLAR 910M
09/06/2024	VILLAGE MARKET	GEN 31196	21.49	SUPPLIES FOR PD AND CHALK THE WALK
09/06/2024	REPUBLIC SERVICES	GEN 31193	529.05	GARBAGE SERVICE
09/06/2024	LOZADA AUTO REPAIR	GEN 31189	82.02	R&R CABIN FILTER AND INTERIOR CABIN FILTER
09/06/2024	GABRDIGE & COMPANY, PLC	GEN 31185	7,000.00	PROGRESS BILLING FOR FEB 2024 AUDIT
09/06/2024	AMERICAN ELECTRIC POWER	GEN 1134(E)	4,284.51	ELECTRICAL SERVICES
09/06/2024	CONSUMERS ENERGY	GEN 1135(E)	81.05	HEATING SERVICES
09/06/2024	VERIZON WIRELESS	GEN 1140(E)	308.83	CELL PHONE SERVICES
09/06/2024	VC3 INC	GEN 31195	1,115.00	LAP TOP FOR MANDITORY SRO TRAINING
09/06/2024	THE CURCIO LAW FIRM	GEN 31194	1,190.00	PROFESSIONAL ATTORNEY SERVICES
09/06/2024	HONOR CREDIT UNION	GEN 31187	2,840.50	CREDIT CARD CHARGES
09/06/2024	DELTA DENTAL	GEN 1136(E)	689.96	DENTAL PREMIUMS FOR EMPLOYEES
09/06/2024	UNUM	GEN 1139(E)	1,091.15	SHORT/LONG/ AD&D/ LIFE INSURANCE PREM FOR EMPLOYEES
09/06/2024	HAHN ENTERPRISE	GEN 31186	9,432.00	SIDEWALKS ON PAW PAW
09/06/2024	HAHN ENTERPRISE	GEN 31186	16,647.50	SIDEWALKS ON PAW PAW
09/06/2024	PAW PAW LABORATORY	GEN 31192	150.00	DRINKING WATER TESTING
09/06/2024	DECATUR LUMBER COMPANY	GEN 31184	240.71	SUPPLIES FOR DPW
09/06/2024	INVOICE CLOUD	GEN 1138(E)	291.35	INVOICE PRESENTMENT FOR PAPERLESS CUSTOMERS
09/06/2024	DALE MOEN	GEN 31191	54.00	WINDOW CLEANING AT VILLAGE HALL
09/06/2024	DECATUR DO IT CENTER	GEN 31183	130.30	SUPPLIES FOR PD AND DPW
09/06/2024	LAW OFFICE OF CRYSTAL MORGAN, PLLC	GEN 31188	448.50	PROFESSIONAL ATTORNEY SERVICE FOR CODE ENFORCEMENT
09/06/2024	VILLAGE MARKET	GEN 31196	23.35	ICE AND WATER FOR DECATUR DAY
09/06/2024	INVOICE CLOUD	GEN 1138(E)	215.15	INVOICE PRESENTMENT FOR PAPERLESS CUSTOMERS
09/06/2024	WIGHTMAN & ASSOCIATES	GEN 31197	2,192.50	NON-USDA ROAD IMPROVEMENTS
09/06/2024	WIGHTMAN & ASSOCIATES	GEN 31197	24,048.36	USDA DRINKING WATER IMPORVEMENTS
09/06/2024	WIGHTMAN & ASSOCIATES	GEN 31197	6,000.00	USDA SEWER IMPROVEMENTS
09/09/2024	BENSON, JANICE	31198	108.50	PAYROLL
09/09/2024	BEUTE, HARVEY N	31199	108.50	PAYROLL
09/09/2024	ELWAER, ALI M	31200	167.00	PAYROLL
09/09/2024	MEAD JR, ROBERT H	31201	108.50	PAYROLL
09/09/2024	PACHNER, CYNTHIA A	31202	108.50	PAYROLL
09/09/2024	PELFREY, JESSICA L	31203	108.50	PAYROLL
09/09/2024	INTERNAL REVENUE SERVICE,	EFT1138	260.64	PAYROLL
09/09/2024	STATE OF MICHIGAN,	EFT1139	44.76	PAYROLL
09/12/2024	TAPPER, CHRISTOPHER C	31204	5,000.00	PAYROLL
09/12/2024	INTERNAL REVENUE SERVICE,	EFT1140	765.00	PAYROLL
09/13/2024	RATHCO SAFETY SUPPLY	GEN 31215	42.50	STREET SIGN
09/13/2024	QUADIENT LEASING USA, INC	GEN 31214	1,011.68	MAILING UTILITY BILLS TO RESIDENTS FOR JULY AND AUGUST
09/13/2024	REPUBLIC SERVICES	GEN 31216	11,016.50	GARBAGE SERVICE
09/13/2024	BLOOMINGDALE COMMUNICATIONS	GEN 31206	515.66	VOIP PHONES AND FAX FOR VH AND DPW

09/13/2024	HYDROCORP, INC	GEN 31210	370.00	CROSS CONNECTION CONTROL PROGRAM
09/13/2024	ABONMARCHE CONSULTANTS INC	GEN 31205	5,000.00	EGLE DWAM DSMI GRANT SERVICES
09/13/2024	CORELOGIC INC	GEN 31209	49.13	2024 Vil Tax Refund 80-43-040-270-20
09/13/2024	CORELOGIC INC	GEN 31208	593.94	2024 Vil Tax Refund 80-43-045-011-00
09/13/2024	PRIDE THE PORTABLE TOILET COMPANY	GEN 31213	123.95	PORTABLE TOILET AT SKATE PARK
09/13/2024	CERTASITE, LLC	GEN 31207	485.99	ANNUAL FIRE EXTINGUISHER INSPECTIONS
09/13/2024	PAW PAW LABORATORY	GEN 31212	60.00	DRINKING WATER TESTING
09/13/2024	ABONMARCHE CONSULTANTS INC	GEN 31205	4,650.00	RECYCLING TRANSFER STATION GRANT
09/13/2024	KROHN EXCAVATING LLC	GEN 31211	419,993.21	USDA DRAW FOR CONTRACT A
09/16/2024	BLUE CARE NETWORK,	31218	1,623.49	PAYROLL
09/16/2024	MISDU,	31220	42.53	PAYROLL
09/16/2024	FOPLC,	31221	200.00	PAYROLL
09/16/2024	INTERNAL REVENUE SERVICE,	EFT1141	8,742.78	PAYROLL
09/16/2024	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1142	5,047.14	PAYROLL
09/16/2024	STATE OF MICHIGAN,	EFT1143	1,309.31	PAYROLL
09/17/2024	MYERS, GORDY J	31217	1,664.02	PAYROLL
09/17/2024	TAPPER, CHRISTOPHER C	DD1075	3,230.40	PAYROLL
09/17/2024	DUNCAN, MEGAN M	DD1076	1,932.80	PAYROLL
09/17/2024	BUSH, DOMINIC J	DD1077	2,826.32	PAYROLL
09/17/2024	DAHLQUIST, THOMAS L	DD1078	4,013.82	PAYROLL
09/17/2024	DUNKERLEY, KENNETH R	DD1079	2,481.09	PAYROLL
09/17/2024	FRANK, ZACKERY A	DD1080	2,812.60	PAYROLL
09/17/2024	RIGG, THEODORE A	DD1081	2,912.56	PAYROLL
09/17/2024	VANDERWOUDE, THOMAS C	DD1082	3,028.00	PAYROLL
09/17/2024	HEMENWAY, TODD A	DD1083	277.20	PAYROLL
09/17/2024	MANN, ELES A F	DD1084	261.80	PAYROLL
09/17/2024	BOITNOTT, PATRICK A	DD1085	1,600.36	PAYROLL
09/17/2024	EBELING, JAMES S	DD1086	3,614.23	PAYROLL
09/17/2024	SHROYER, TIMOTHY J	DD1087	2,322.50	PAYROLL
09/17/2024	WHIPPLE, JOSEPH M	DD1088	1,760.00	PAYROLL
09/17/2024	OSHA, AMBER C	DD1089	1,064.00	PAYROLL
09/17/2024	PENTLAND, SHANTEL M	DD1090	1,446.40	PAYROLL
09/20/2024	FIRST STATE BANK	GEN 31224	50.00	YEARLY RENTAL FOR SAFE DEPOSIT BOX 536
09/20/2024	SAFEBUILT LLC	GEN 31228	3,698.05	BUILDING PERMITS AND CODE ENFORCEMENT
09/20/2024	DETROIT SALT COMPANY	GEN 31223	7,182.17	ROAD SALT FOR WINTER
09/20/2024	VC3 INC	GEN 31230	329.20	MONTHLY RENEWAL OF OFFICE 365
09/20/2024	REVIZE	GEN 31227	2,400.00	YEAR 4 ANNUAL HOSTING AND MAINTENCE FOR WEBSITE
09/20/2024	SERGAN ZOSIM & FLORINA	GEN 31229	2.37	2024 Vil Tax Refund 80-43-040-461-00
09/20/2024	Nations Title Agency of Michigan	GEN 31226	539.04	2024 Vil Tax Refund 80-43-040-032-00
09/20/2024	ABONMARCHE CONSULTANTS INC	GEN 31222	3,479.00	BERGEN BUILDING DESIGN
09/20/2024	MARLIN LEASING CORP	GEN 31225	212.03	LEASE FOR COPIER/PRINTER
09/27/2024	DECATUR PLBM. & HEATING	GEN 31231	2,668.22	410 DOUGLAS - SEWER BACKUP
09/27/2024	FLORY EXCAVATING & SEPTIC LLC	GEN 31232	1,900.00	410 DOUGLAS - SEWER BACK UP
09/30/2024	BLUE CARE NETWORK,	31235	14,611.27	PAYROLL
09/30/2024	MISDU,	31237	42.53	PAYROLL
09/30/2024	INTERNAL REVENUE SERVICE,	EFT1144	8,607.06	PAYROLL
09/30/2024	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1145	5,050.16	PAYROLL
09/30/2024	STATE OF MICHIGAN,	EFT1146	1,272.74	PAYROLL
		Total:	702,060.24	



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 7, 2024

SUBJECT: Upcoming Training Opportunities

Action Requested:

It is requested that the Village Council review and attend the following training opportunities regarding the Village of Decatur's Training Plan, Village Council Priority Topic: Open Meetings Act Education

Background:

The following information is from the FY 2024-2025 Village of Decatur Training Plan. The Governing Essentials Flyer lists online webinar options, which can be attended online, or you may view the recording as your schedule allows. This must be registered for in advance. The Open Meetings Act Handbook is an educational resource that can be read at your convenience.

Primary Goals

For the 2024-2025 fiscal year, the Village has established the following goals:

1. Provide at least two at-meeting training opportunities for each board.
2. Have every board member complete at least one outside training activity and report on that activity to their board.

Training Methods

Village staff will plan for at least two at-meeting events for each board; these could be short presentations, watching a video together, attending a webinar together reading and discussing an article, etc. The Village encourages officials to pursue training methods that make the most sense for them individually outside of meetings. Training should be a combination of new information and the basics to help officials stay up to date on existing documents and responsibilities. Board members have various training methods to choose from throughout the year, including in-person training at meetings, online trainings, webinars, conferences, workshops, etc.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

Sharing Outcomes

Village officials are expected to provide a short verbal report at the next meeting following any training event and share any materials such as recordings, handouts, etc. This helps increase the Village's return on investment in terms of time and cost for training.

Consistent Encouragement

The Village includes training as a recurring agenda item. This offers a chance to remind members of upcoming training, allow time for at-meeting training, and encourage reports from recently attended training.

Tracking Progress

Village staff will maintain a spreadsheet containing short descriptions of each professional development activity shared with boards, as well as what opportunities members report on during their meetings.

Priority Topic	Related To/ Identified Via	Potential Resources
Open Meeting Act (OMA) Education	Board's Role	Michigan Municipal League (MML), State of MI OMA Handbook
Attract & Retain Businesses	Strategic Plan- Goal 2	Michigan Economic Development Corporation (MEDC), State of Michigan
Improve Communication and Transparency	Strategic Plan- Goal 3	Michigan Municipal League (MML), International City/County Management Association (ICMA)

Attachment(s):

Governing Essentials Flyer
Open Meetings Act Handbook



Governing Essentials Series

The Governing Essentials Series is designed for local elected and appointed officials looking to sharpen their skills and promote good governance practices. The webinars can be taken individually or as a 3-part series.

1. Open Meetings Act

The Michigan Open Meetings Act (OMA) furthers government transparency by requiring elected and appointed boards to provide notice and make decisions in an open public meeting. Participants will learn the requirements of the Act as well as answers to frequently asked questions.

2. Introduction to Parliamentary Procedure

Parliamentary Procedure based on Roberts' Rules of Order, is the most widely used parliamentary authority. This session will focus on parliamentary principles, motions, and debate and decorum during meetings. Participants will explore scenarios and practice skills.

3. Components of Extraordinary Governance

The Components of Extraordinary Governance draws the best ideas together for a thorough overview of board governance. This session will help your board apply the Components to impact in your community. Better board governance, leading to more effective organizations, that improve our communities. That's a goal we can all share!

CONTACT:

Eric Walcott
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Bethany Prykucki
prykucki@msu.edu



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Offering several course options in 2024: March, August, and December



Governing Essentials Series

All sessions will be delivered via Zoom. All webinars will be recorded and sent to registrants.

Cost: \$20 per session, \$50 for the 3-course series. The webinars can be taken individually or as a 3-part series. For the \$50 series rate, applicants must register for either the spring, summer, or winter series.

Time/Date: noon to 1:00 pm (see below for dates)

1 Master Citizen Planner (MCP) credit per session

1 County Commissioner Academy credit per session

To find out more or to register: [\(LINK HERE\)](#)



Session	Spring Series	Summer Series	Winter Series
Open Meetings Act	March 7	August 1	December 5
Parliamentary Procedure	March 14	August 8	December 12
Components of Extraordinary Governance	March 21	August 15	December 19

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OPEN MEETINGS ACT HANDBOOK



ATTORNEY GENERAL DANA NESSEL

Additional copies available at
michigan.gov/ag/foia/open-meetings

Updated October 2022

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OPEN MEETINGS ACT

THE BASICS

The Act

The [Open Meetings Act \(OMA\)](#) is 1976 PA 267, MCL 15.261 through 15.275. The OMA took effect January 1, 1977. In enacting the OMA, the Legislature promoted a new era in governmental accountability and fostered openness in government to enhance responsible decision making.¹

Nothing in the OMA prohibits a public body from adopting an ordinance, resolution, rule, or charter provision that requires a greater degree of openness relative to public body meetings than the standards provided for in the [OMA](#).²

What Bodies are Covered?

The OMA applies to all meetings of a [public body](#).³ A “public body” is broadly defined as:

[A]ny state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to *exercise governmental or proprietary authority or perform a governmental or proprietary function*; a lessee of such a body performing an essential public purpose and function pursuant to the [lease agreement](#); or the board of a nonprofit corporation formed by a city under section 40 of the home rule city act, 1909 PA 279, MCL 117.40.⁴ [Emphasis added.]

As used in the OMA, the term “[public body](#)” connotes a collective entity and does not include an individual government official.⁵ The OMA also does not apply to [private](#).

¹ *Booth Newspapers, Inc v Univ of Mich Bd of Regents*, 444 Mich 211, 222–223; 507 NW2d 422 (1993).

² MCL 15.261.

³ MCL 15.263. When the Handbook refers to a “board”, the term encompasses all boards, commissions, councils, authorities, committees, subcommittees, panels, and any other public body.

⁴ MCL 15.262(a). The provision in the OMA that includes a lessee of a public body performing an essential public purpose is unconstitutional because the title of the act does not refer to organizations other than “public bodies.” OAG, 1977-1978, No 5207, p 157 (June 24, 1977). Certain boards are excluded “when deliberating the merits of a case.” MCL 15.263(7). See also MCL 15.263(8) and (10).

⁵ *Herald Co v Bay City*, 463 Mich 111, 129–133; 614 NW2d 873 (2000) (holding that a city manager is not subject to the OMA); *Craig v Detroit Public Schs Chief Executive Officer*, 265 Mich App 572, 579; 697 NW2d 529 (2005). OAG, 1977-1978, No 5183A, p 97 (April 18, 1977).

[nonprofit corporations](#).⁶ Furthermore, an advisory body without express decision-making authority is not a “public body” under the OMA.⁷

Public Notice Requirements

A meeting of a public body cannot be held unless public notice is given consistent with the OMA.⁸ A [public notice](#) must contain the public body’s name, telephone number, and address, and must be posted at its principal office and any other locations the public body considers appropriate.⁹ If a public body is a part of a state department, a [public notice](#) must also be posted in the principal office of the state department.¹⁰

Public notice requirements are specific to the type of meeting:

1. For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.
2. For a change in schedule of regular meetings of a public body, there shall be posted within three days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.
3. For a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting.
4. A meeting of a public body which is recessed for more than 36 hours shall be reconvened only after [public notice](#) has been posted at least 18 hours before the reconvened meeting.¹¹

At their first meeting of the calendar or fiscal year, each board must set the dates, times, and places of the board’s regular meetings for the coming year. The OMA

⁶ OAG, 1985-1986, No 6352, p 252 (April 8, 1986) (The Michigan High School Athletic Association is not subject to the OMA.). See also *Perlongo v Iron River Coop TV Antenna Corp*, 122 Mich App 433; 332 NW2d 502 (1983).

⁷ See *Pinebrook Warren, LLC v City of Warren*, ___ Mich App ___ (2022) holding that a review committee was not a public body subject to the OMA because the ordinance that created the committee did not grant the committee with authority to make final licensing decisions, which was retained by the city council. The Court found the lack of an express grant of authority to exercise governmental or proprietary authority or to perform a governmental or proprietary function was determinative.

⁸ MCL 15.265(1); *Nicholas v Meridian Charter Twp*, 239 Mich App 525, 531; 609 NW2d 574 (2000).

⁹ MCL 15.264(a)-(c).

¹⁰ MCL 15.264(c).

¹¹ MCL 15.265(2)-(5).

does not require any particular number of meetings. The board may cancel or reschedule its regular meetings.

The minimum 18 hour notice requirement is not fulfilled if the public is denied access to the notice of the meeting for any part of the 18 hours.¹² The requirement may be met by posting at least [18 hours](#) in advance of the meeting using a method designed to assure access to the notice. For example, the public body can post the notice at the main entrance visible on the outside of the building that houses the principal office of the public body.¹³ If the public body maintains an “official internet presence” that includes monthly or more frequent updates of public meetings agendas and minutes, they must also post [notice](#) of a special meeting at least 18 hours before the meeting on a portion of the body’s website fully accessible to the public.¹⁴

A public body must send copies of the public notices by first class mail to a requesting party, upon the party’s payment of a yearly fee of not more than the reasonable estimated cost of printing and postage. Upon written request, a public body, at the same time a public notice of a meeting is posted, must provide a copy of the public notice to any newspaper published in the state or any radio or television station located in the state, [free of charge](#).¹⁵

Agendas and the OMA

While the OMA requires a public body to give public notice when it meets, it has no requirement that the [public notice](#) include an agenda or a specific statement as to the purpose of a meeting.¹⁶ No agenda format is required by the OMA.¹⁷

Penalties for OMA Violations

A public official who “intentionally violates” the OMA may be found guilty of a [misdemeanor](#)¹⁸ and may be [personally liable](#) for actual and exemplary damages of not more than \$500 for a single meeting.¹⁹ The exemptions in the OMA must be strictly construed. The “rule of lenity” (i.e., courts should mitigate punishment when

¹² OAG, 1979-1980, No 5724, p 840 (June 20, 1980).

¹³ OAG No 5724.

¹⁴ MCL 15.265(4).

¹⁵ MCL 15.266.

¹⁶ OAG, 1993-1994, No 6821, p 199 (October 18, 1994). But, as discussed in OAG No 6821, other statutes may require a public body to state in its notice the business to be transacted at the meeting.

¹⁷ *Lysogorski v Bridgeport Charter Twp*, 256 Mich App 297, 299; 662 NW2d 108 (2003).

¹⁸ MCL 15.272.

¹⁹ MCL 15.273.

the punishment in the criminal statute is unclear) does not apply to construction of the OMA's exemptions.²⁰

A decision made by a public body may be invalidated by a court, if the public body has not complied with the requirements of [MCL 15.263\(1\), \(2\), and \(3\)](#) [i.e., making decisions at a public meeting] or if failure to give notice in accordance with section 5 has interfered with substantial compliance with [MCL 15.263\(1\), \(2\), and \(3\)](#), and the court finds that the noncompliance has impaired the rights of the public under the OMA.

Lawsuits to Compel Compliance

Actions must be brought within [60 days](#) after the public body's approved minutes involving the challenged decision are made publicly available.²¹ If the decision involves the approval of contracts, the receipt or acceptance of bids, or the procedures pertaining to the issuance of bonds or other evidences of indebtedness, the action must be brought within [30 days](#) after the approved minutes are made publicly available.²² If the decision of a state public body is challenged, venue is in the Court of Claims.²³

Correcting Non-Conforming Decisions

In any case where a lawsuit has been initiated to invalidate a public body's decision on the ground that it was not made in conformity with the OMA, the public body may, without being deemed to make any admission contrary to its interest, reenact the disputed decision in conformity with the OMA. A decision reenacted in this manner shall be effective from the [date of reenactment](#) and is not rendered invalid by any deficiency in its initial enactment.²⁴ If the board acts quickly, the reenactment may defeat a claim for attorney's fees, since plaintiffs would not be successful in "obtaining relief in the action" within the meaning of the OMA.²⁵ The public body need not, however, wait for a lawsuit to correct a decision made at a meeting that did not comply with the OMA.²⁶

²⁰ *People v Whitney*, 228 Mich App 230, 244; 578 NW2d 329 (1998).

²¹ MCL 15.270(3)(a).

²² MCL 15.270(3)(b).

²³ MCL 15.270(4).

²⁴ MCL 15.270(5).

²⁵ *Leemreis v Sherman Twp*, 273 Mich App 691, 700; 731 NW2d 787 (2007). *Felice v Cheboygan County Zoning Comm*, 103 Mich App 742, 746; 304 NW2d 1 (1981).

²⁶ *Lockwood v Ellington Twp*, 323 Mich App 392, 405; 917 NW2d 413 (2018).

DECISIONS MUST BE MADE IN PUBLIC MEETINGS

All Decisions Must be Made at a Meeting Open to the Public

The OMA provides that “[a]ll decisions of a public body shall be made at a meeting open to the public,” and that, with limited exceptions, “[a]ll deliberations of a public body constituting a quorum of its members shall take place at a meeting [open to the public](#).”²⁷ The OMA defines “decision” to mean “a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a [public body](#) effectuates or formulates public policy.”²⁸

The OMA does not prescribe any specific form of formal voting requirement, but any kind of process that equates to decision-making falls under the act and so must be conducted at an open meeting.²⁹ For example, where board members use telephone calls or sub-quorum meetings to achieve the same intercommunication that could have been achieved in a full board or commission meeting, the members’ conduct is susceptible to “round-the-horn” decision-making, which achieves the same effect as if the entire board had met publicly and formally cast its votes and would violate the OMA.³⁰

Canvassing Board Members on How they Might Vote

Although similar to prohibited “round-the-horn” decision making described above, an informal canvas by one member of a public body to find out where the votes would be on a particular issue does not violate the OMA, so long as no decisions are made during the discussions and the discussions are not a deliberate attempt to the avoid the OMA.³¹

Meeting “Informally” to Discuss Matters

To promote openness in government, exceptions to the OMA must be construed strictly.³² Thus, the [closed session exception](#) does not allow a quorum of a public

²⁷ MCL 15.263(2) and (3).

²⁸ MCL 15.262(d).

²⁹ *Booth Newspapers, Inc*, 444 Mich at 229.

³⁰ *Booth Newspapers, Inc*, 444 Mich at 229 (“[A]ny alleged distinction between the [public body’s] consensus building and a determination or action, as advanced in the OMA’s definition of ‘decision,’ is a distinction without a difference.”).

³¹ *St Aubin v Ishpeming City Council*, 197 Mich App 100, 103; 494 NW2d 803 (1992).

³² *Wexford County Prosecutor v Pranger*, 83 Mich App 197, 201, 204; 268 NW2d 344 (1978).

body to meet to discuss matters of public policy, even if there is no intention that the deliberations will lead to a decision on that occasion.³³

When may a Quorum of a Board Gather Outside an Open Meeting Without Violating the OMA?

The OMA “does not apply to a meeting which is a [social or chance gathering or conference](#) not designed to avoid this act.”³⁴ The OMA, however, does not define the terms “social or chance gathering” or “conference,” and provides little direct guidance as to the precise scope of this [exemption](#).³⁵

In addition to a purely [social gathering or chance gathering](#)³⁶ that does not involve discussions of public policy among the members of the board, a quorum may accept an invitation to address a [civic organization](#),³⁷ listen to the concerns of a neighborhood organization, or observe demonstrations, if the board doesn’t deliberate toward, or make, a [decision](#).³⁸

A board quorum also may meet for a workshop, seminar, informational gathering, or professional conference designed to convey, to the conference participants, information about areas of [professional interest](#) common to all conference participants rather than a more limited focus on matters or issues of [particular interest](#) to a single public body.³⁹ However, when gatherings are designed to receive input from officers or employees of the public body, the OMA requires that the gathering be held at a [public meeting](#).⁴⁰

For example, the OMA was not violated when several members of the board of county commissioners attended a public meeting of the county planning committee (which had more than fifty members, two who were county commissioners), which resulted in a quorum of the board being present at the meeting (without the

³³ Compare OAG, 1977-1978, No 5298, p 434, 435 (May 2, 1978). See also OAG, 1979-1980, No 5444, p 55, 56 (February 21, 1979) (explaining that anytime a quorum of a public body meets and considers a matter of public policy, the meeting must comply with the OMA’s requirements), with OAG, 1979-1980, No 5437, p 36, 37 (February 2, 1979) (explaining that where members of a public body constituting a quorum come together by chance, the gathering is exempt from the OMA; however, even at a chance meeting, matters of public policy may not be discussed by the members with each other).

³⁴ MCL 15.263(10).

³⁵ OAG, 1981-1982, No 6074, p 662, 663 (June 11, 1982).

³⁶ OAG, 1979-1980, No 5437, p 36 (February 2, 1979).

³⁷ OAG, 1977-1978, No 5183, p 21, 35 (March 8, 1977).

³⁸ OAG, 1977-1978, No 5364, p 606, 607 (September 7, 1978).

³⁹ OAG, 1979-1980, No 5433, p 29, 31 (January 31, 1979).

⁴⁰ OAG No 5433 at p 31.

meeting also being noticed as a county commission meeting), since the nonmember commissioners did not engage in deliberations or render [decisions](#).⁴¹

Advisory Committees and the OMA

The OMA does not apply to committees and subcommittees composed of less than a quorum of the full public body if they “are merely [advisory](#) or only capable of making ‘recommendations concerning the exercise of governmental authority.’”⁴²

Where, on the other hand, a committee or subcommittee is empowered to act on matters in such a fashion as to deprive the full public body of the opportunity to consider a matter, a decision of the committee or subcommittee “is an exercise of governmental authority which effectuates public policy” and the committee or subcommittee proceedings are, therefore, subject to the [OMA](#).⁴³

If a joint meeting of two committees of a board (each with less than a quorum of the board) results in the presence of a quorum of the board, the board must comply in all respects with the OMA and notice of the joint meeting must include the fact that a [quorum](#) of the board will be present.⁴⁴

Use of Email or Other Electronic Communications Among Board Members During an Open Meeting

Email, texting, or other forms of electronic communications among members of a board or commission during an open meeting that involve deliberations toward decision-making or actual decisions violates the OMA, since those communications are not open to the public and, in effect, transform the open meeting into a “closed” session.

While the OMA does not require that all votes by a public body must be by roll call, voting requirements under the act are met when a vote is taken by roll call, show of hands, or other method that informs the public of the public official’s decision rendered by his or her vote. Thus, the OMA bars the use of email or other electronic

⁴¹ OAG, 1989-1990, No 6636, p 253 (October 23, 1989), cited with approval in *Ryant v Cleveland Twp*, 239 Mich App 430, 434–435; 608 NW2d 101 (2000) and *Nicholas*, 239 Mich App at 531–532. If, however, the noncommittee board members participate in committee deliberations, the OMA would be violated. *Nicholas*, 239 Mich App at 532.

⁴² OAG, 1997-1998, No 6935, p 18 (April 2, 1997); OAG No 5183 at p 40.

⁴³ *Schmiedicke v Clare School Bd*, 228 Mich App 259, 261, 263-264; 577 NW2d 706 (1998); *Morrison v East Lansing*, 255 Mich App 505; 660 NW2d 395 (2003); and OAG, 1997-1998, No 7000, p 197 (December 1, 1998) (A committee composed of less than a quorum of a full board is subject to the OMA, if the committee is effectively authorized to determine whether items will or will not be referred for action by the full board), citing OAG, 1977- 1978, No 5222, p 216 (September 1, 1977).

⁴⁴ OAG, 1989-1990, No 6636, at p 254.

communications to conduct a secret ballot at a public meeting, since it would prevent citizens from knowing how members of the public body have [voted](#).⁴⁵

Moreover, the use of electronic communications for discussions or deliberations, which are not, at a minimum, able to be heard by the public in attendance at an open meeting are contrary to the OMA's core purpose – the promotion of openness in government.⁴⁶

Using email to distribute handouts, agenda items, statistical information, or other such material during an open meeting should be permissible under the OMA, particularly when copies of that information are also made available to the public before or during the meeting.

CLOSED SESSIONS

Meeting in Closed Session

A public body may meet in a [closed session](#) *only* for one or more of the permitted purposes specified in section 8 of the OMA.⁴⁷ The [limited purposes](#) for which closed sessions are permitted include, among others:⁴⁸

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, *if the named person requests a [closed hearing](#)*.⁴⁹
2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement *if either negotiating party requests a [closed hearing](#)*.⁵⁰
3. To consider the purchase or lease of real property up to the time an option to purchase or lease that [real property](#) is obtained.⁵¹

⁴⁵ See *Esperance v Chesterfield Twp*, 89 Mich App 456, 464; 280 NW2d 559 (1979); OAG, 1977-1978, No 5262, p 338 (January 31, 1978).

⁴⁶ See *Booth Newspapers, Inc*, 444 Mich at 229; *Schmiedicke*, 228 Mich App at 263, 264; *Wexford County Prosecutor*, 83 Mich App at 204.

⁴⁷ MCL 15.268. OAG, 1977-1978, No 5183, at p 37.

⁴⁸ The other permissible purposes deal with public primary, secondary, and post-secondary student disciplinary hearings – section 8(b); state legislature party caucuses – section 8(g); compliance conferences conducted by the Michigan Department of Community Health – section 8(i); and public university presidential search committee discussions – section 8(j); and school boards considering security planning to address threats to the safety of students and staff – section 8(k).

⁴⁹ MCL 15.268(a) (Emphasis added).

⁵⁰ MCL 15.268(c) (Emphasis added).

⁵¹ MCL 15.268(d).

4. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, *but only if* an [open meeting](#) would have a detrimental financial effect on the litigating or settlement position of the public body.⁵²
5. To review and consider the contents of an application for employment or appointment to a public office *if the candidate requests that the application remain confidential*. However, all [interviews](#) by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act.⁵³
6. To consider material [exempt](#) from discussion or disclosure by state or federal statute.⁵⁴ But note – a board is not permitted to go into closed session to discuss an attorney’s oral opinion, as opposed to a written legal memorandum.⁵⁵

Decisions Must be Made During an Open Meeting, Not the Closed Session

Section 3(2) of the OMA requires that “[a]ll decisions of a public body shall be made at a meeting [open to the public](#).”⁵⁶ Section 2(d) of the OMA defines “[decision](#)” to mean “a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.”⁵⁷ And so, the purposes of the closed session must be strictly limited to the exceptions listed above; no decision making is permitted in the closed session.

A Closed Session Must be Conducted During the Course of an Open Meeting

Section 2(c) of the OMA defines “[closed session](#)” as “a meeting or part of a meeting of a public body that is closed to the public.”⁵⁸ Section 9(1) of the OMA provides that

⁵² MCL 15.268(e) (Emphasis added).

⁵³ MCL 15.268(f) (Emphasis added).

⁵⁴ MCL 15.268(h).

⁵⁵ *Booth Newspapers, Inc v Wyoming City Council*, 168 Mich App 459, 467, 469-470; 425 NW2d 695 (1988).

⁵⁶ MCL 15.263(2). See also *St Aubin*, 197 Mich App at 103; OAG, 1977-1978, No 5262, at p 338–339 (The OMA prohibits a voting procedure at a public meeting which prevents citizens from knowing how members of the public body have voted.); OAG, 1979-1980, No 5445, p 57 (February 22, 1979) (A public body may not take final action on any matter during a closed meeting.).

⁵⁷ MCL 15.262(d).

⁵⁸ MCL 15.262(c).

the [minutes](#) of an open meeting must include “the purpose or purposes for which a closed session is held.”⁵⁹

Going into Closed Session

Section 7(1) of the [OMA](#)⁶⁰ sets out the procedure for calling a closed session:

A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.

Thus, a public body may go into closed session only upon a motion duly made, seconded, and adopted by a [2/3 roll call vote](#) of the members appointed and serving⁶¹ during an open meeting for the purpose of (1) considering the purchase or lease of real property, (2) consulting with their attorney, (3) considering an employment application, or (4) considering material exempt from disclosure under state or federal law. A majority vote is sufficient for going into closed session for the other OMA permitted purposes.

It is suggested that every motion to go into closed session should cite one or more of the permissible purposes listed in section 8 of the [OMA](#).⁶² An example of a motion to go into closed session is:

I move that the Board meet in closed session under section 8(e) of the Open Meetings Act, to consult with our attorney regarding trial or settlement strategy in connection with [the name of the specific lawsuit].⁶³

Another example is the need to privately discuss with the public body’s attorney a memorandum of advice as permitted under section 8(h) of the OMA, which provides that “a public body may meet in a closed session . . . to consider material [exempt](#) from discussion or disclosure by state or federal statute.”⁶⁴ The motion should cite section 8(h) of the OMA and the statutory basis for the closed session, such as

⁵⁹ MCL 15.269(1).

⁶⁰ MCL 15.267(1).

⁶¹ And not just those attending the meeting. OAG No 5183 at p 37.

⁶² MCL 15.268.

⁶³ “[I]t is clear that the Legislature intended for public bodies to name the pending litigation before entering a closed session.” *Vermilya v Delta College Bd of Trustees*, 325 Mich App 416, 421; 925 NW2d 897 (2018). The *Vermilya* court cited the OMA Handbook’s recommended motion language with approval. 325 Mich App at 423.

⁶⁴ MCL 15.268(h). Proper discussion of a written legal opinion at a closed meeting is, with regard to the attorney-client privilege exemption to the OMA, limited to the meaning of any strictly legal advice presented in the written opinion. *People v Whitney*, 228 Mich App at 245–248.

section 13(1)(g) of the [Freedom of Information Act](#), which exempts from public disclosure “[i]nformation or records subject to the attorney-client privilege.”⁶⁵

Leaving a Closed Session

The OMA is silent as to how to leave a closed session. A motion may be made to end the closed session with a majority vote needed for approval. While this is a decision made in a closed session, it is not a decision that “effectuates or formulates public policy.”

When the public body has concluded its closed session, the open meeting minutes should state the time the public body reconvened in open session and any votes on matters discussed in the closed session must occur in an open meeting.

Avoid Using the Terms “Closed Session” and “Executive Session” Interchangeably

The term “executive session” does not appear in the OMA, but “closed session” does. “Executive session” is more of a private sector term and is often used to describe a private session of a board of directors, which is not limited as to purpose, where actions can be taken, and no minutes are recorded. This is not the same as a “closed session” under the OMA, and so public bodies should avoid using the term “executive session” to refer to a “closed session.”

Staff and Others May Join the Board in a Closed Session

A public body may rely upon its officers and employees for [assistance](#) when considering matters in a closed session. A public body may also request private citizens to assist, as appropriate, in its considerations.⁶⁶

Forcibly Excluding Persons from a Closed Session

A public body may, if necessary, exclude an [unauthorized individual](#) who intrudes upon a closed session by either (1) having the individual forcibly removed by a law enforcement officer, or (2) by recessing and removing the closed session to a new location.⁶⁷

⁶⁵ MCL 15.243(1)(g).

⁶⁶ OAG, 1979-1980, No 5532, p 324 (August 7, 1979).

⁶⁷ OAG, 1985-1986, No 6358, p 268 (April 29, 1986), citing *Regents of the Univ of Mich v Washtenaw County Coalition Against Apartheid*, 97 Mich App 532; 296 NW2d 94 (1980).

ATTENDING OPEN MEETINGS

Excluding Individuals

No one may be excluded from a meeting otherwise open to the public except for a [breach of the peace](#) actually committed at the meeting.⁶⁸

Identifying Public Attendees

No one may be required to register or otherwise provide his or her name or other information or otherwise to fulfill a [condition](#) precedent to attend a public meeting.⁶⁹

Building security at the meeting site may cause issues. Members of the public might object, based on the [OMA](#), to signing in to gain access to the building where a public meeting is being held.⁷⁰ Therefore, it is recommended that public bodies meet in facilities or areas not subject to public access restrictions.

If the public body wishes the members of the public to identify themselves at the meeting, the board chair may announce something like this:

The Board would appreciate having the members of the public attending the meeting today identify themselves and mention if they would like the opportunity to speak during the public comment period. However, you do not need to give your name to attend this meeting. When the time comes to introduce yourself and you do not want to do so, just say pass.

Since speaking at the meeting is a step beyond “attending” the public meeting and the OMA provides that a person may address the public body “under rules established and recorded by the public body,” the board may establish a [rule](#) requiring individuals to identify themselves if they wish to speak at a meeting.⁷¹

Limiting Public Comment

A public body may adopt a [rule](#) imposing individual time limits for members of the public addressing the public body.⁷² In order to carry out its responsibilities, the board can also consider establishing rules allowing the chairperson to encourage groups to designate one or more individuals to speak on their behalf to avoid cumulative comments. But a [rule](#) limiting the period of public comment may not be

⁶⁸ MCL 15.263(6).

⁶⁹ MCL 15.263(4).

⁷⁰ In addition, “[a]ll meetings of a public body . . . shall be held in a place available to the general public.” MCL 15.263(1).

⁷¹ MCL 15.263(5). OAG, 1977-1978, No 5183, at p 34.

⁷² OAG, 1977-1978, No 5332, p 536 (July 13, 1978) (The rule must be duly adopted and recorded.). OAG, 1977-1978, No 5183, at p 34.

applied in a manner that denies a person the right to address the public body, such as by limiting all public comment to a half-hour period.⁷³

Meeting Location

The [OMA](#) only requires that a meeting be held “in a place available to the general public;” it does not dictate that the meeting be held within the geographical limits of the public body’s jurisdiction.⁷⁴ However, if a meeting is held so far from the public which it serves that it would be difficult or inconvenient for its citizens to attend, the meeting may be considered as not being held at a place available to the general public. Whenever possible, the meeting should be held within the public body’s geographical boundaries. A local public body’s meeting may not take place in a residential building, if a nonresidential building is available without cost within the local unit’s boundaries.⁷⁵

Physical Attendance at Meetings

The OMA has been interpreted to require members of public bodies to be physically present at meetings held within a physical space.⁷⁶ The OMA generally does not provide for remote attendance by public body members or members of the public, except to accommodate the absence of a member of a public body due to the member’s military duty.⁷⁷

Providing Reasonable Accommodations Under the Americans with Disabilities Act

The Americans with Disabilities Act (ADA), 42 USC 12131 *et seq*, and Rehabilitation Act, MCL 395.81 *et seq*, [require state and local boards and commissions to provide reasonable accommodations](#), which could include an option to participate virtually, to qualified individuals with a disability who request an

⁷³ OAG No 5332 at p 538.

⁷⁴ OAG, 1979-1980, No 5560, p 386 (September 13, 1979). However, local charter provisions or ordinances may impose geographical limits on public body meetings.

⁷⁵ MCL 15.265(6). Under this provision, the notice shall be published not less than 2 days before the day on which the meeting is held, and shall state the date, time, and place of the meeting. The notice shall be at the bottom of the display advertisement, set off in a conspicuous manner, and include the following language: “This meeting is open to all members of the public under Michigan’s open meetings act.”

⁷⁶ As part of the measures to prevent the spread of COVID-19, the OMA was amended to temporarily allow public bodies for limited periods to conduct and attend meetings by electronic means. The amendment expired after December 31, 2021, and, generally, only those board members absent due to military duty may participate by electronic means - this provision was part of the OMA before the pandemic.

⁷⁷ MCL 15.263(2).

accommodation in order to fully participate in a meeting as a board or commission member or as a member of the general public.⁷⁸

Timing of Public Comment

A public body has discretion under the OMA when to schedule [public comment](#) during the meeting.⁷⁹ Thus, scheduling public comment at the beginning⁸⁰ or the [end](#)⁸¹ of the meeting agenda does not violate the OMA. The public has no right to address the [commission](#) during its deliberations on a particular matter.⁸²

Taping and Broadcasting

The [right](#) to attend a public meeting includes the right to tape-record, videotape, broadcast live on radio, and telecast live on television the proceedings of a public body at the public meeting.⁸³ A board may establish reasonable [regulations](#) governing the televising or filming by the electronic media of a hearing open to the public in order to minimize any disruption to the hearing, but it may not prohibit such coverage.⁸⁴ And the exercise of the [right](#) to tape-record, videotape, and broadcast public meetings is not be dependent upon the prior approval of the public body.⁸⁵

Sound Recordings of Public Meetings

Every meeting of a public body that is a state licensing board, state commission panel, or state rule-making board, except a meeting or part of a meeting held in closed session, [must be recorded in a manner that allows for the capture of sound](#), including, without limitation, in any of the following formats:

- a. A sound-only recording.
- b. A video recording with sound and picture.
- c. A digital or analog broadcast capable of being recorded.

The recording made under this provision must be maintained for a minimum of one year from the date of the meeting in a format that can be reproduced upon a request under the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.⁸⁶

⁷⁸ See OAG, 2021-2022, No 7318.

⁷⁹ MCL 15.263(5).

⁸⁰ *Lysogorski*, 256 Mich App at 302.

⁸¹ OAG, 1979-1980, No 5716, p 812 (June 4, 1980).

⁸² OAG, 1977-1978, No 5310, p 465, 468 (June 7, 1978).

⁸³ MCL 15.263(1).

⁸⁴ OAG, 1987-1988, No 6499, p 280 (February 24, 1988).

⁸⁵ MCL 15.263(1).

⁸⁶ MCL 15.269a. This Section is effective as of 91 days after adjournment of the 2022 regular session.

MINUTES

What Must be in the Minutes

At a minimum, the minutes must show the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The [minutes](#) must include all roll call votes taken at the meeting.⁸⁷ The OMA does not prohibit a public body from preparing a more detailed set of minutes of its public meetings if it chooses to do so.⁸⁸

When Must the Minutes be Available

Proposed minutes must be made available for public inspection within eight days after the applicable meeting. Approved [minutes](#) must be made available for public inspection within five days after the public body's approval.⁸⁹

When Must the Minutes be Approved

Minutes must be approved at the board's [next meeting](#).⁹⁰ Corrected minutes must show both the original entry and the correction (for example, using a "striketrough" word processing feature).

Closed Session Minutes

A separate set of minutes must be taken for closed sessions. While closed session minutes must be approved in an open meeting (with contents of the minutes kept confidential), the board may meet in [closed session](#) to consider approving the minutes.⁹¹

Closed session minutes shall only be disclosed if required by a civil action filed under sections 10, 11, or 13 of the [OMA](#).⁹² The board secretary may furnish the minutes of a closed session of the body to a board member. A member's [dissemination](#) of closed session minutes to the public, however, is a violation of the OMA, and the member risks criminal prosecution and civil penalties.⁹³ An

⁸⁷ MCL 15.269(1).

⁸⁸ Informational letter to Representative Jack Brandenburg from Chief Deputy Attorney General Carol Isaacs dated May 8, 2003.

⁸⁹ MCL 15.269(3).

⁹⁰ MCL 15.269(1).

⁹¹ OAG, 1985-1986, No 6365, p 288 (June 2, 1986). This, of course, triggers the need for more closed session minutes.

⁹² MCL 15.270, 15.271, and 15.273; *Local Area Watch v Grand Rapids*, 262 Mich App 136, 143; 683 NW2d 745 (2004); OAG, 1985-1986 No 6353, p 255 (April 11, 1986).

⁹³ OAG, 1999-2000, No 7061, p 144 (August 31, 2000).

audiotape of a closed session meeting of a public body is part of the minutes of the session meeting and, thus, must be filed with the clerk of the public body for retention under the OMA.⁹⁴ As part of the closed session minutes, the audiotape may also only be disclosed if required by a civil action filed under sections 10, 11, or 13 of the [OMA](#).⁹⁵

Closed session minutes may be [destroyed](#) one year and one day *after approval of the minutes of the regular meeting at which the closed session occurred*.⁹⁶

Inadvertent Omissions from the Minutes

The OMA does not invalidate a decision due to a simple error in the minutes, such as inadvertently omitting the vote to go into closed session from a meeting's minutes.⁹⁷

PARLIAMENTARY PROCEDURES

Core Principle

For the actions of a public body to be valid, they must be approved by a [majority vote](#) of a quorum, absent a controlling provision to the contrary, at a lawfully convened meeting.⁹⁸

Quorum

A quorum is the minimum number of members who must be present for a board to act. Any substantive action taken in the absence of a quorum is invalid. If a public body properly notices the meeting under OMA, but lacks a quorum when it convenes, the board members in attendance may receive reports and comments from the public or staff, ask questions, and comment on matters of interest, but may not make any decisions.⁹⁹

⁹⁴ *Kitchen v Ferndale City Council*, 253 Mich App 115; 654 NW2d 918 (2002).

⁹⁵ MCL 15.270, 15.271, and 15.273; *Local Area Watch v Grand Rapids*, 262 Mich App 136, 143; 683 NW2d 745 (2004); OAG, 1985-1986 No 6353, p 255 (April 11, 1986).

⁹⁶ *Kitchen v Ferndale City Council*, 253 Mich App 115; 654 NW2d 918 (2002).

⁹⁷ *Willis v Deerfield Twp*, 257 Mich App 541, 554; 669 NW2d 279 (2003).

⁹⁸ OAG, 1979-1980, No 5808, p 1060 (October 30, 1980). Robert's Rules of Order Newly Revised (RRONR) (10th ed), p 4. We cite to Robert's Rules in this Handbook as a leading guide on parliamentary procedures. This is not to imply that public bodies are, as a general rule, bound by Robert's Rules.

⁹⁹ OAG, 2009-2010, No 7235 (October 9, 2009).

What is the Quorum?

To determine a quorum for any given board, look to the statute, charter provision, or ordinance creating the board in question. On the state level, the Legislature in recent years has set the board quorum in the governing statute itself. The statute will often provide that “a majority of the board appointed and serving shall constitute a quorum.” For a 15-member board, that means eight would be the quorum, assuming there are 15 members appointed and serving. Without more in the statute, as few as five board members could then decide an issue, since they would be a majority of a [quorum](#).¹⁰⁰ But recent statutes often provide that “voting upon action taken by the board shall be conducted by [majority vote](#) of the members appointed and serving.” In that instance, the board needs at least eight favorable votes to act.¹⁰¹ The Legislature has a backstop statute, which provides that any provision that gives “joint authority to 3 or more public officers or other persons shall be construed as giving such authority to a majority of such officers or other persons, unless it shall be otherwise expressly declared in the law giving the authority.”¹⁰²

Losing a Quorum

Even if a meeting begins with a quorum present, the board loses its right to conduct substantive action whenever the attendance of its members falls below the necessary quorum.¹⁰³

Disqualified Members

A member of a public body who is disqualified due to a [conflict of interest](#) may not be counted to establish a quorum to consider that matter.¹⁰⁴

Expired-term Members

Absent a contrary controlling provision, the general rule is that a public officer holding over after his or her term expires may [continue](#) to act until a successor is

¹⁰⁰ See OAG, 1977-1978, No 5238, p 261 (November 2, 1977).

¹⁰¹ See OAG, 1979-1980, No 5808, p 1061.

¹⁰² MCL 8.3c. *Wood v Bd of Trustees of the Policemen & Firemen Retirement Sys of Detroit*, 108 Mich App 38, 43; 310 NW2d 39 (1981).

¹⁰³ RRONR (10th ed), p 337-338.

¹⁰⁴ OAG, 1981-1982, No 5916, p 218 (June 8, 1981). But see MCL 15.342a, which provides a procedure for disqualified public officials to vote in some limited circumstances where a quorum is otherwise lacking for a public body to conduct business.

appointed and qualified, and so could be counted for quorum purposes and be permitted to vote.¹⁰⁵

Resigned Members

The common law rule in Michigan is that a public officer's resignation is not effective until it has been accepted by the appointing authority (who, at the state level, is usually the governor). Acceptance of the [resignation](#) may be manifested by formal acceptance or by the appointment of a successor.¹⁰⁶ Thus, until a resignation is formally accepted or a successor appointed, the resigning member must be considered "appointed and serving," be counted for quorum purposes, and be permitted to vote.

Voting

- Abstain – To "abstain" means to refuse to vote. Thus, a board member does not "vote" to abstain. If a vote requires a majority or a certain percentage of the members present for approval, an abstention has the same effect as a "no" vote.¹⁰⁷
- Adjourning the meeting – A presiding officer cannot arbitrarily adjourn a meeting without first calling for a vote of the members present.¹⁰⁸
- Chairperson voting – Unless a contrary controlling provision exists, all board members may [vote](#) on any matter coming before a board.¹⁰⁹ If a board's presiding officer votes on a motion and that vote is tied, the presiding officer cannot then vote again to break the tie unless explicitly authorized by law.¹¹⁰
- Expired-term members – To determine when a member's term expires, look first to the statute, charter provision, or ordinance creating the public body. Many statutes provide that "a member shall serve until a successor is appointed." Absent a contrary controlling provision, the general rule is that a public officer

¹⁰⁵ OAG, 1979-1980, No 5606, p 493 (December 13, 1979), citing *Greyhound Corp v Pub Serv Comm*, 360 Mich 578, 589-590; 104 NW2d 395 (1960). See also, *Cantwell v City of Southfield*, 95 Mich App 375; 290 NW2d 151 (1980).

¹⁰⁶ OAG, 1985-1986, No 6405, p 429, 430 (December 9, 1986), citing *Clark v Detroit Bd of Educ*, 112 Mich 656; 71 NW 177 (1897).

¹⁰⁷ RRONR (10th ed), p 390-395.

¹⁰⁸ *Dingwall v Detroit Common Council*, 82 Mich 568, 571; 46 NW 938 (1890).

¹⁰⁹ See OAG, 1981-1982, No 6054, p 617 (April 14, 1982).

¹¹⁰ *Price v Oakfield Twp Bd*, 182 Mich 216; 148 NW 438 (1914).

holding over after his or her term expires may [continue](#) to act until a successor is appointed and qualified.¹¹¹

- Imposing a greater voting requirement – Where the Legislature has required only a majority vote to act, public bodies can’t impose a greater voting requirement, such as requiring a two-thirds vote of its members to [alter](#) certain policies or bylaws.¹¹²
- Majority – The term “majority” means “more than half.”¹¹³ For example, on a 15-member board, eight members constitute a majority.
- Proxy voting – The OMA requires that the deliberation and formulation of decisions effectuating public policy be conducted at open meetings.¹¹⁴ Voting by proxy effectively forecloses any involvement by the absent board member in the board’s public discussion and deliberations before the board votes on a matter effectuating public policy.¹¹⁵ Without explicit statutory authority, this [practice](#) is not allowed.¹¹⁶
- Roll call vote – There is no bright line rule for conducting a [roll call vote](#).¹¹⁷ However, the following may be helpful in conducting such a vote. One, when a voice vote reveals a divided vote on the board (i.e., more than one no vote), a roll call vote should be conducted to remove doubt about the vote’s count. Two, if board members are participating by teleconference where permitted by law, a roll call will permit the secretary to accurately record the entire vote. Three, when the board is acting on matters of significance, such as, contracts of

¹¹¹ OAG, 1979-1980, No 5606, p 493 (December 13, 1979), citing *Greyhound Corp v Pub Serv Comm*, 360 Mich 578, 589-590; 104 NW2d 395 (1960). See also, *Cantwell v City of Southfield*, 95 Mich App 375; 290 NW2d 151 (1980).

¹¹² OAG, 1979-1980, No 5738, p 870 (July 14, 1980). OAG, 2001-2002, No 7081, p 27 (April 17, 2001), citing *Wagner v Ypsilanti Village Clerk*, 302 Mich 636; 5 NW2d 513 (1942).

¹¹³ RRONR (10th ed), p 387.

¹¹⁴ *Esperance v Chesterfield Twp*, 89 Mich App at 464, citing *Pranger*, 83 Mich App 197; 268 NW2d 344 (1978).

¹¹⁵ Robert’s Rules concur: “Ordinarily it [proxy voting] should neither be allowed nor required, because proxy voting is incompatible with the essential characteristics of a deliberative assembly in which membership is individual, personal, and nontransferable.” RRONR (10th ed), p 414. The Michigan House and Senate do not allow proxy voting for their members.

¹¹⁶ OAG, 2009-2010, No 7227, p (March 19, 2009). OAG, 1993-1994, No 6828, p 212 (December 22, 1994), citing *Dingwall*, 82 Mich at 571, where the city council counted and recorded the vote of absent members in appointing election inspectors. The Michigan Supreme Court rejected these appointments, ruling that “the counting of absent members and recording them as voting in the affirmative on all questions, was also an inexcusable outrage.”

¹¹⁷ “The fact that the Open Meetings Act prohibits secret balloting does not mean that all votes must be roll call votes.” *Esperance*, 89 Mich App at 464 n 9. The OMA does provide that votes to go into closed session must be by roll call. MCL 15.267.

substantial size or decisions that will have multi-year impacts, a roll call vote is the best choice.

- Round-robin voting – This term means approval for an action outside of a public meeting by passing around a sign-off sheet. This practice has its roots in the legislative committee practice of passing around a tally sheet to gain approval for discharging a bill without a committee meeting. “[Round-robinning](#)” defeats the public’s right to be present and observe the manner in which the body’s decisions are made and violates the OMA.
- Secret ballot – The OMA requires that all decisions and deliberations of a public body must be made at an open meeting, and the term “[decision](#)” is defined to include voting.¹¹⁸ The OMA prohibits a “[voting procedure](#) at a public meeting that prevents citizens from knowing how members of a public body have voted.”¹¹⁹ Because the use of a secret ballot process would prevent this transparency, all board decisions subject to the OMA must be made by a public vote at an open meeting.¹²⁰
- Tie vote – A tie vote on a motion means that the motion did not gain a majority. Thus, the motion fails.¹²¹

¹¹⁸ See MCL 15.262(d) and 15.263(2) and (3).

¹¹⁹ OAG, 1977-1978, No 5262, at p 338-339.

¹²⁰ *Esperance*, 89 Mich App at 464.

¹²¹ *Rouse v Rogers*, 267 Mich 338; 255 NW 203 (1934). RRONR (10th ed), p 392.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 7, 2024

SUBJECT: Request to approve Halloween Boo Bash and Trick-or-Treating in the Village

Action Requested:

It is requested that the Village Council approve the annual Halloween Trick-or-Treat and Boo Bash event times in the Village of Decatur for Thursday, October 31, 2024, from 3:30 p.m. to 7:00 p.m.

Background:

Trick-or-Treating occurs annually on Halloween within the Village of Decatur, and for the last two years the Village of Decatur DDA has sponsored Boo Bash. This free event consists of many fun activities, as well as trick-or-treating local businesses that congregate on North and South Phelps St. This event is highly supported by VBDL-Webster Memorial Library and many local businesses:

- **3:30pm-5:30pm:** Boo Bash Activities (library events, trick-or-treating at local businesses on North and South Phelps St., Trunk-or-Treat in front of the DDA Park)
- **5:30pm-7:00pm:** Annual Trick-or-Treating throughout the Village

Attachment(s):

Halloween & Boo Bash Flyer



3:30PM-5:30PM

Trick-Or-Treat
at local businesses
on Phelps St.
sidewalks

20+ participants!



3:30PM-5:30PM

Indoor games,
activities, crafts,
and a photo booth!

At VBDL- Webster
Memorial Library



3:30PM-5:30PM

Trunk-Or-Treat
at the DDA
Park

Anyone is welcome to
decorate & participate!



5:30PM-7:00PM
VILLAGE-WIDE
TRICK-OR-TREATING

Questions:
Village Hall
269-423-6114

HALLOWEEN & BOO BASH ACTIVITIES

10-31-24

Sponsored by the Village of Decatur DDA, with support from
VBDL Webster Memorial Library and many local businesses!

SPONSORED BY:
VILLAGE OF DECATUR DDA

Scarecrow Light Post Decorating Contest



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

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

WHEN: Decorating can begin on October 1st, and must be completed by October 21st

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

Light posts
will be judged
by Facebook
"LIKES" from
October
21st- 31st





Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 7, 2024

SUBJECT: Request to approve the recommendation from DDA to enter a 2-year contract with Pyrotecnico for Fireworks for 2025 and 2026.

Action Requested:

It is requested that Village Council approve the recommendation from the DDA to enter a 2- year contract with Pyrotecnico for Fireworks for July 4, 2025, and July 4, 2026.

Background:

Please see the following email from Mr. Michael Falk:

I hope your firework display went well and exceeded your expectations. Let me know if we need to improve in any way or if you have ideas to make it better for next time. Hopefully, we will have a site for next year! Something to consider....2026 is going to be our country's 250th Semi quinentennial Birthday! It is going to be a big deal! Many cities are considering extra celebrations and higher budgets for the special occasion--some 40-50% higher. I highly recommend you consider a two-year contract, so we lock in your dates and reserve your crew. Would you be willing to consider a 2-year contract for 7/4/2025 and 7/4/2026--mainly just to reserve your dates on the calendar? We can always adjust the budgets later as long as we haven't designed/packed your show yet.

Here is a quick budget history that may be helpful when planning ahead:

2023 - \$20,000

2024 - \$20,000

2025 -??

2026 -??

Your show this year (and last year) was 22 minutes in duration--about \$909/min. If you were to increase your budget, I would recommend keeping the duration at 22 minutes but increase the intensity. In my opinion, it is better to shock and awe them and leave them wanting more than



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

stretch it out and lose their interest. With a higher intensity budget, my designers have cushion to pour on the special sauce and get creative with your show. Rather than just trying to get to the finish line, they can amp up the opening, create unique mid-shows and provide a KILLER finale.

At \$22k, you are at the \$1000/min mark which is significant. It is up to you how crazy you want to recognize the 250th Birthday in 2026 but I think you are going to hear more publicity surrounding it as we get closer to 7/4/2026. It's going to be an important milestone for our country. The important thing is locking in your dates. Budgets can be adjusted later if we haven't designed and packed your shows yet.

I hope that answers your question. Let me know how you would like to proceed after you've had a chance to discuss it and think about it.

At the September 11, 2024, regular DDA Meeting, Miller offered a motion to enter into a 2-year contract with Pyrotecnico, with support from Kemp, motion carried 6-0.

Attachments:

Pyrotecnico Contract for 2025 and 2026

PYROTECNICO FIREWORKS, INC.

This Fireworks Display Agreement ("Agreement") entered into this on **October 4, 2024** by and between PYROTECNICO FIREWORKS, INC. ("Pyrotecnico") and **Village of Decatur, MI** (CUSTOMER).

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

The offer contained in this Agreement is only valid if it is signed and returned to Pyrotecnico by **November 1, 2024** ("Expiration Date"). Pricing and availability are only guaranteed as long as Pyrotecnico receives the signed Agreement by the Expiration Date. Customer agrees to pay Pyrotecnico the sum(s) of **REFER TO ATTACHMENT "A"** (the "Contract Price"). Pyrotecnico will invoice CUSTOMER a deposit of **REFER TO ATTACHMENT "A"** to be due **REFER TO ATTACHMENT "A"** and the final balance shall be due **REFER TO ATTACHMENT "A"**. A service fee of 1 ½% per month shall be added if the account is not paid in full within 30 days of the Display Date. CUSTOMER agrees to pay any and all collection costs, including reasonable attorney's fees and court costs incurred by Pyrotecnico for any amount due under this Agreement.

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

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

CUSTOMER will timely secure and provide the following: (a) Sufficient area for the display, including a minimum spectator set back distance of **420 FEET** at all points from the discharge area, as reflected in the attached site plan, and that this discharge area shall not have any unauthorized personnel or vehicles; (b) Funds for all permits, licenses, and approvals as required by local, state and federal laws for the Fireworks Display; (c) Protection of the display area by roping-off or similar facility; (d) Adequate police protection to prevent spectators from entering display area; (e) Search of the fallout area at first light following a nighttime display; and (f) Provide credit as "Fireworks by Pyrotecnico" in all advertising and marketing materials.

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

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

PYROTECNICO:

By (sign): _____
Name: _____
Title: _____
Date: _____
Address: **299 Wilson Road**
New Castle PA 16101
Phone: **(724) 652-9555**
Email: **contracts@pyrotecnico.com**

CUSTOMER:

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

ATTACHMENT A

DISPLAY DATE	CONTRACT PRICE	DEPOSIT	DEPOSIT DUE DATE	BALANCE DUE DATE	POSTPONEMENT FEE - NOT LEFT FACILITY	POSTPONEMENT FEE - LEFT FACILITY	CANCELLATION FEE
July 4, 2025	\$22,000.00	\$11,000.00	April 4, 2025	Net 10	\$3,300.00	\$8,800.00	\$11,000.00
July 4, 2026	\$22,000.00	\$11,000.00	April 4, 2026	Net 10	\$3,300.00	\$8,800.00	\$11,000.00



CONTACT/INSURANCE INFORMATION FORM

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

Customer Name (Entity Contracting Pyrotecnico): _____

Primary Point of Contact Name: _____

Phone: _____ Email: _____

Billing Address: _____

City, State & Zip: _____

Accounts Payable Contact: _____

Accounts Payable Email: _____

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

Rain Date(s): _____

Day-of-Display Contact Name: _____

Day-of-Display Mobile Phone Number: _____

Day-of-Display Email: _____

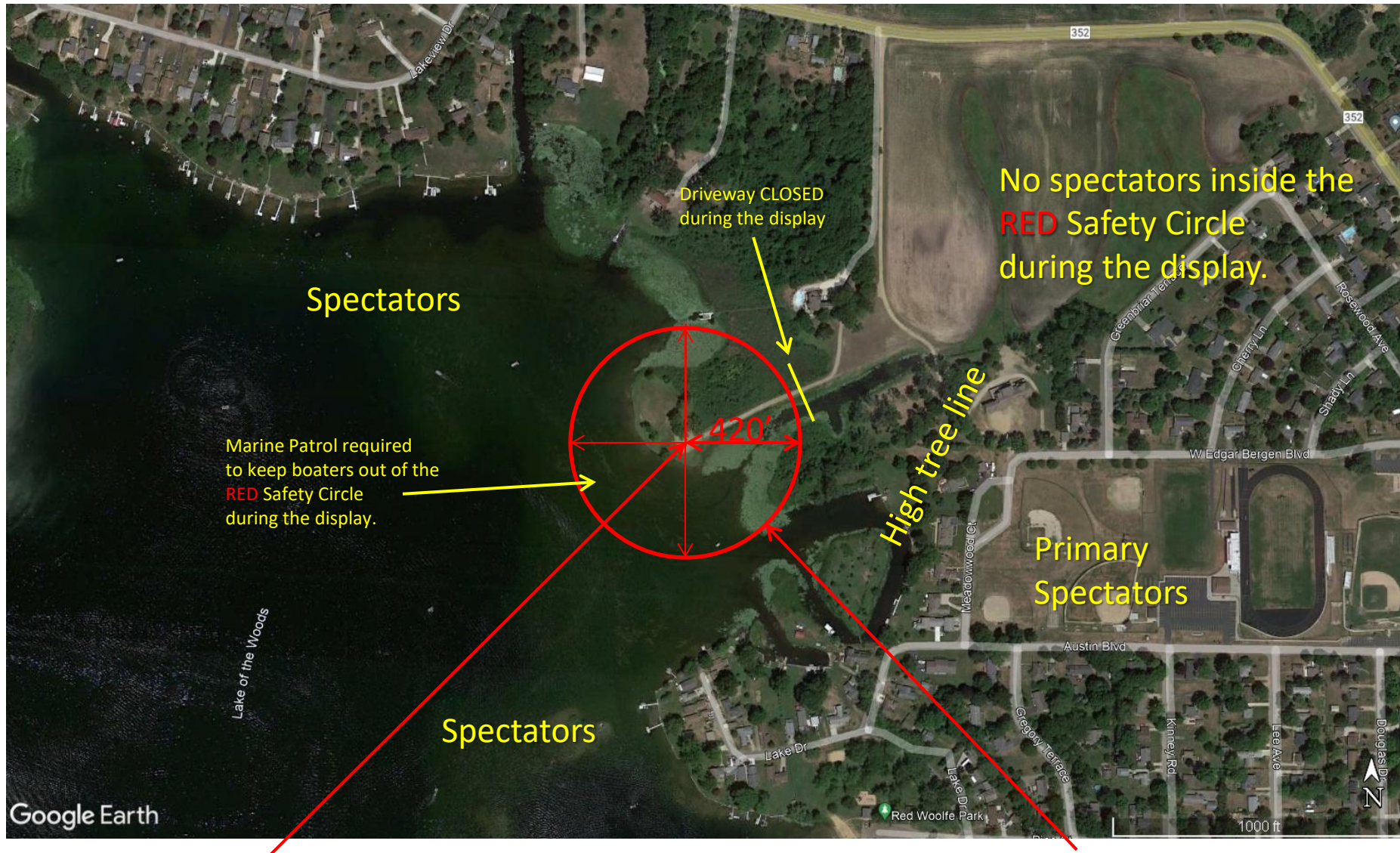
Display Site Location(s) and
Address(es): _____

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

Additionally Insured Entities (The "Customer Name" shall automatically be listed as an Additional Insured), if applicable:

Decatur, Michigan
45345 Co Rd 352, Decatur MI 49045

Pyrotecnico Fireworks Inc.
1/18/2023 Michael Falk



Launch Location

Setup area: 50' X 50'

Radius from setup area: 420'



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 7, 2024

SUBJECT: Request to approve recommendation from Planning Commission for Harvey Consultants to do a technical review of the Zoning Ordinance.

Action Requested:

It is requested that Village Council approve recommendation from Planning Commission for Harvey Consultants to do a technical review of the Zoning Ordinance.

Background:

The Village of Decatur's Zoning Ordinance should align with the Village's updated Master Plan that should be complete by the end of 2024. Village Planner, Rebecca Harvey, recommended to the Planning Commission that a technical review should be done on the Zoning Ordinance to make sure that it is consistent with State Statutes, Case Laws, or any applicants requesting changes. Harvey Consultants can provide this service to the Planning Commission.

Attachment(s):



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 7, 2024

SUBJECT: Request to approve the addition of President Elwaer to all financial accounts at Honor Credit Union.

Action Requested:

It is requested that Village Council approve the addition of President Elwaer to all financial accounts at Honor Credit Union.

Background:

October 1, 2024, while adding Deputy Clerk/Treasurer to all Village financial accounts at First State Bank and Honor Credit Union, it was brought to my attention that President Elwaer was not an authorized signer at Honor Credit Union. While being the highest elected official of the Village Council, the President should be an authorized signer and representative to all Village financial accounts.

Attachment(s):

None



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 7, 2024

SUBJECT: Request to discuss improvements to the façade at Village Hall

Action Requested:

It is requested that the Village Council discuss the options for improving the façade at Village Hall, and choose which option(s) are desired.

Background:

The façade of Village Hall is very deteriorated and in need of updating. Staff has come up with the following possible options for updating the exterior.

- Permanent removal of old awnings and hardware, which would modernize the exterior
- Installation of new signage to be affixed to the brick
- Replacement of the current awnings, using the existing frames
- New paint on exterior doors and framing

Attachments:

Quote from Merrillville Awning, which includes the cost for replacing the existing product, as well as the cost for permanent removal of the existing awnings



**Merrillville
Awning**
Commercial Canvas & Metal

1420 East 91st Drive
Merrillville, IN 46410

219-736-9800
AwningGuy.com

ESTIMATE / CONTRACT

TO: PROJECT: 9.30.24

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

Thank You for the opportunity to provide this proposal for the following:

TAKE DOWN,
RECOVER
& INSTALL: Five (5) Awnings

DIMENSIONS: 1 @ 264" Wide x 30" Drop x 30" Projection
1 @ 166" Wide x 30" Drop x 30" Projection
3 @ 65" Wide x 30" Drop x 30" Projection

FRAME: Existing

FABRIC: Sunbrella Acrylic Canvas

GRAPHICS: Sunbrella Graphics System, Heat Transfer Vinyl Film

BOTTOM: Open

PRICE: \$2,290.00 Take Down & Dispose 5 Awnings

PRICE: \$9,200.00 Turn Key, Take Down, Recover, and Reinstall

TERMS: 50% Deposit, Balance Due Upon Completion



Since 1985

**Merrillville
Awning**
Commercial Canvas & Metal

Cell 269.208.2634
Office 219.736.9800
1420 East 91st Drive
Merrillville, IN 46410

**Duane Case
Sales**

AwningGuy.com

We accept all major credit cards. With Credit Card payment, an additional 3% CONVENIENCE FEE will be applied.

PERMIT FEES ARE NOT INCLUDED AND WILL BE ADDED TO THE FINAL INVOICE.

ACCEPTANCE OF THIS CONTRACT: The above prices, specifications and conditions are satisfactory and are hereby accepted and agreed to with my signature below.
Merrillville Awning is authorized to do the work specified, per approval drawings to follow. Details on approved drawings take precedence over stated specifications in this proposal.

Respectfully Submitted:


Duane Case

Date of Acceptance: _____

Signature



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY:
DATE: September 9, 2024

SUBJECT: Request to approve \$182,281.08 APRA Fund commitment, to MTECH 5642 Transportation Blvd, Garfield Heights, OH 44125, for a Pipe Hunter 3634 PH6C Mini Combination Sewer Cleaner Truck at a cost not to exceed \$390,218.00

Action Requested:

It is requested that the Village Council approve \$182,281.08 APRA Fund commitment, to MTECH 5642 Transportation Blvd, Garfield Heights, OH 44125, for a Pipe Hunter 3634 PH6C Mini Combination Sewer Cleaner Truck at a cost not to exceed \$390,218.00

Background:

The Village of Decatur is in receipt of approximately \$182,281.08 funding from the United States Department of Treasury. This funding was provided through the American Rescue Plan. The Federal Coronavirus Local Recovery Fund (CLFRP) was established under the American Rescue Plan of 2021.

The Village has an obligation to commit the funding to an eligible use. Council may recall the categories including, Public Health/Negative Economic Impacts, Premium Pay, Revenue Loss and Investments in Water, Sewer and Broadband. The commitment terms for new eligible uses by December 31, 2024. If the Village does not obligate funds before the 12/31/2024 deadline, the Village would need to return the funds the Treasury Department.

Since 1975, MTech has been an integral part of the sewer, street and safety industries. MTech has built a reputation on excellence service and outstanding products. MTech believes in being a leading resource for safety education and training opportunities. MTech will work to ensure the Department of Public Works has all of the available training and resources to professional operate the equipment.

The Council has several options to determine the best financing options. It should be noted, the financing repayment schedule will be repaid through the Sewer Fund. MTech provides funding opportunities through Republic First National Bank which is provided below. Additionally, if the Council did not want to finance the remaining balance of the \$207,946.00, the Council can use Sewer Funding to pay for the purchase in full. Staff wanted to provide the Council with all

options. It should be noted that if the Council elects to pay in full, staff will need to coordinate with Honor Credit Union for the additional funding that the Village has in its investment accounts.

Equipment: One (1) PipeHunter PH6C Combination Sewer Cleaner

Unit Cost: \$ 207,946.00

Down Payment: \$ 0.00

Net Financed: \$ 207,946.00

Frequency of Payments: Annual

Term in Years:	<u>3</u>	<u>4</u>	<u>5</u>
Payments:	\$ 77,198.18	\$ 59,279.75	\$ 48,550.03
Factor:	0.37124	0.28507	0.23347
APR:	5.59%	5.47%	5.39%

Attachment(s):

Pipe Hunter 3634 PH6C Combination Sewer Cleaner – Invoice



Mini-Combo 3-Yard



3-Yard Combination Cleaner [No CDL Required]



Municipality and Contractor-Duty Rated Equipment

1.800.373.1318

www.pipehunter.com



Specifications & Options



Chassis & Body Features

Non-CDL Chassis [25,999 GVWR]

Storage Trays

PipeHunter Urethane Polymer Coating w/ Custom Color

Custom Safety & Area Lighting

180° Hydraulic Driven Front Reel Articulation

Water System Features

600 Gallon Stainless Steel Water Tank

Front Mount Reel Assembly

Direct-Drive Giant Triplex Water Pump

Optional Hydro-Excavation Package

30 GPM @ 4,000 PSI [1/2"] or 40 GPM @ 3,000 PSI [3/4"]

Fully Hydraulic Reel [Articulation & Rotation]

Vacuum System Features

3-Yard Debris Tank Capacity

6" Extendable Boom Assembly w/ 180° Rotation

3300 CFM PD-Blower Vacuum System

V-Belt Drive Design

Over-Center Hydraulic Rear Door Locks

Hydraulic Rear Door and Debris Body Lift

Rounded Body Wash-Out System

Optional Wireless Remote

This powerful truck is available for demonstration. Reach out to your local PipeHunter dealer to find out how this truck can be a great addition to your fleet. 800-373-1318.



The Safety Company LLC dba MTech
5642 Transportation Blvd
Garfield Heights OH 44125
United States
800.362.0240
sales@mtechcompany.com

Invoice
No.IN245172
09/27/2024

MTECH has changed its banking partner | See below for new payment options & remittance | Contact MTech for validation

Bill To	Ship To
Decatur DPW, Village of 114 Eli St. Decatur MI 49045 United States	Decatur DPW, Village of 114 Eli St. Decatur MI 49045 United States

Sales Rep	Terms	Ship Via	FOB	Col/PPD
Scott D Silberzahn	Due on receipt	20 - Best Way	Destination	Prepaid

PO No.	SO No.
Verbal Chris Tapper	Sales Order #SO243886

Item	Description	Qty	Unit Price	Total
349-PipeHunter Mini Combo 23-2	MTech Demo PipeHunter Mini Combo Truck. Single Engine Single Tank Design. Freightliner SD108 Chassis. 26,000 GVWR. 300 HP Engine. 3634 SS PH6C. 16'/3300 CFM PD Blower. 40 GPM @ 3000 PSI Giant Triplex Water Pump. 3 Yard Debris Body/600 Gallon Water Tank. FOB Destination. VIN: 3ALAHCF8SDVR1127 Model: 3634PH6C S/N: 05244093	1	\$390,218.00	\$390,218.00
168-WH-3/4-PKG	Warthog Nozzle 3/4in. Kit Complete with Nozzle Head, Tips. * 40 GPM @ 3000 PSI @ 600 LF	1	\$0.00	\$0.00
999-Security Deposit	LESS Security Deposit/Downpayment		(\$182,272.00)	(\$182,272.00)

Check Payment:

The Safety Company, LLC dba MTech PO Box 932038 Cleveland, OH 44193

ACH Payment:

Bank Name: PNC Bank NA | Bank Address: 1900 East 9th Street Cleveland OH
44114 | Routing Number: 021052053 | Account Number: 94110885

Credit Card Payment:

Mastercard, Visa, Discover, American Express accepted. Charges subject to a 3%
processing fee.

Subtotal	\$207,946.00
Tax Total (0%)	\$0.00
Total	\$207,946.00
Credits/Payments	\$0.00
Amount Due	\$207,946.00

- All returns must be preauthorized and must be requested within 30 days of invoice date. Returns are subject to a 25% restocking fee. Customer is responsible for all shipping and handling charges.
- Customer is responsible for the winterization and emptying all debris from all equipment prior to leaving at MTech.
- If you are not already using the ACH system to pay your invoices, please call our office to set this up.
- As agreed to by Buyer, this invoice and the goods and/or services purchased hereunder are subject to the Safety Company, LLC - dba MTech's Terms and Conditions of Sale found at: <https://mtechcompany.com>
- Please note that all payments are due within the Terms stated. Please be advised that a monthly late fee of 1.5% of the total amount due will be charged on overdue payments. Payments are considered overdue when they are submitted after the Terms listed.



IN245172



PipeHunter 3634 PH6C Combination Sewer Cleaner



Customer: City of Decatur, MI
Dealer: MTech
Sales Rep: Scott Silberzahn

Quote Date: August 14, 2024
Delivery: May 2024 Completion, September 2024 Delivery
Unit Info: MTech Demo/Stock 23-2 (Subject to Prior Sale)

Part Number	Description	Quantity	Price	Total
DEBRIS TANK				
600 Gallon Capacity 3YD		1	Std.	Std.
Hydraulic Rear Door		1	Std.	Std.
Hydraulic Dump Tank Lift		1	Std.	Std.
High-Pressure Body Washout System		1	Std.	Std.
6" ANSI Flange Drain with Butterfly Valve Lower Door Stand Pipe		1	Std.	Std.
Ladder On Debris Tank & Ladder To Deck		1	Std.	Std.
Debris Tank Float Ball Level Indicator		1	Std.	Std.
Stainless Steel Debris Tank & Door		1	Std.	Std.
3" Gravity Drainage Front Bumper		1	\$ 1,700.00	\$ 1,700.00
500 GPM Pump Off 10 ft Lay Flat Hose (unpublished)		1	\$ 10,000.00	\$ 10,000.00
FRONT REEL MOUNT 3/8" STEEL DESIGN HYDRAULIC DRIVE HOSE REEL DUAL CHAIN DRIVE				
800' Capacity x 3/4"		1	Std.	Std.
Articulating Reel Hydraulic		1	Std.	Std.
Reel Speed Control		1	Std.	Std.
Standard Level Wind		1	Std.	Std.
Double Roller Levelwind		1	\$ 500.00	\$ 500.00
Manual Footage Counter		1	\$ 712.00	\$ 712.00
Auto Lube Swivel		1	\$ 200.00	\$ 200.00
SEWER HOSE & CLEANING TOOLS 3000 PSI				
Tiger Tail (1) Std 3"		1	Std.	Std.
Nozzle Rack		1	Std.	Std.
15 Degree Nozzle		1	Std.	Std.
30 Degree Nozzle		1	Std.	Std.
Nozzle Skid Assy 6"		1	Std.	Std.
3/4" Leader hose (per ft)	10	\$ 13.00	\$ 130.00	
3/4" Jet Hose (per ft)	600	\$ 4.15	\$ 2,490.00	
3007-49 Red Dawg Chisel Point Nozzle 2.3"	1	\$ 423.50	\$ 423.50	
3007-119 Red Dawg Texan Mini	1	\$ 1,017.50	\$ 1,017.50	
Stoneage Warthog WH-3/4 Package (unpublished)	1	\$ 2,060.00	\$ 2,060.00	
WATER SYSTEM				
600 Gallon Water Tank - Stainless Steel		1	Std.	Std.
25' Fill Hose w Storage Rack		1	Std.	Std.
Debris Body Interconnect With Filter		1	\$ 2,500.00	\$ 2,500.00
Hydrant Fill Strainer		1	\$ 225.00	\$ 225.00
WATER PUMP PTO DIRECT DRIVE MOUNTED UNDER FRAME				
3,000 PSI @ 40 GPM Giant Water Pump 5132		1	Std.	Std.
Washdown System-43H with gun and 25ft hose Control Panel		1	Std.	Std.
Air Purge		1	\$ 185.00	\$ 185.00
Winter Recirculation		1	\$ 595.00	\$ 595.00
Multi Flow		1	\$ 295.00	\$ 295.00
Petcocks Pump Drain		1	\$ 200.00	\$ 200.00
Hydro excavation Package- Gun, 0 Degree tip, and Rip saw for digging (2) 5ft Barrel				
SS Extension 50ft Retractable Hand Gun Reel w 50' x 1/2" hose Storage Tube For	1	\$ 5,500.00	\$ 5,500.00	
Tools (1) Extra Blue Gun Low Pressure Curb Side Controls				
CONTROL PANEL				
Water Pump On/Off		1	Std.	Std.
Vacuum On/Off		1	Std.	Std.
Hydraulics On/Off		1	Std.	Std.
Emergency Kill		1	Std.	Std.
Fuel Tank Chassis		1	Std.	Std.
Electric Throttle		1	Std.	Std.
Tachometer		1	Std.	Std.
Water Pressure		1	Std.	Std.
Water On/Off Valve		1	Std.	Std.
Reel Speed Control		1	Std.	Std.
Reel IN/OUT		1	Std.	Std.
BLOWER PTO BELT DRIVE				
3300 CFM Blower		1	Std.	Std.
Cyclone Separator Dual		1	Std.	Std.
Vacuum Breaker		1	Std.	Std.



PipeHunter 3634 PH6C Combination Sewer Cleaner



Customer: City of Decatur, MI
Dealer: MTech
Sales Rep: Scott Silberzahn

Quote Date: August 14, 2024
Delivery: May 2024 Completion, September 2024 Delivery
Unit Info: MTech Demo/Stock 23-2 (Subject to Prior Sale)

Part Number	Description	Quantity	Price		Total
6" Vacuum System					
	36" x 6" Crown Nozzle W/Hat Flange (1) STD	1		Std.	Std.
	48" x 6" Vacuum Tube w/Hat Flange (2) STD	2		Std.	Std.
	60" x 6" Vacuum Tube w/Hat Flange (3) STD	3		Std.	Std.
	Pipe Storage Area 6"	1		Std.	Std.
	Clamps For Tubes 6"	1		Std.	Std.
TOOL STORAGE					
	TOOL Tray Above frame each side of water/debris tank	2		Std.	Std.
	TOOL BOX 18 X 18 X 36 TM Locking Below Frame Driver Side	1	\$	720.00	\$ 720.00
	TOOL BOX 24 X24 X 30 TM Locking Below Frame Passenger Side	1	\$	780.00	\$ 780.00
	Front Bumper Mounted Tool Boxes 16x12x18 w/Side Markers	2	\$	580.00	\$ 1,160.00
	Rubber Dry Decking (per box)	4	\$	150.00	\$ 600.00
FRONT BOOM WITH OPTIONS					
	6 FT Telescoping Boom	1		Std.	Std.
	Powered Boom Rotation Std W Boom	1		Std.	Std.
	Boom Pendant Control- Up/Down, Telescope, Boom Swing, Vacuum Breaker. 30 foot lanyard PLUG ONLY WHEN WIRELESS ORDERED	1		Std.	Std.
	Wireless Boom Pendant Control- Up/Down, Telescope, Boom Swing, Vacuum Breaker, Throttle	1	\$	4,500.00	\$ 4,500.00
	Auto Lube Boom Swing	1	\$	200.00	\$ 200.00
LIGHTING & ELECTRICAL					
9000-0021	Arrowstick w Control Box & Mounting Bracket LED	1	\$	2,500.00	\$ 2,500.00
	Qty (4) Light - Strobes Flat one each corner of truck	1	\$	1,250.00	\$ 1,250.00
9000-0022	Light - Strobe Light w/Limb Guard	1	\$	285.00	\$ 285.00
	Light - Low Water Warning Light	1	\$	205.00	\$ 205.00
9000-0024	Light - Work Light-(Control panel) LED	1	\$	200.00	\$ 200.00
	Light Bar Boom	1	\$	400.00	\$ 400.00
9000-0023	Light - Panel Light	1	\$	80.00	\$ 80.00
9000-0024	Light - Work Light (Arrowstick DS) LED	1	\$	200.00	\$ 200.00
9000-0024	Light - Work Light (Arrowstick PS) LED	1	\$	200.00	\$ 200.00
9000-0010	12 volt power outlet on Control Panel	1	\$	80.00	\$ 80.00
	Back Up Camera With Rear Camera	1	\$	1,800.00	\$ 1,800.00
	Back Up Alarm	1	\$	200.00	\$ 200.00
MANUALS					
	PipeHunter Operator's Manual CD	1		Std.	Std.
FRAME & AXLE					
	Industrial Frame	1		Std.	Std.
	DOT LIGHTING PACKAGE	1		Std.	Std.
	Traffic Cone Rack	1	\$	125.00	\$ 125.00
LINER OPTION					
	PipeHunter Speed Liner Frame & Reel	1		Std.	Std.
Liner Color: Red					
CHASSIS					
	Freightliner SD108 26000 GVWR, 113" CA Auto Trans 3000 Series 300 HP	1	\$	120,000.00	\$ 120,000.00
Chassis Color: White					

Base Price:	\$	231,000.00
Total Options:	\$	44,218.00
Body Sub Total:	\$	275,218.00
Chassis:	\$	120,000.00
Truck Sub Total:	\$	395,218.00
Factory Freight, Delivery & Training Included:	\$	-
Delivered Total:	\$	395,218.00
Demo Discount (for MTech demo use prior to delivery):	\$	(5,000.00)
Grand Total:	\$	390,218.00



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY:
DATE: September 9, 2024

SUBJECT: Request to approve Village of Decatur 2024-2028 Strategic Plan

Action Requested:

It is requested that the Village Council approve Village of Decatur 2024-2028 Strategic Plan

Background:

The Village Council engage services of Abonmarche to plan, create, organize and professional develop the 2024-2028 Village of Decatur Strategic Plan. The Village Council is responsible for setting policies and making decisions that serve the best interest of our residents. Together over the past several months, the Council along with staff have developed the following Strategic Plan for 2024-2028.

Attachment(s):

Village of Decatur Strategic Plan 2024-2028



Village of Decatur

Village Council Strategic Plan 2024 - 2028



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Public Officials & Village Staff

The success of the Village of Decatur's Strategic Plan is made possible through the leadership, dedication, and commitment of our public officials and Village staff. These individuals are entrusted with representing the community's interests, guiding decision-making, and ensuring that the Village's long-term vision is achieved.

Village Council

Our Village Council is responsible for setting policies and making decisions that serve the best interests of our residents. Together, the council members work collaboratively to shape the future of Decatur by addressing the needs of our community and fostering sustainable growth.

Village President – Ali Elwaer
Village President Pro Tem – Charlene Jackson
Trustee – Jessica Pelfrey
Trustee – Cindy Pachner
Trustee – Harvey Beute
Trustee – Robert Mead Jr.
Trustee – Janice Benson

Village Administration

The administrative team works diligently to ensure the implementation of the Village Council's policies, manage day-to-day operations, and provide vital services to our community.

Village Manager – Christopher Tapper
Village Clerk/Treasurer – Megan Duncan, MiPMC, MiCPT
Administrative Assistant – Shantel Pentland

Advisory Committees

To ensure diverse perspectives and community engagement, our public officials are supported by various advisory committees and boards. These groups provide valuable insights and recommendations on key areas such as planning, zoning, economic development, and public safety.

We extend our appreciation to all public officials and volunteers who contribute their time, energy, and expertise to making Decatur a vibrant, welcoming, and thriving community.

Village Vision & Mission

"The Village of Decatur envisions itself as a community where residents are proud to live, visitors enjoy coming, and businesses thrive. Key figures in the Village Council have expressed their desire to make Decatur an attractive place to live, work, and play, fostering a sense of community and teamwork among residents and employees. The Council aims to ensure that public services are delivered effectively, and that Decatur remains a welcoming, growing, and vibrant community."

"The Village of Decatur's mission is to provide quality public services to its citizens at the lowest possible tax rate that will promote health, comfort, safety and convenience to its citizens and the community."

Strategic Planning Overview

Strategic planning is a critical tool for communities, providing a structured framework to guide actions and ensure long-term success. For the Village of Decatur, this Strategic Plan will serve as a roadmap, aligning resources, priorities, and efforts with the community's overarching vision. Through the use of SWOT analysis (evaluating strengths, weaknesses, opportunities, and threats), objective identification, and setting Council priorities, this strategic planning will help our community navigate challenges and capitalize on opportunities.

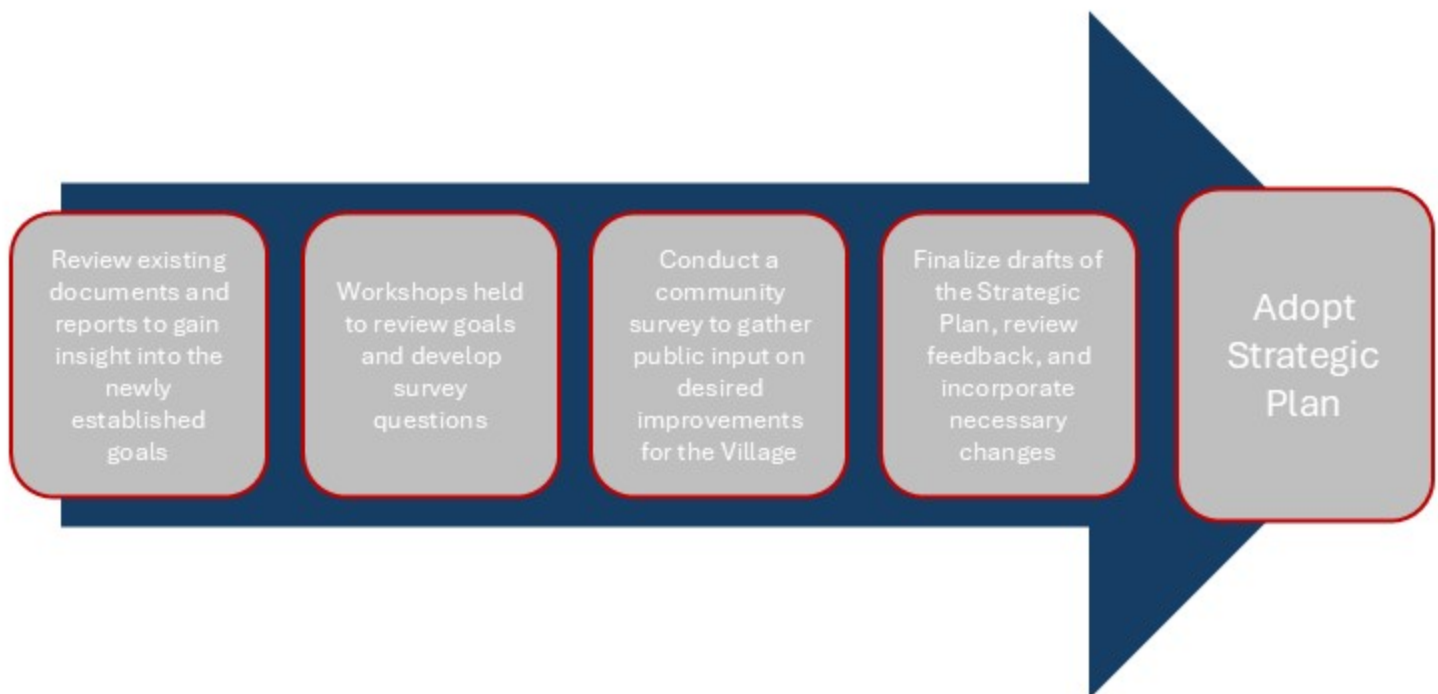
This process will give Village staff clear direction, enabling them to develop a budget and action plan that allocates resources efficiently and outlines strategies to achieve our community's goals. By setting measurable objectives and aligning initiatives with public needs, strategic planning fosters transparency, accountability, and collaboration, ensuring that the Village's efforts are focused on creating tangible improvements for residents. Moreover, it strengthens the Village's ability to adapt to changing circumstances, anticipate future challenges, and ensure long-term sustainability and growth.

Process & Implementation

The process of producing a strategic plan for a community involves several key steps to ensure alignment with both established goals and community needs. The Village began with a thorough review of existing documents and reports to gain insight into previously set objectives and any newly established goals. This foundational review helped frame the strategic planning process within the community's current context.

Next, workshops were held to engage stakeholders in reviewing these goals and developing targeted survey questions. These workshops provided an opportunity for collaboration and input from various perspectives, ensuring that the plan reflects diverse interests within the community. Following the workshops, a community survey was conducted to gather public input on desired improvements, allowing residents to voice their opinions and priorities for the future of the Village.

Once feedback was collected, the drafting phase began. Drafts of the strategic plan were finalized, incorporating the survey results and feedback from stakeholders. This iterative process ensured that the plan is responsive to both leadership directives and community input. After necessary revisions were made, the final version of the strategic plan was prepared for adoption. Once adopted, the plan will serve as a living document to guide decision-making, resource allocation, and future development efforts for the community.



Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis

This SWOT analysis identifies key areas of strength and opportunities for the Village of Decatur while also highlighting important challenges that need to be addressed through strategic planning and effective governance.



STRENGTHS

- **Strong Leadership:** Leadership and staff have a "can do" attitude, showing commitment to achieving the Village's goals.
- **Peaceful, Small-Town Atmosphere:** The Village offers a peaceful community with a strong small-town feel and favorable geographic location.
- **Great Services:** Decatur has good doctor's offices, restaurants, stores, and unique parks that contribute to the quality of life.
- **Potential for Growth:** Despite current challenges, Decatur has room for economic and community expansion with its existing assets.



WEAKNESSES

- **Aging or Inadequate Infrastructure:** Issues with water filtration, drainage, water quality, sidewalks, curbs, and gutters.
- **High Poverty Rate & Lack of Job Opportunities:** The community faces significant socio-economic challenges due to poverty and limited employment opportunities.
- **Fiscal Waste:** Inefficient spending and resource management may reduce the Village's ability to fund necessary projects effectively.
- **Blight & Visual Appearance:** The presence of blight negatively affects the Village's visual appeal.



OPPORTUNITIES

- **Strategic Planning for Community Improvements:** Developing a clear plan to address infrastructure issues and ensure responsible spending can drive positive changes.
- **Intergovernmental Partnerships:** Collaborating with other governments can enhance utilities infrastructure and reduce costs, improving services.
- **Business Attraction & Support:** Offering tax incentives and focusing on attracting family businesses can stimulate economic growth and diversify the local economy.
- **Improved Communication & Transparency:** Enhancing transparency and educating taxpayers can build trust and encourage greater community involvement.

Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis



THREATS

- **Deteriorating Infrastructure:** Ongoing issues with water filtration, drainage, and basic infrastructure (sidewalks, curbs, gutters) threaten daily life quality and impede economic growth, making Decatur less attractive to both residents and potential investors.
- **Persistent Poverty & Limited Job Opportunities:** The high poverty rate, combined with a lack of employment prospects, could lead to further economic stagnation, reducing the Village's ability to grow and improve living conditions.
- **Loss of Community Trust Due to Fiscal Waste:** Inefficient spending and perceived fiscal mismanagement can erode public confidence in local government, undermining efforts to drive future projects and improvements.
- **Negative Impact of Blight & Poor Visual Appeal:** The Village's blight and poor visual appearance can diminish community pride and deter new businesses, investors, and residents, slowing down economic revitalization efforts.

Village Council Priorities & Goals

Using the four goals of the Strategic Plan, outlined below, Village Council has selected priorities for the 2024-2028 fiscal years. The priorities will not only inform the budget, but also what we want to accomplish through the goals, what we will do to get there, and as a result, the outcomes.

1 Physical Development Projects

Improve the quality of life in the community by continuing and completing critical infrastructure projects, ensuring that all residents benefit from improved facilities, services, and accessibility.

2 Attract & Retain Businesses

Foster a vibrant local economy by attracting and retaining a diverse range of businesses that enhance leisure and entertainment options, boost tax revenue, and create job opportunities for residents.

3 Improve Communication & Transparency

Strengthen trust and accountability within the community by improving communication and transparency related to the Village's fiscal spending.

4 Continually Address Blight

Enhance the overall aesthetic, safety, and economic vitality of the community by proactively addressing blight.



Goal #1: Undertake Physical Development Projects That Foster Community Sustainability & Quality of Life

OBJECTIVE: Improve the quality of life in the community by continuing and completing critical infrastructure projects, ensuring that all residents benefit from improved facilities, services, and accessibility.

KEY INITIATIVES: The Village of Decatur will continue / complete infrastructure improvements throughout the community, including:

- Complete reconstruction of Beers Street
- Complete reconstruction of St. Mary's Street
- Complete reconstruction of N. Phelps Street
- Complete renovations to Red Woolfe Park and Fireman's Park
- Complete renovations to Bergen Building
- Install stormwater management systems when undertaking road projects to improve stormwater management within the community
- Regularly apply to external competitive grant program opportunities to address community infrastructure needs
- Develop an asset management plan to prioritize the long-term community infrastructure needs

EXPECTED OUTCOMES: This goal will guide our efforts to build a more connected, resilient, and sustainable community resulting in:

- Completion of key infrastructure projects within the designated timelines.
- Improved accessibility, safety, and quality of public services.
- Enhanced environmental sustainability and resilience in community infrastructure.
- Leverage local funds with external grant resources to increase the number of projects available in the community.

Goal #2: Attract & Retain Businesses

OBJECTIVE: Foster a vibrant local economy by attracting and retaining a diverse range of businesses that enhance leisure and entertainment options, boost tax revenue, and create job opportunities for residents.

KEY INITIATIVES: With numerous desired goods and services available in the community, the Village acknowledges the need to attract and retain businesses that serve the needs of the community. We are dedicated to supporting our current businesses and attracting new enterprises that will positively contribute to our community. Our efforts will include:

- Development and promotion of incentive packages, including tax breaks and streamlined permitting processes
- Assemble property to be marketed to targeted businesses address unmet community needs
- Launch a comprehensive marketing plan to promote the community as a prime location for business investment
- Host two annual meetings with community businesses, Market One and the Michigan Economic Development Corporation, to inform businesses of available programs and provide a vehicle to inform economic development professionals of local market conditions and needs.

EXPECTED OUTCOMES: This goal is designed to stimulate economic growth while enriching the social and cultural life of the community, resulting in:

- Increased number of new businesses and services in the community.
- Growth in local tax revenue, supporting public services and infrastructure.
- Expanded job opportunities for residents, reducing unemployment rates.
- Enhanced variety of leisure, dining, and entertainment options available to the community.
- A stronger, more resilient local economy with businesses that are deeply integrated into the community fabric.

Goal #3: Improve Communication & Transparency

OBJECTIVE: Strengthen trust and accountability within the community by improving communication and transparency related to the Village's fiscal spending priorities and policy initiatives. Ensure that residents and businesses are well-informed and engaged in the decision-making processes that affect the allocation of public funds.

KEY INITIATIVES: The Village of Decatur is committed to ensuring that all financial decisions are communicated clearly to the community, providing residents with easy access to detailed information about how public funds are allocated and spent. The Village plans to:

- Publish detailed, user-friendly reports on the Village's budget, expenditures, and financial status on a regular basis
- Hold an annual public meeting to explain the budgeting process, answer questions, and gather community input
- Engage the community in discussions about the prioritization and funding of community projects to ensure alignment with public needs
- Publish a monthly newsletter to be posted online and made available via the Village's social media sites.

EXPECTED OUTCOMES: This goal aims to build a foundation of transparency and engagement, ensuring that fiscal spending decisions reflect the community's needs and values, resulting in:

- Increased public awareness and understanding of the Village's fiscal management.
- Greater community trust in how public funds are allocated and spent.
- Create awareness of the Village's financial priorities and challenges.
- Strengthened accountability and reduced risks of financial mismanagement or inefficiencies.

Goal #4: Continually Address Blight

OBJECTIVE: Enhance the overall aesthetic, safety, and economic vitality of the community by proactively addressing blight. Implement strategies to rehabilitate or remove deteriorating properties, prevent future blight, and restore pride in all neighborhoods.

KEY INITIATIVES: With the Bergen Building renovation project already in progress, the Village is committed to maintaining momentum in addressing blight throughout the community. These efforts include:

- Complete renovations to Bergen Building
- Re-write Blight Ordinance and institute a targeted blight enforcement program
- Strengthen the enforcement of property maintenance codes to ensure that property owners maintain their buildings and land to acceptable standards

- Implement a clear and fair process for issuing citations and taking corrective actions against violators
- Collaborate with private developers, non-profits, and government agencies to redevelop blighted areas into vibrant spaces that add value to the community.

EXPECTED OUTCOMES: This goal is designed to stimulate economic growth while enriching the social and cultural life of the community, resulting in:

- Reduction in the number of blighted properties within the community.
- Improved property values and neighborhood aesthetics.
- Enhanced public safety and a reduction in crime associated with neglected properties.
- Increased community pride and resident involvement in neighborhood improvement efforts.
- Successful redevelopment of formerly blighted areas, leading to economic growth and increased tax revenue.

Conclusion

As we conclude this strategic plan, we reaffirm our commitment to building a stronger, more resilient community. This plan is not just a roadmap for the future; it is a call to action for every resident, organization, and partner to come together in pursuit of our shared vision.

By working collaboratively, embracing innovation, and fostering inclusivity, we can turn these goals into reality. We understand that challenges lie ahead, but with the strength of our community and the dedication of its people, we are confident that the future holds great promise.

Let this plan serve as a living document—one that will adapt, grow, and evolve as we do. Together, we will shape a community where everyone has the opportunity to thrive, today and for generations to come.

Village of Decatur
Downtown Development Authority

Wednesday, September 11, at 1:00 pm
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

1. Call to Order

Elwaer called the meeting to order at 1:01 pm

2. Pledge of Allegiance

3. Roll Call

Ali Elwaer (Village President), Jay Newell (Newell Insurance Agency), Roger Kemp (RC Automotive Supply) (1:04 pm), Elissa Zimmer (VBDL- Webster Memorial Library), Mary Miller (Mousse Lodge), Jami Swihart (Honor Credit Union) excused, Matt Cooper (Cooper Law), Christopher Tapper (Village Manager), Megan Duncan (Village Clerk/Treasurer), Shantel Pentland (Administrative Assistant) excused.

4. Public Comments

Tapper shared with the DDA board the resignation of James Creagan from First State Bank.

5. Approval of Consent Agenda Items

Miller offered a motion to approve the agenda for September 11, 2024, and approve the regular meeting minutes from August 14, 2024, supported by Cooper, carried unanimously 6-0.

6. Treasurer Reports

Newell offered a motion to approve the financial statements and Revenue & Expenditure Report ending August 31, 2024, supported by Miller, carried unanimously 6-0.

7. Communications to the DDA- Presentations & Guests

1. Rebecca Harvey, Harvey Consulting was concerned with the Decatur Day budget, discussed with DDA about making a budget amendment, and to think about what the budget should be for next year.
2. Elissa Zimmer met with Village Staff and discussed subcommittee comments and suggestions regarding the creation of the DDA Façade Grant Program, what they liked, disliked, and what needed further consideration. Ms. Harvey suggested the subcommittee incorporate a way to score or rank applicants and to establish guidelines to determine the awarding of the grant upfront or after completion.

8. Unfinished Business

1. Miller offered a motion to approve entering into a 2-year contract with Pyrotecnico, supported by Kemp, carried unanimously 6-0.
2. Miller offered a motion to approve a bid from Tuttle's for mums and/or other fall décor, supported by Zimmer, carried unanimously 6-0.

3. Discussion on the Façade Program was presented by Zimmer under communications to DDA.

9. New Business

1. Miller offered a motion to approve the Decatur Day Midwest Fest Planning Commission agenda for September 17, 2024, supported by Zimmer, carried unanimously 6-0.

10. Public Comments- Second Opportunity

None

11. DDA Member Comments

Elwaer thanked all the attendees for coming to the meeting.

12. Adjournment

Kemp offered a motion to adjourn the meeting at 1:42 pm, supported by Zimmer, carried unanimously 6-0.

Minutes submitted by: Megan Duncan, Village Clerk/Treasurer

Village of Decatur
Planning Commission Meeting Minutes
Thursday, September 19, 2024, at 1:00 PM
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

1. **Call to Order**

Moelaart called the meeting to order at 12:59 PM

2. **Pledge of Allegiance**

3. **Roll Call/ Attendance**

Chairman Blaine Rex (excused), Janet Moelaart, Cindy Pachner, Victoria Coe (excused), Michele Gateley, Christopher Tapper (Village Manager), Shantel Pentland (Administrative Assistant), Megan Duncan (Clerk/Treasurer), Amber Osha (Deputy Clerk/Treasurer), Rebecca Harvey (Village Planner).

4. **Public Comment**

Let the record show no public comment was offered.

5. **Approval of Consent Agenda Items**

5A.1- Gateley made a motion with support from Pachner to approve the Regular Meeting Agenda for September 19, 2024, carried unanimously 3-0.

5A.2 – Pachner made a motion with support from Moelaart to approve the Regular Meeting Minutes from August 15, 2024, carried unanimously 3-0.

6. **Communications- Presentations & Guests**

6A.1 – Rebecca Harvey, Harvey Consulting was present to discuss Agenda item 8A.1.

7. **Unfinished Business**

None at this time.

8. **New Business**

8A.1 – Rebecca Harvey, Village Planner discussed the current Village of Decatur Zoning Ordinance, and the importance of ensuring it aligns with our Master Plan. The board will need to decide if they are comfortable amending portions of the Ordinance that need attention, or if the entire Ordinance should be re-written and updated. Pachner made a motion to approve Rebecca Harvey, Village Planner, to begin a technical review of the Zoning Ordinance, with support from

Gateley, motion carried 3-0. Harvey will review the Ordinance to ensure it is consistent with state statutes and case law, as well as address the areas that are lacking standards.

9. **Public Comments- Second Opportunity**

Let the record show no public comment was offered.

10. **Committee Comments**

None at this time.

11. **Adjournment**

Pachner made a motion to adjourn the meeting at 1:32pm, supported by Gateley, carried unanimously 3-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant

Village of Decatur
Parks & Recreation Committee Meeting Minutes
Monday, September 16, 2024, at 4:30 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. **Call to Order**

Trustee Pelfrey called the meeting to order at 4:30 pm.

II. **Pledge of Allegiance**

III. **Roll Call**

Trustee Jessica Pelfrey- Chairperson, Trustee Janice Benson (excused), Trustee Harvey Beute, Nicky Fassett (excused), Shantel Pentland- Administrative Assistant, and Megan Duncan- Clerk/Treasurer, Amber Osha- Deputy Clerk/Treasurer.

IV. **Public Comment**

No public comment. Hamilton Township Trustees Rich Conway and Karen Makay were present.

V. **Approval of Consent Agenda Items**

5A.1 – Pentland offered a motion to approve the consent agenda for September 16, 2024, with support from Beute, motion carried 4-0.

5A.2 – Pentland offered a motion to approve the regular meeting minutes from July 15, 2024, with support from Beute, motion carried 4-0.

VI. **Communications- Presentations & Guest**

None

VII. **Unfinished Business**

7A.1 – The Committee discussed the draft 5-Year Joint Parks and Recreation Plan provided by the Southwest Michigan Planning Commission. A small list of edits regarding punctuation and formatting were noted. A few sentences will need to be edited/removed. The Committee was very pleased with this draft. Beute offered a motion to recommend the document to council for further review and approval after Ms. Hamilton makes the necessary corrections, with support from Duncan, motion carried 4-0.

7A.2 – The Committee discussed vendor options for park signage and chose to use KalBlue. Pentland offered a motion to recommend a contract with KalBlue to council, with support from Beute, motion carried 4-0.

VIII. **New Business**

8A.1 – The Committee discussed potentially hiring a seasonal parks worker for the 2025 season. Examples of job descriptions were provided, and at the Committee's request staff will create an applicable job description for review at our next meeting.

IX. **Public Comment- Second Opportunity**

None

X. **PRC Members Comments**

Pentland shared that preliminary results for the following were received at 3 pm on 9-16-24:

- Trust Fund Grant (Red Woolfe Park): Scored 330 (DNR funds at 365)
- Recreation Passport Grant (Fireman's Park): Scored 210 (DNR funds at 185)

Katie Vanderhulst will work with Village staff to enhance the Trust Fund Grant application, changes must be submitted before October 1st, 2024. Mrs. Vanderhulst will also create a spreadsheet for the next meeting that shows the scoring and where points were applied.

XI. **Adjournment**

Duncan made a motion with support from Beute to adjourn the meeting at 5:05 pm., motion carried 4-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant



MEMORANDUM – MONTHLY REPORT

TO: Village Council
FROM: Jimmy Ebeling, DPW
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 1, 2024

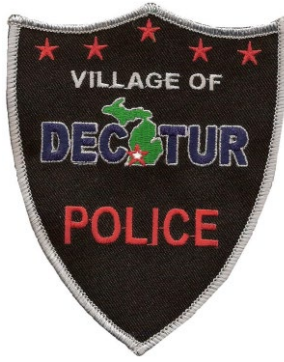
SUBJECT: September 2024 Monthly Report from DPW

Action Requested:

It is requested that the Village Council review the Report for DPW for September 2024

September 2024 – Jobs completed

- Marked 37 Miss Digs
- Completed 9 general work orders
- Completed requested shutoffs for non-payment
- Completed data logs for high and abnormal usage
- Read water meters for billing
- Brush and yard waste pickup throughout Village limits
- Mowed all parks regularly, mowed at wastewater lagoons, mowed road shoulders
- Preparation for Food Truck days
- Daily watering of flowerpots
- Collected samples for the Monthly Water Analysis Report
- Delivered water samples to Paw Paw Lab
- Park maintenance
- Finish sidewalk project
- USDA Project
- Lift Station Maintenance
- Signs
- Picked up and displayed fall decorations downtown
- Completed requested turn on water services
- Lead and Copper Sampling
- Disconnect 202 W. St. Mary's
- Meetings Special Lite
- Sewer Maintenance
- Tree removal on N. Phelps
- Lagoons Maintenance
- Cold Patch



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

To: Village Manager Chris Tapper
Fr: Chief Tom VanDerWoude
Date: October 2, 2024
Ref: Monthly Report for the Month of September 2024

Meetings / Events / Information:

- Fire Board Meeting
- Council Meeting
- Special Council Meeting
- Meeting with VC3
- Chief's of Police Association Meeting
- Officer Bush Vacation
- Homecoming Parade (Sgt. Rigg and Officer Frank)

Training:

- **9-17-24**, Officer Dunkerley, Training "Investigation and Prosecution of Vulnerable Adult Financial Exploitation", Berrien County
- **9-4-24**, Firearms Training: VanDerWoude, Rigg, Dahlquist, Frank, Bush, Dunkerley, Training / Qualification / Policy Review, Full 8 hrs training
- **9-11-24**, Auto Theft Training, Dunkerley and Bush

Police One Training – MCOLES Required / Approved – Online Training

- Dahlquist: "Ethics in Law Enforcement", PoliceOne
- Dahlquist: "Missing and Exploited Children", PoliceOne
- Rigg: "Absorbents and Spills", PoliceOne
- Bush: "Advanced Defensive Driving Techniques", PoliceOne
- Bush: "Line of Duty Death", PoliceOne
- Bush: "Leadership 2", PoliceOne
- Bush: "Written Communication and Report Writing", PoliceOne
- Bush: "Interviews and Interrogations", PoliceOne
- Bush: "Suspects in Medical Distress", PoliceOne
- Bush: "Tactical Operations 1", PoliceOne
- Bush: "Active Shooter 2", PoliceOne

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

Arrests: September 1, 2024, to September 30, 2024

- 9-26-24, Male, Operating While Intoxicated (OWI) and Obstruct Police Officer
- 9-29-24, Female, Warrant
- 9-29-24, Female, Resist and Obstruct Police Officer, Disturb the Peace

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

- Assist Another Agency
- No Driver's License
- Stolen Phone
- Assault
- Incurable Minor
- Trespass
- 911 Hangup
- Road Hazard
- Parking Violation
- Civil Dispute
- Medical Alarm
- Salvage
- Salvage
- Traffic Policing
- Assault, reported weapon
- Assist to VBCS, Suspicious Situation
- Salvage
- Salvage
- Salvage
- Salvage
- Assist Medical
- Hit and Run Accident
- General Assist
- Parking Violation
- Salvage
- Trespass
- MDOP
- Dog at Large
- BOL for OWI Driver
- Missing Property
- Domestic
- No Driver's License
- Assist DHFD
- Trespass
- Drove While License Suspended
- General Assist
- Trespass

- Assist Medical
- Barking Dog Complaint
- Assist Medical
- Assist to MSP
- Fraud
- Domestic
- Barking Dog
- Traffic Crash, Car vs Bus
- Suicidal Person
- Fraud
- Assist Medical
- VIN Inspection
- Breaking and Entering, Assist MSP
- Criminal Sexual Conduct / minor
- Salvage
- Salvage
- General Assist
- Assist Medical
- Public Relations
- General Assist
- Stolen Vehicle
- Salvage
- Suicidal Person
- Fraud
- Loud Music Complaint
- Alarm
- Unlawful Burning
- Police Officer Stand-bye
- Suspicious Situation
- Suspicious Persons
- General Assist, Assist VBCS
- Damaged Phone
- General Assist
- Trespass
- Assist Medical
- Assist Medical
- Property Check, Found Open Door
- Property Check, Found Open Door
- Assault
- Trouble with Subject
- Unlawful Burning
- Dog Law Violation
- Parking Violation
- Non-Compliant Sex Offender
- Salvage

- Salvage
- Assault
- Assist Medical
- Assault
- Open Door at School
- General Assist
- Assist Medical
- Suspicious Situation
- Salvage
- Traffic Offense
- Traffic Offense
- Parking Violation
- Damage to Village Property
- Salvage
- Salvage
- Traffic Crash
- Salvage
- Salvage
- Alarm
- Found Property
- Assist to VBCS
- Trespass
- Assist VBCS
- Assist to MSP
- Assist Medical – Full Arrest – Death
- PBT Calibrations
- Assault
- Probation Violation
- Assault
- General Assist
- MDOP
- Assist Another Agency
- Domestic
- Blight
- Assist Medical
- Assist Medical – Overdose
- Open Door – Property Check
- Salvage
- Salvage
- Salvage
- General Assist
- Salvage
- Blight
- Assist Another Agency
- Found Property

- Trespass
- Public Relations
- Suspicious Situation
- Assist Medical
- Suspicious Vehicle
- Assist Another Agency
- Fraud
- Suspicious Situation
- OWI Arrest / Resist and Obstruct Police / Open Alcohol Motor Vehicle
- Background Check
- Suspicious Situation
- Salvage
- Trespass
- Traffic Policing
- Homecoming Parade Detail
- Funeral Escort
- Trespass
- General Assist
- Trespass
- Suspicious Situation
- General Assist
- General Assist
- Warrant Arrest / Traffic Violation
- Obstruct Police Arrest
- Suspicious Person
- Barking Dog
- Assist Medical
- General Assist
- Dog Law Violation
- General Assist
- Stalking
- Drove While License Suspended
- BOL for OWI Driver
- Parking Violation
- Background

Thank you! Please stay safe!

Chief Tom VanDerWoude



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 7, 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 September 30, 2024.

Background:

The Decatur-Hamilton Fire & QR Departments met Monday, September 30 2024. Notable items from the Fire Department include, meeting agenda, meeting minutes, financial statements, Secretary Report and truck reports.

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

Attachment(s):

Decatur-Hamilton Fire & QR Reports

DECATUR-HAMILTON FIRE DEPARTMENT

Board Meeting

Sep 30, 2024

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

- d. Audit

- 12. New Business

- a. Building Fund -

- 13. Public Comment

- 14. Adjournment

DECATUR-HAMILTON FIRE BOARD

MEETING MINUTES

August 26, 2024

1. Call to order 6:26pm. Druskovich, Kusmack K, Kusmack M, Conway, Gateley and Polomcak present.
2. Public Comment:
3. Additions/Deletions to Agenda: add board member as 4a.
4. Approval of Agenda MOTION Gateley SUPPORT Kusmack K. CARRIES to approve agenda as amended.
 - a. Board Member – Village seat vacant, Matt Kusmack is at large member for a term of 6 years MOTION Conway SUPPORT Gateley. All in favor. Carries.
5. Approval of Minutes - MOTION Gateley SUPPORT Polomcak to approve minutes as presented.
6. Bills: July bills as amended MOTION Kusmack K SUPPORT Conway. August bills Kusmack K SUPPORT Gateley approve as presented.
7. Treasurer's Report Kusmack M presented the financials MOTION Gateley SUPPORT Conway. CARRIES.
8. Officers Reports: MOTION Gateley SUPPORT Polomcak to approve as presented
 - a. Chief – Got title for new truck. A hose failed tested. The feed was good thanked for coming out.
 - b. Secretary –21 calls
 - c. Training – N/A
 - d. Truck Captain – new truck issues. Estimate 2 weeks of work. Was delivered with list done and not finished.
 - e. Building – n/a
9. Auxiliary – Yard sale made over \$1000 MOTION Gateley SUPPORT Kusmack M. Carries.
10. Personnel – N/A
11. Unfinished Business
 - a. Trailer – tomorrow for wrap
 - b. Ceiling – all trusses sagging. Leave on agenda.
 - c. Board Member – see 4a
12. New Business
 - a. Audit – going well nearly complete
 - b. New truck savings fund – long time before truck, building first. Table truck fund.
13. Public Comment –Tom – Radios ones have now are legacy, no parts, no upgrades, 4 new radios for officers at \$5300/piece. Chief Gerhold tornado response about 20 seconds. Work on getting newell a plaque.

14. Adjournment – MOTION Kusmack K SUPPORT Kusmack M at 6:56PM

HAMILTON & DECATUR FIRE

Check Detail

September 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/01/2024	Check	11594	Matt Kusmack		-300.00
09/01/2024	Check		Randy Haun		-375.00
09/10/2024	Check	11605	Yeo & Yeo	Invoice 600140	-5,750.00
09/10/2024	Check	11606	Bauckham, Thall, Seeber, Kaufman & Koches, PC	INV 13117	-985.00
09/11/2024	Expense	EFT	Wells Fargo		-50.70
09/11/2024	Expense	EFT	Best Way Disposal		-729.00
09/12/2024	Check	EFT	Dinges Fire Company	INV 58134	-360.00
09/13/2024	Tax Payment	EFT	IRS	Tax Payment for Period: 08/01/2024-08/31/2024	-234.29
09/16/2024	Expense	EFT	AEP		-501.17
09/17/2024	Expense	EFT	Consumers		-46.72
09/24/2024	Check	11613	Alpine Software	DRHN-027	-1,105.88
09/24/2024	Check		Dinges Fire Company	INV 58620	-672.04
09/24/2024	Check	11635	Roop Gurleen Petroleum LLC		-16.95
09/24/2024	Check	11636	HS Fleet	3112	-1,145.22
09/24/2024	Check	11637	Waterway of Michigan	INV 10228	-4,897.25
09/24/2024	Check	11638	Dinges Fire Company	INV 58314	-360.00
09/24/2024	Check	11639	Alert - All	INV w39303	-6,470.00
09/24/2024	Check	11640	FastSigns	I335-38102	-692.87
09/24/2024	Check	11641	Summit Fire Protection	Cust 598114 INV 2525337	-465.00
09/24/2024	Check	11642	Adam Garland Construction	INV 6843	-2,675.00
09/24/2024	Check	11643	Decatur Hardware	18304/1	-52.96
09/24/2024	Check	11644	Decatur Hardware	18119/1	-43.96
09/24/2024	Check	11645	Decatur Hardware	18217/1	-55.97
09/24/2024	Check	11646	Decatur Hardware	18248/1	-39.97
09/24/2024	Check	11647	Decatur Hardware	18284/1	-59.00
09/24/2024	Check	11648	Decatur Hardware	18287/1	-6.98
09/27/2024	Payroll Check	DD	Amy M. Jimenez	Pay Period: 08/24/2024-09/23/2024	-890.24
					<u><u>\$ (28,981.17)</u></u>

HAMILTON & DECATUR FIRE

Profit and Loss - No Assurance Provided

July 2024

	Total	Annual Budget	\$ Over Budget
Income			
206-338-401.00 Tax Rev			
206-338-401.01 Decatur Twp	23,649.57	180,000.00	-156,350.43
206-338-401.02 Hamilton	8,121.49	121,000.00	-112,878.51
Total 206-338-401.00 Tax Rev	\$ 31,771.06	\$ 301,000.00	\$ (269,228.94)
206-338-665.00 Int Inc	15.18	100.00	-84.82
206-338-667.00 Building Lease	1,000.00	23,000.00	-22,000.00
206-338-675.00 Insurance Payout	5,596.38	0.00	5,596.38
206-338-668.00 Misc Inc	0.00	0.00	0.00
Total Income	\$ 38,382.62	\$ 324,100.00	\$ (285,717.38)
Expenses			0
206-338-702.00 Salaries	5,932.00	30,300.00	-24,368.00
206-338-702.01 Payroll taxes	187.96	2,700.00	-2,512.04
206-338-726.00 Office supplies	0.00	6,000.00	-6,000.00
206-338-727.00 Uniforms	268.49	8,000.00	-7,731.51
206-338-750.00 Supplies	1,698.34	10,300.00	-8,601.66
206-338-752.00 Supplies Hoses	0.00	8,000.00	-8,000.00
206-338-751.00 Supplies Pagers- Radios	1,174.40	9,000.00	-7,825.60
206-338-753.00 Supplies Turnout Gear	11,675.57	40,000.00	-28,324.43
206-338-759.00 Fuel & Oil	143.15	7,000.00	-6,856.85
206-338-801.00 Audit	0.00	12,500.00	-12,500.00
206-338-802.00 Prof Fee	2,248.00	10,000.00	-7,752.00
206-338-803.00 Contracted Serv	3,115.00	9,000.00	-5,885.00
206-338-840.00 Insur	3,380.86	20,000.00	-16,619.14
206-338-850.00 Trav,Train,Misc	0.00	10,000.00	-10,000.00
206-338-851.00 Travel Fire Prevention	3,345.22	8,000.00	-4,654.78
206-338-924.00 Utilities	2,040.02	12,000.00	-9,959.98
206-338-934.00 Repairs	0.00		0.00
206-338-934.01 Bldg	1,632.90	12,000.00	-10,367.10
206-338-934.02 Equip	4,933.06	12,000.00	-7,066.94
206-338-934.03 Kitchen	0.00	3,000.00	-3,000.00
206-338-934.04 Vehicles	407.75	50,000.00	-49,592.25
206-338-934.05 Radio	165.00		165.00
206-338-934.06 Other	0.00		0.00
Total 206-338-934.00 Repairs	\$ 7,138.71	\$ 77,000.00	-\$ 69,861.29
206-338-970.00 Capital outlay/Reserve	0.00	32,000.00	-32,000.00
Total Expenses	\$ 42,347.72	\$ 311,800.00	-\$ 269,452.28
Net Income	\$ (3,965.10)	\$ 12,300.00	\$ (16,265.10)

HAMILTON & DECATUR FIRE

Balance Sheet - No Assurance Provided

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
206-100-001.00 HAMILTON FIRE	118,585.75
206-100-002.00 Savings - Donation Fund 17883	1,236.27
206-100-002.01 Savings 14986	1,340.28
Total Bank Accounts	\$121,162.30
Other Current Assets	
206-100-019.00 Accounts receivable - Taxes	31,771.06
206-100-123.00 Prepaid insurance	18,206.42
206-100-123.01 Prepaid - other	2,758.50
Total Other Current Assets	\$52,735.98
Total Current Assets	\$173,898.28
Other Assets	
206-100-189.00 Leases Receivable	40,495.00
Total Other Assets	\$40,495.00
TOTAL ASSETS	\$214,393.28
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
206-100-202.00 Accounts payable	3,884.00
Total Accounts Payable	\$3,884.00
Other Current Liabilities	
206-100-231.00 Payroll Liabilities	0.00
203-100-231.01 Federal Taxes (941/943/944)	472.70
203-100-231.02 MI Income Tax	433.77
Total 206-100-231.00 Payroll Liabilities	906.47
206-100-232.00 Accrued Wages	544.00
Total Other Current Liabilities	\$1,450.47
Total Current Liabilities	\$5,334.47
Long-Term Liabilities	
206-100-360.00 Deferred Revenue	38,500.00
206-100-360.01 Deferred Inflows - Lease Receiv	40,495.00
Total Long-Term Liabilities	\$78,995.00
Total Liabilities	\$84,329.47
Equity	
206-100-390.00 Open Bal Equity	269,167.50
206-100-390.01 Retained Earnings	-135,138.19
Net Income	-3,965.50
Total Equity	\$130,063.81
TOTAL LIABILITIES AND EQUITY	\$214,393.28

Secretary Report for September 2024

9 calls for month

Village 3-Assisted EMS
 1-Unauthorized Burn
 2-PI Accidents
 1-Fire Alarm

Decatur Twp- 1-Assisted EMS

Hamilton Twp 1-Tractor on Fire

Reported as of September 24th, 2024

Total for the year 147 calls

Submitted by Secretary,

Amy M. Jimenez

Decatur Hamilton Fire Department

Engine 1420 Monthly Apparatus Inspection Form

Inside Cab / Beginning Check off		Engine Driver Side	
Mileage	0492.1	Exhaust Fan	X
Engine Hours	216.1	Air Pack	X
Fuel Level	F 3/4 1/2 1/4	Alarm Batterys	X
Whelen lights/sirens/horn	X	Spare Bottle	X
Headlights / Back-Ups	X	Speed Lays	X
Turn Signals / Hazards	X	Hydrant Wrench	X
Scene Lights	X	Hand Tools	X
Radios Check	X 19:18	Dewalt Tools	X
Maps	X	Tools Condition	X
Runs from Last truck check	10	Tires Condition	X
Heater / AC	X	Engine Passagner Side	
Mirros (Condition / Adjusted)	X	Batter Spreader / Cutter	X
Air Packs	X	Hydraulic Spreader / Cutter	X
Alarm Batterys	X	Hydraulic Pump	F 3/4 1/2 1/4
Portable Lights	X	Spare Bottle	X
AED	X	Portable Lights	X
Tic	X	Speed Lay	X
SCBA Mask	X	Hydrant Bag	X
SCBA Tic Mask	X	Pump Attachment	X
Run Sheet	X	Hydrant Hose	X
Emergency Flars	X	Cain Saw / Roof Saw	X
Electric Meter Covers	X	Tire Condition	X
Portable Radios	X	Undercarriage	
Clean Interior	X	Coolant Level	F 3/4 1/2 1/4
Engine Rear		Oil Level	F 3/4 1/2 1/4
ABC Extinguishor	X	Wash Fluid	F 3/4 1/2 1/4
CO2 Extinguishor	X		
K Extinguishor	X		
Pike Poles	X		
Ladders	X		
5 inch House & Neetness	X		
License Plate & Lights	X		
Fire Panel			
Pump Hours	131.52		
Hose Bed	X		
Cross Lays	X		
Pump Test (10 min run)	X		
Foam Test (Every 2 Months)	Nil		

Inside Needs / Complaints

Service Due

DEF Fuel @ 2 bars

Engine Rear Needs / Complaints

Fire Panel Needs / Complaints

Undercarriage Needs / Complaints

Engine Driver Side

Dispatch advise Radio check clear with static

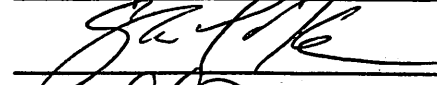
Engine Passagner Side

Back Battery changed on front/back passenges


Date of Inspection

~~9/15~~ 9/15/2024

Truck Captain

 SHAWN T Holmes

Truck Lieutenant


Nichole L. Flowers

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

Truck number 1421
Mileage 33252
Engine Hours 2711.6
Pump Hours 692
Fuel Level full

Number of runs since last report 5

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 ☒ Transfer valve check ☒
Water Level Lights all working except full
Engine Oil Level ☒ Radiator Fluid Level ☒
Hose Beds ☒ Cross Lays ☒ Speed Lays ☒
Hydrant fittings ☒
Air Packs ☒ Alarm Batteries 3 bad sets Jaws NA 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 2 ☒
Emergency Flares ☒ Portable Radios No missing Run Sheets ☒ Maps ☒
Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints 3 packs w/ low batteries not checked after training

Needs _____

Truck Captain

Building Chief Signature

Bill

Date 9-18-24

1471 TRUCK REPORT

Date: 9-22-24
Mileage: 9145.5
Engine Hours: 1424.6
Fuel Level: Full
Number of Runs Since Last Report: 4
Head Lights: ✓ Break Lights: ✓ Tail Lights: ✓
Interior Lights: ✓ Exterior Lights: ✓
Emergency Lights: Front: ✓ Sides: ✓ Back: ✓
Radio Check: ✓ Horn: ✓ Siren: ✓
Tires Pressure: Driver Front: ✓ Passenger Front: ✓
Driver Back: ✓ Passenger Back: ✓
Tire Wear: Normal: ✓ Even: Uneven:
Engine Oil: ✓ Radiator Fluid: ? Generator Oil Level:
Good: ✓ Not Good:
Jaws: ✓ Chain Saws: ✓ Stabilizer Bars: ✓ High
Angle Gear: ✓ RIT Pack: ✓
Air Packs: ✓ Spare Bottles: ✓ Cribbing: ✓ Stokes
Basket: ✓ Back Board: 1 need 2
Air Bags: ✓ Air Bag Boards: ✓ Oil Dry/Saw Dust:
✓ Jaws Bag: ✓ CAD System: ✓
Road Flares: ✓ Safety Vests: ✓ Traffic Signs: ✓
Meter Covers: ✓ Traffic Light Sticks: ✓
Axes: ✓ Brooms: ✓ Sledge Hammers: ✓ Small Pike
Poles: ✓
Ice Rescue Equipment: Throw Bags: ✓ Ropes: ✓ Life
Jackets: ✓ Rescue Boat: ✓
Ice Commander Suits: ✓
Tool Boxes: ✓ Refrigerator: Filled: Not Filled:
AED: ✓ Med Bag: ✓
Fire Extinguishers: ✓ Winch: ✓ Cab/winch cable:
✓ Seat Belts: ✓
Foam System: ✓

Comments:

All air Packs on 1471 have new batteries Batteries

Needs:

Cab switch won't work to check the radiator fluid

Truck Captain and Lieutenant Signature:

Dustin Krall Doughison

DECATUR-HAMILTON QUICK RESPONSE

Board Meeting

Sep 30, 2024

1. Call to Order/ Roll call
2. Public Comment
3. Additions/Deletions to Agenda
4. Approval of Agenda
5. Approval of Minutes of the Previous Meeting
6. Bills
7. Treasurer's Report
8. Team Leader Report
9. Personnel
10. Unfinished Business
 - a. Board Member –
 - b. Audit -
11. New Business
12. Public Comment
13. Adjournment

DECATUR-HAMILTON QUICK RESPONSE BOARD

MEETING MINUTES

Aug 26 2024

1. Call to order at 6:00PM. Druskovich, Kusmack K, Kusmack M, Gateley, Conway present. Polomcak arrived at 6:22PM.
2. Public Comment N/A
3. Additions/Deletions to the Agenda – Add a audit new business.
4. Approval of Agenda. MOTION Kusmack K SUPPORT Gateley to approve as amended.
5. Minutes – MOTION Conway SUPPORT Gateley to approve minutes as amended.
6. Bills: July approve as amended MOTION Kusmack K SUPPORT Gateley. August approve as presented MOTION Gateley SUPPORT Conway.
7. Treasurers Report: Kusmack M presented the financials. MOTION Gateley SUPPORT Conway to approve as presented.
8. Team Leader's Report
 - a. 58/61 responses for 95%. Need radios because outdated \$5,300/each take to municipalities for approval. Wait on LUCAS until Dec/Jan.
9. Personnel – N/A
10. Unfinished Business
 - a. QR Vehicle – Sold.
 - b. Board member – Village vacancy. Motion to make Kusmack M member at large with a 6 year term Gateley SUPPORT Conway starting today. Term expires in 2030.
11. New Business –
 - a. Audit – Going well almost done.
12. Public Comment N/A
13. Adjournment MOTION Gateley SUPPORT Conway. Motion Carries to adjourn at 6:25PM.

Decatur-Hamilton Quick Response

Check Detail

September 2024

Date	Transaction Type	Num	Name	Memo/Description	Amount
09/01/2024	Check	5652	Randall S Haun		-250.00
09/01/2024	Check	5780	DH Fire Board		-1,000.00
09/04/2024	Payroll Check	DD	Randall S. Haun	Pay Period: 08/17/2024-08/30/2024	-1,966.31
09/09/2024	Expense	EFT	Comcast		-401.21
09/10/2024	Check	5783	Yeo & Yeo	INV 600137	-2,960.00
09/10/2024	Check	5784	HS Fleet Service	INV 3009	-223.61
09/13/2024	Tax Payment	EFT	IRS	Tax Payment for Period: 08/01/2024-08/31/2024	-1,367.94
09/16/2024	Expense	EFT	AEP- Indiana Michigan Power		-305.61
09/17/2024	Expense	EFT	Consumers		-24.41
09/18/2024	Payroll Check	DD	Randall S. Haun	Pay Period: 08/31/2024-09/13/2024	-1,933.26
09/18/2024	Expense	EFT	Wex Bank		-82.48
09/24/2024	Check	5785	Mercantile Bank	Mercantile Bank	-12,000.00
09/24/2024	Check	5786	Christina Benson		-500.00
09/24/2024	Check	5787	Randall S Haun		-250.00
09/24/2024	Check	5788	Randall S Haun		-28.61
09/24/2024	Check	5789	Wex Bank	INV 99690663	-82.48
09/24/2024	Check	5790	Bound Tree	INV 85490911	-132.16
09/24/2024	Check	5791	Bound Tree	INV 85497128	-615.77
					<u><u>\$ (24,123.85)</u></u>

Decatur-Hamilton Quick Response
Profit and Loss - No Assurance Provided
 July - August 2024

	Total	Annual Budget	\$ Over Budget	16% of budget year % of Budget
Income				
210-651-401.01 Tax Revenue - Decatur Township	17,619.25	135,000.00	-117,380.75	13%
210-651-401.02 Tax Revenue - Hamilton Township	6,090.87	90,400.00	-84,309.13	7%
210-651-665.00 Interest Income	21.12	115.00	-93.88	18%
210-651-668.00 Misc. Inc	32,180.00	5,000.00	27,180.00	644%
Total Income	\$ 55,911.24	\$ 230,515.00	-\$ 174,603.76	24%
Gross Profit	\$ 55,911.24	\$ 230,515.00	-\$ 174,603.76	24%
Expenses				
210-651-702.00 Salaries	2,300.00			
210-651-702.02 Wages	10,027.09	85,100.00	-75,072.91	12%
210-651-715.00 Taxes	767.08	7,700.00	-6,932.92	10%
206-338-726.00 Office supplies	0.00	1,000.00	-1,000.00	0%
206-338-727.00 Uniforms	0.00	2,000.00	-2,000.00	0%
210-651-750.00 Equipment & Supplys	8,277.62	19,500.00	-11,222.38	42%
210-651-759.00 Fuel & Oil	395.18	2,000.00	-1,604.82	20%
210-651-801.00 Audit	0.00	9,500.00	-9,500.00	0%
210-651-802.00 Contracted Services	2,800.00	26,000.00	-23,200.00	11%
210-651-803.00 Legal & Professional Fees	1,026.90	10,000.00	-8,973.10	10%
210-651-840.00 Insurance	6,668.00	10,000.00	-3,332.00	67%
210-651-924.00 Utilities	2,229.00	9,600.00	-7,371.00	23%
210-651-930.00 Building Repairs	81.00	0.00	81.00	100%
210-651-932.00 Vehicle & Equip. Repairs	0.00	6,000.00	-6,000.00	0%
210-651-940.00 Building Rental	1,000.00	12,000.00	-11,000.00	8%
210-651-957.00 Bank Service Fee	12.00	0.00	12.00	100%
210-651-970.00 Capital - Equipment		39,000.00	-39,000.00	0%
Total Expenses	\$ 35,583.87	\$ 239,400.00	\$ (203,816.13)	15%
Net Operating Income	\$ 20,327.37	\$ (8,885.00)	\$ 29,212.37	-229%
Net Income	\$ 20,327.37	\$ (8,885.00)	\$ 29,212.37	-229%

Decatur-Hamilton Quick Response

Balance Sheet - No Assurance Provided

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
210-100-001.00 Checking	189,096.15
210-100-002.00 Savings -Member 15771	443.76
210-100-002.01 Cash - Savings - Vehicle 16696	103,360.18
210-100-003.00 Mercantile Bank	1,197.31
Total Bank Accounts	\$294,097.40
Other Current Assets	
210-100-019.00 Accts Receivable - Taxes	23,710.12
210-100-123.00 Prepaid Insurance	1,387.92
Total Other Current Assets	\$25,098.04
Total Current Assets	\$319,195.44
TOTAL ASSETS	\$319,195.44
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
210-100-202.00 Accounts Payable	343.35
Total Accounts Payable	\$343.35
Credit Cards	
210-100-203.00 Visa 2849	1,240.29
Total Credit Cards	\$1,240.29
Other Current Liabilities	
210-100-231.00 Payroll Liabilities.	0.00
210-100-231.01 Federal Taxes (941/943/944)	1,367.94
210-100-231.02 MI Income Tax	1,682.88
Total 210-100-231.00 Payroll Liabilities.	3,050.82
210-100-232.00 Accrued Payroll	1,141.00
Total Other Current Liabilities	\$4,191.82
Total Current Liabilities	\$5,775.46
Total Liabilities	\$5,775.46
Equity	
210-100-390.00 Opening Bal Equity	55,242.52
210-100-390.01 Retained Earnings	237,850.09
Net Income	20,327.37
Total Equity	\$313,419.98
TOTAL LIABILITIES AND EQUITY	\$319,195.44



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: October 7, 2024

SUBJECT: Financial Statement – September 2024

Action Requested:

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

Background:

September updates:

- Processed payments, opening, and closing Utility accounts. Applying penalties, shut off notices, and creating the Utility bills.
- Attended Council meeting and prepared meeting minutes.
- Attended DDA meeting and prepared meeting minutes.
- Attended Decatur Day Committee meeting.
- Processed building permit payments and revenue deposits in cash receipting.
- Bank Reconciliations: General Account and DDK (payroll direct deposit account) for August.
- FOIA Requests
- Processed Miscellaneous Receivables and Account Payables for Village Hall, DPW, and PD.
- Processed payroll, council checks, and remittance checks.
- Worked on and helped create October's Council Meeting agenda.
- Processed restitution checks from Van Buren County Courts for the snow pusher and other ordinance violations.
- Attended Night Market
- Work with Gabridge and Company for fiscal year 2024 audit.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

- Processed draws from USDA Bonds for Construction Project.
- Met with Todd Weaver from MML about our Workers' Compensation Fund and Liability and Property Tool Loss Analysis Reports.
- Attended the Michigan Municipal Treasurer's Association Conference in Boyne City. Sessions attended:
 - Becoming Rock Star Leaders
 - Probate- How to help your residents keep their homes
 - Artificial Intelligence- Updates and best uses
 - The Importance of Borrowing from Local Banks
 - What's Available from Traditional & Non-Traditional Banking Services
 - How to work with (and for) an Elected Official
 - Economic Updates
 - Practical ways to combat Cyber Treats
 - Fraud Case Studies
 - 10 Principals of Leadership
 - Attended MMTA Awards dinner and was presented my MiCPT certification and plaque.

Attachment(s):

Revenue and Expenditure Report

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 09/30/2024

% Fiscal Year Completed: 58.63

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED	BUDGET	09/30/2024	MONTH 09/30/2024	BALANCE		
				NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND								
Revenues								
Dept 000								
101-000-402.000	REAL ESTATE TAXES	370,000.00		369,686.17	193,075.11	313.83		99.92
101-000-410.000	PERSONAL PROPERTY TAX	50,000.00		42,010.41	20,894.64	7,989.59		84.02
101-000-411.000	DELINQUENT TAX	20,000.00		87,054.16	0.00	(67,054.16)		435.27
101-000-411.001	DELINQUENT ADMIN FEE	100.00		0.00	0.00	100.00		0.00
101-000-432.000	PILOT	6,800.00		0.00	0.00	6,800.00		0.00
101-000-439.000	STATE OF MI MARIJUANA PAYMENTS	105,000.00		105,000.00	0.00	0.00		100.00
101-000-445.000	REAL ESTATE TAX INTEREST	500.00		50.87	37.48	449.13		10.17
101-000-447.000	ADMIN. FEE TREASURER	5,800.00		6,486.68	3,033.33	(686.68)		111.84
101-000-477.000	CABLE TV FEES	12,000.00		7,159.55	0.00	4,840.45		59.66
101-000-478.000	LIQUOR LICENSE	2,000.00		2,532.20	0.00	(532.20)		126.61
101-000-491.000	BUILDING PERMIT FEES	15,000.00		13,193.00	2,805.00	1,807.00		87.95
101-000-492.000	RENTAL INSPECTION FEE	5,000.00		6,840.00	0.00	(1,840.00)		136.80
101-000-494.000	MARIHUANA LICENSE FEES	40,000.00		40,000.00	0.00	0.00		100.00
101-000-495.000	ZONING LICENSES & PERMITS	100.00		580.00	0.00	(480.00)		580.00
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		59,143.00	0.00	(59,143.00)		100.00
101-000-543.000	POLICE TRAINING-STATE	1,000.00		3,833.50	0.00	(2,833.50)		383.35
101-000-573.001	METRO ACT	15,000.00		38,417.36	0.00	(23,417.36)		256.12
101-000-574.000	STATE REVENUE SHARING	230,000.00		273,563.00	0.00	(43,563.00)		118.94
101-000-606.000	PARKING FEES/FINES	1,500.00		5,136.34	270.00	(3,636.34)		342.42
101-000-607.000	POLICE REPORTS	100.00		61.00	5.00	39.00		61.00
101-000-609.000	APPLICATION FEES	50.00		0.00	0.00	50.00		0.00
101-000-647.000	CROSSING GUARDS-SCHOOL	13,000.00		12,082.00	0.00	918.00		92.94
101-000-664.100	INTEREST CHECKING	200.00		70.24	0.00	129.76		35.12
101-000-664.200	INTEREST EARNED	1,500.00		0.00	0.00	1,500.00		0.00
101-000-668.000	COMM. TOWER LEASE	1,200.00		0.00	0.00	1,200.00		0.00
101-000-669.610	ADMIN TRANSFER-MOTOR POOL	5,000.00		0.00	0.00	5,000.00		0.00
101-000-672.000	SRO REIMBURSEMENT	28,000.00		36,750.77	0.00	(8,750.77)		131.25
101-000-675.000	OTHER REVENUE	9,000.00		3,397.63	109.12	5,602.37		37.75
101-000-685.000	PRINCIPAL ON MORFORD	1,900.00		0.00	0.00	1,900.00		0.00
101-000-686.000	PRINCIPAL ON KNISS	100.00		510.00	0.00	(410.00)		510.00
101-000-687.000	PRINCIPAL ON HILLRING	3,750.00		2,502.30	0.00	1,247.70		66.73
101-000-689.000	PRINCIPLE FINAL GRAVITY	7,560.00		4,415.00	630.00	3,145.00		58.40
101-000-699.596	ADMIN TRANSFER GARBAGE COLLECTION	6,500.00		0.00	0.00	6,500.00		0.00
Total Dept 000		957,860.00		1,120,475.18	220,859.68	(162,615.18)		116.98
TOTAL REVENUES		957,860.00		1,120,475.18	220,859.68	(162,615.18)		116.98
Expenditures								
Dept 101 - VILLAGE COUNCIL								
101-101-703.000	COUNCIL SALARY	9,600.00		5,726.00	818.00	3,874.00		59.65
101-101-715.000	FICA/MEDICARE	735.00		438.03	62.52	296.97		59.60
101-101-717.000	WORKMAN'S COMP.	30.00		28.63	0.00	1.37		95.43
101-101-807.000	AUDIT	2,600.00		1,540.00	0.00	1,060.00		59.23
101-101-822.000	CONTRACTUAL SERVICES	3,000.00		6,232.00	0.00	(3,232.00)		207.73
101-101-901.000	PRINTING/PUBLISHING	1,000.00		2,118.00	0.00	(1,118.00)		211.80
101-101-936.000	TECH SERVICES	1,500.00		1,047.00	0.00	453.00		69.80
101-101-958.000	MISCELLANEOUS	2,200.00		0.00	0.00	2,200.00		0.00
101-101-958.001	DUES/MEMBERSHIPS	3,000.00		1,650.00	0.00	1,350.00		55.00
Total Dept 101 - VILLAGE COUNCIL		23,665.00		18,779.66	880.52	4,885.34		79.36

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		2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
Dept 137 - MUNICIPAL ATTORNEY							
101-137-828.000	ORDINANCE ENFORCEMENT ATTORNEY FEES	9,000.00	4,619.66	0.00		4,380.34	51.33
Total Dept 137 - MUNICIPAL ATTORNEY		9,000.00	4,619.66	0.00		4,380.34	51.33
Dept 172 - VILLAGE MANAGER							
101-172-703.000	SALARY-MANAGER	35,200.00	21,382.26	4,584.23		13,817.74	60.75
101-172-715.000	FICA/MEDICARE	2,600.00	1,635.81	350.70		964.19	62.92
101-172-716.000	UNEMPLOYMENT COMPENSATION	94.00	8.84	0.00		85.16	9.40
101-172-717.000	WORKMAN'S COMPENSATION	30.00	28.63	0.00		1.37	95.43
101-172-718.000	PENSION	1,800.00	1,162.95	155.06		637.05	64.61
101-172-719.000	HEALTH INSURANCE	12,000.00	6,817.17	973.88		5,182.83	56.81
101-172-719.500	DISABILITY INSURANCE	960.00	589.61	84.23		370.39	61.42
101-172-720.000	LIFE INSURANCE	130.00	76.65	10.95		53.35	58.96
101-172-721.000	TUITION REIMBURSEMENT	7,500.00	7,000.00	0.00		500.00	93.33
101-172-728.000	SUPPLIES	0.00	46.90	0.00		(46.90)	100.00
101-172-853.000	TELEPHONE	700.00	360.99	51.57		339.01	51.57
101-172-853.020	CELL PHONE	650.00	219.46	0.00		430.54	33.76
101-172-864.000	CONFERENCES/WORKSHOPS	2,000.00	616.86	0.00		1,383.14	30.84
101-172-936.000	TECH SERVICES	3,000.00	2,254.28	6.62		745.72	75.14
101-172-958.001	DUES/MEMBERSHIPS	500.00	0.00	0.00		500.00	0.00
Total Dept 172 - VILLAGE MANAGER		67,164.00	42,200.41	6,217.24		24,963.59	62.83
Dept 215 - VILLAGE CLERK							
101-215-703.000	SALARY-ADMIN. CLERK	14,000.00	8,467.32	1,159.65		5,532.68	60.48
101-215-715.000	FICA/MEDICARE	1,100.00	647.76	88.72		452.24	58.89
101-215-716.000	UNEMPLOYMENT COMPENSATION	100.00	8.83	0.00		91.17	8.83
101-215-717.000	WORKERS COMP. FUND.	40.00	28.63	0.00		11.37	71.58
101-215-718.000	PENSION-ADMIN. CLERK	900.00	508.06	69.58		391.94	56.45
101-215-719.000	HEALTH INSURANCE	5,500.00	3,321.70	474.43		2,178.30	60.39
101-215-719.500	DISABILITY INSURANCE	700.00	392.49	56.07		307.51	56.07
101-215-720.000	LIFE INSURANCE	150.00	76.65	10.95		73.35	51.10
101-215-728.000	SUPPLIES	300.00	156.71	0.00		143.29	52.24
101-215-730.000	POSTAGE	1,000.00	669.11	0.00		330.89	66.91
101-215-830.000	BANK SERVICE CHGS	250.00	95.00	0.00		155.00	38.00
101-215-853.000	TELEPHONE	700.00	360.99	51.57		339.01	51.57
101-215-853.020	CELL PHONE	160.00	87.53	12.50		72.47	54.71
101-215-864.000	CONFERENCES/WORKSHOPS	3,000.00	2,220.72	0.00		779.28	74.02
101-215-936.000	TECH SERVICES	5,000.00	2,156.81	966.58		2,843.19	43.14
101-215-958.001	DUES/MEMBERSHIPS	0.00	390.00	0.00		(390.00)	100.00
Total Dept 215 - VILLAGE CLERK		32,900.00	19,588.31	2,890.05		13,311.69	59.54
Dept 253 - VILLAGE TREASURER							
101-253-703.000	SALARY-TREASURER	4,600.00	2,822.60	386.58		1,777.40	61.36
101-253-715.000	FICA/MEDICARE	360.00	215.86	29.56		144.14	59.96
101-253-717.000	WORKMAN'S COMP.	30.00	28.63	0.00		1.37	95.43
101-253-718.000	PENSION	290.00	169.38	23.20		120.62	58.41
101-253-719.000	HEALTH INSURANCE	2,000.00	1,159.41	165.44		840.59	57.97
101-253-728.000	SUPPLIES	500.00	59.39	0.00		440.61	11.88
101-253-730.000	POSTAGE	3,000.00	2,693.95	0.00		306.05	89.80
101-253-807.000	AUDIT	6,000.00	2,277.50	0.00		3,722.50	37.96

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		2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2024	BALANCE	% BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-853.020	CELL PHONE	500.00	267.93	38.28	232.07	53.59
101-253-864.000	CONFERENCES/WORKSHOPS	3,000.00	1,365.83	0.00	1,634.17	45.53
101-253-936.000	TECH SERVICES	1,500.00	677.17	6.58	822.83	45.14
Total Dept 253 - VILLAGE TREASURER		21,780.00	11,737.65	649.64	10,042.35	53.89
Dept 265 - VILLAGE HALL						
101-265-776.000	SUPPLIES	1,000.00	708.70	50.00	291.30	70.87
101-265-822.000	CONTRACTUAL SERVICES	2,000.00	351.00	0.00	1,649.00	17.55
101-265-921.000	ELECTRIC	5,000.00	2,738.88	0.00	2,261.12	54.78
101-265-923.000	HEAT	3,000.00	619.18	0.00	2,380.82	20.64
101-265-931.000	REPAIRS & MAINTENANCE	5,000.00	1,040.99	485.99	3,959.01	20.82
101-265-936.000	TECH SERVICES	300.00	128.74	0.00	171.26	42.91
101-265-981.000	CAPITAL OUTLAY	0.00	9,072.00	0.00	(9,072.00)	100.00
Total Dept 265 - VILLAGE HALL		16,300.00	14,659.49	535.99	1,640.51	89.94
Dept 266 - MUNICIPAL ATTORNEY						
101-266-826.000	ATTORNEY FEES	8,000.00	3,532.08	0.00	4,467.92	44.15
Total Dept 266 - MUNICIPAL ATTORNEY		8,000.00	3,532.08	0.00	4,467.92	44.15
Dept 296 - PROSECUTING ATTY						
101-296-826.000	ATTORNEY FEES	800.00	1,190.00	0.00	(390.00)	148.75
Total Dept 296 - PROSECUTING ATTY		800.00	1,190.00	0.00	(390.00)	148.75
Dept 301 - POLICE DEPARTMENT						
101-301-703.000	POLICE SALARY	370,000.00	222,613.61	29,170.16	147,386.39	60.17
101-301-703.010	OVERTIME PAY	0.00	17,024.98	4,011.70	(17,024.98)	100.00
101-301-703.050	PART TIME SALARIES	1,200.00	0.00	0.00	1,200.00	0.00
101-301-715.000	FICA/MEDICARE	32,000.00	19,780.07	2,709.39	12,219.93	61.81
101-301-716.000	UNEMPLOYMENT INSURANCE	300.00	26.53	0.00	273.47	8.84
101-301-717.000	WORKMAN'S COMP	5,200.00	4,913.14	0.00	286.86	94.48
101-301-718.000	PENSION	40,000.00	25,525.94	3,564.14	14,474.06	63.81
101-301-719.000	HEALTH INSURANCE	65,000.00	37,837.46	5,494.94	27,162.54	58.21
101-301-719.500	DISABILITY INSURANCE	4,000.00	2,702.26	389.73	1,297.74	67.56
101-301-720.000	LIFE INSURANCE	1,400.00	897.90	131.40	502.10	64.14
101-301-721.000	TUITION REIMBURSEMENT	15,000.00	0.00	0.00	15,000.00	0.00
101-301-728.000	SUPPLIES	1,700.00	1,082.47	0.00	617.53	63.67
101-301-730.000	POSTAGE	0.00	674.94	0.00	(674.94)	100.00
101-301-768.000	UNIFORMS/BOOTS/ETC	3,000.00	4,150.03	0.00	(1,150.03)	138.33
101-301-768.100	UNIFORM CLEANING	1,500.00	406.25	0.00	1,093.75	27.08
101-301-853.000	TELEPHONE	1,400.00	721.91	103.13	678.09	51.57
101-301-853.020	CELL PHONE	1,800.00	613.42	25.00	1,186.58	34.08
101-301-865.000	MILEAGE/TRAVEL EXP	3,000.00	2,330.78	199.66	669.22	77.69
101-301-936.000	TECH SERVICES	4,500.00	4,092.90	6.58	407.10	90.95
101-301-955.000	TRAINING FUNDS-STATE	1,350.00	1,154.97	0.00	195.03	85.55
101-301-956.000	TRAINING FUNDS-VILLAGE	4,000.00	244.00	0.00	3,756.00	6.10
101-301-958.001	DUES/MEMBERSHIPS	150.00	160.00	0.00	(10.00)	106.67
101-301-959.000	LEIN SERVICE	1,200.00	264.64	0.00	935.36	22.05
101-301-965.000	EQUIPMENT PURCHASE	1,000.00	1,047.96	0.00	(47.96)	104.80

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		2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	USED
Fund 101 - GENERAL FUND								
Expenditures								
101-301-995.610	PD EQUIP RENTAL TO MOTOR POOL	37,000.00	7,000.00	1,000.00		30,000.00		18.92
Total Dept 301 - POLICE DEPARTMENT		595,700.00	355,266.16	46,805.83		240,433.84		59.64
Dept 302 - CROSSING GUARDS								
101-302-703.050	SALARIES PART-TIME	13,000.00	4,585.00	763.00		8,415.00		35.27
101-302-715.000	FICA/MEDICARE	1,000.00	350.75	58.36		649.25		35.08
101-302-717.000	WORKMAN'S COMP	300.00	286.34	0.00		13.66		95.45
Total Dept 302 - CROSSING GUARDS		14,300.00	5,222.09	821.36		9,077.91		36.52
Dept 370 - MUNICIPAL BUILDING FUND								
101-370-822.000	CONTRACTUAL SERVICES	0.00	69,580.00	0.00		(69,580.00)		100.00
Total Dept 370 - MUNICIPAL BUILDING FUND		0.00	69,580.00	0.00		(69,580.00)		100.00
Dept 371 - BUILDING INSPECTOR								
101-371-802.000	CODE ENFORCE/CONTRACTUAL	10,000.00	1,672.19	0.00		8,327.81		16.72
101-371-822.000	BUILDING INSPECTOR FEES	20,000.00	13,804.00	0.00		6,196.00		69.02
101-371-823.000	RENTAL INSPECTION FEE	4,500.00	2,935.88	0.00		1,564.12		65.24
Total Dept 371 - BUILDING INSPECTOR		34,500.00	18,412.07	0.00		16,087.93		53.37
Dept 441 - DPW								
101-441-703.000	SALARIES	50,000.00	23,071.00	3,502.78		26,929.00		46.14
101-441-703.010	OVERTIME PAY	2,500.00	5,232.33	262.37		(2,732.33)		209.29
101-441-715.000	FICA/MEDICARE	20,000.00	12,514.74	1,615.82		7,485.26		62.57
101-441-716.000	UNEMPLOYMENT INSURANCE	400.00	35.36	0.00		364.64		8.84
101-441-717.000	WORKMAN'S COMP	2,000.00	1,861.21	0.00		138.79		93.06
101-441-718.000	PENSION	16,000.00	9,707.49	1,252.91		6,292.51		60.67
101-441-719.000	HEALTH INSURANCE	12,000.00	5,270.41	761.83		6,729.59		43.92
101-441-776.000	SUPPLIES	4,000.00	2,485.14	0.00		1,514.86		62.13
101-441-801.000	PROFESSIONAL/CONTRACT SERVICES	1,000.00	151.96	6.58		848.04		15.20
101-441-853.000	TELEPHONE	1,200.00	541.45	77.35		658.55		45.12
101-441-860.000	CDL EXPENSES	1,500.00	129.00	0.00		1,371.00		8.60
101-441-921.000	ELECTRIC	300.00	1,255.43	0.00		(955.43)		418.48
101-441-923.000	HEAT	3,200.00	701.90	0.00		2,498.10		21.93
101-441-926.000	STREET LIGHTS	19,000.00	9,186.54	0.00		9,813.46		48.35
101-441-931.000	BUILDING REPAIRS & MAINT.	3,000.00	781.15	0.00		2,218.85		26.04
101-441-934.000	CONTRACTUAL SERVICES	6,000.00	3,027.48	264.53		2,972.52		50.46
101-441-943.000	PW EQUIPMENT RENTALGENERAL FUN	8,000.00	7,004.36	1,905.22		995.64		87.55
Total Dept 441 - DPW		150,100.00	82,956.95	9,649.39		67,143.05		55.27
Dept 721 - PLANNING COMMISSION								
101-721-826.000	VILLAGE PLANNER FEES	2,000.00	4,684.15	0.00		(2,684.15)		234.21
101-721-901.000	PRINTING/PUBLISHING	60.00	0.00	0.00		60.00		0.00
101-721-958.000	DUES/MEMBERSHIPS/EDU	300.00	0.00	0.00		300.00		0.00
Total Dept 721 - PLANNING COMMISSION		2,360.00	4,684.15	0.00		(2,324.15)		198.48

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)	MONTH 09/30/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 101 - GENERAL FUND								
Expenditures								
Dept 751 - PARKS AND RECREATION								
101-751-703.000	SALARIES-LEISURE SERVICES	25,000.00	15,843.77	1,853.56		9,156.23	63.38	
101-751-703.010	OVERTIME	0.00	2,320.95	362.35		(2,320.95)	100.00	
101-751-719.000	HEALTH INSURANCE	8,000.00	4,017.89	816.56		3,982.11	50.22	
101-751-756.000	SUPPLIES & MAINTENANCE	5,000.00	9,495.28	123.95		(4,495.28)	189.91	
101-751-921.000	ELECTRIC	800.00	484.14	0.00		315.86	60.52	
101-751-930.000	REPAIRS	500.00	0.00	0.00		500.00	0.00	
101-751-931.000	CONTRACTUAL	4,000.00	5,252.79	264.52		(1,252.79)	131.32	
101-751-943.000	EQUIP.RENTAL TRANSFER	15,000.00	7,327.58	671.59		7,672.42	48.85	
101-751-981.000	CAPITAL OUTLAY	0.00	9,752.00	0.00		(9,752.00)	100.00	
101-751-985.000	COMMUNITY PROJECTS	0.00	12,262.26	0.00		(12,262.26)	100.00	
Total Dept 751 - PARKS AND RECREATION		58,300.00	66,756.66	4,092.53		(8,456.66)	114.51	
TOTAL EXPENDITURES		1,034,869.00	719,185.34	72,542.55		315,683.66	69.50	
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		957,860.00	1,120,475.18	220,859.68		(162,615.18)	116.98	
TOTAL EXPENDITURES		1,034,869.00	719,185.34	72,542.55		315,683.66	69.50	
NET OF REVENUES & EXPENDITURES		(77,009.00)	401,289.84	148,317.13		(478,298.84)	521.09	

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)	MONTH 09/30/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR ROADS						
Revenues						
Dept 000						
202-000-546.000	STATE OF MICHIGAN	195,000.00	114,179.50	19,229.69	80,820.50	58.55
202-000-664.100	INTEREST ON INVESTMENT	3,000.00	127.86	0.00	2,872.14	4.26
Total Dept 000		198,000.00	114,307.36	19,229.69	83,692.64	57.73
TOTAL REVENUES		198,000.00	114,307.36	19,229.69	83,692.64	57.73
Expenditures						
Dept 463 - MAINTENANCE						
202-463-703.000	SALARIES-MAINTENANCE	7,100.00	3,021.32	656.50	4,078.68	42.55
202-463-703.010	OVERTIME PAY	500.00	99.94	0.00	400.06	19.99
202-463-717.000	WORKMAN'S COMP.	3,000.00	2,720.23	0.00	279.77	90.67
202-463-719.000	HEALTH INSURANCE	2,500.00	713.82	245.92	1,786.18	28.55
202-463-782.000	MATERIALS	7,000.00	6,452.51	3,591.09	547.49	92.18
202-463-812.000	ENGINEERING	10,000.00	1,408.78	0.00	8,591.22	14.09
202-463-818.000	CONTRACTUAL	0.00	850.00	0.00	(850.00)	100.00
202-463-943.000	EQUIPMENT RENTAL	9,000.00	2,787.58	339.04	6,212.42	30.97
Total Dept 463 - MAINTENANCE		39,100.00	18,054.18	4,832.55	21,045.82	46.17
Dept 474 - TRAFFIC						
202-474-940.000	LEASE/RENTAL	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 474 - TRAFFIC		8,000.00	0.00	0.00	8,000.00	0.00
Dept 479 - ICE/SNOW						
202-479-703.000	SALARIES-SNOW & ICE REMOVAL	3,500.00	302.66	0.00	3,197.34	8.65
202-479-703.010	OVERTIME PAY	1,000.00	112.50	0.00	887.50	11.25
202-479-719.000	HEALTH INSURANCE	0.00	69.10	0.00	(69.10)	100.00
202-479-943.000	EQUIPMENT RENTAL	5,000.00	215.03	0.00	4,784.97	4.30
Total Dept 479 - ICE/SNOW		9,500.00	699.29	0.00	8,800.71	7.36
Dept 483 - ADMINISTRATION						
202-483-703.172	MANAGER SALARY	9,000.00	5,345.63	1,146.12	3,654.37	59.40
202-483-703.215	CLERK SALARY	3,500.00	2,116.92	289.93	1,383.08	60.48
202-483-715.000	SOCIAL SECURITY	950.00	570.85	109.85	379.15	60.09
202-483-718.000	PENSION	800.00	417.70	56.16	382.30	52.21
202-483-719.000	HEALTH INSURANCE	1,000.00	2,510.48	358.67	(1,510.48)	251.05
202-483-807.000	AUDIT	5,000.00	3,026.96	6.58	1,973.04	60.54
Total Dept 483 - ADMINISTRATION		20,250.00	13,988.54	1,967.31	6,261.46	69.08
TOTAL EXPENDITURES		76,850.00	32,742.01	6,799.86	44,107.99	42.61
Fund 202 - MAJOR ROADS:						
TOTAL REVENUES		198,000.00	114,307.36	19,229.69	83,692.64	57.73

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)	MONTH	09/30/2024 (DECREASE)	NORMAL	(ABNORMAL)	
Fund 202 - MAJOR ROADS								
TOTAL EXPENDITURES		76,850.00	32,742.01		6,799.86		44,107.99	42.61
NET OF REVENUES & EXPENDITURES		121,150.00	81,565.35		12,429.83		39,584.65	67.33

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GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL ROADS						
Revenues						
Dept 000						
203-000-546.000	STATE OF MICHIGAN	85,000.00	50,267.79	8,471.57	34,732.21	59.14
203-000-664.100	INTEREST ON INVESTMENT	900.00	87.91	0.00	812.09	9.77
203-000-699.230	TRANSFER FROM STREETS	125,000.00	0.00	0.00	125,000.00	0.00
203-000-699.390	TRANSFER FROM FUND BALANCE	529,000.00	0.00	0.00	529,000.00	0.00
Total Dept 000		739,900.00	50,355.70	8,471.57	689,544.30	6.81
TOTAL REVENUES		739,900.00	50,355.70	8,471.57	689,544.30	6.81
Expenditures						
Dept 451 - NEW CONSTRUCTION						
203-451-822.000	CONTRACTUAL-NEW CONSTRUCTION	529,000.00	0.00	0.00	529,000.00	0.00
Total Dept 451 - NEW CONSTRUCTION		529,000.00	0.00	0.00	529,000.00	0.00
Dept 463 - MAINTENANCE						
203-463-703.000	SALARIES-MAINTENANCE	37,000.00	25,771.14	4,166.15	11,228.86	69.65
203-463-703.010	OVERTIME PAY	1,000.00	131.25	0.00	868.75	13.13
203-463-717.000	WORKMAN'S COMP.	3,000.00	2,720.23	0.00	279.77	90.67
203-463-719.000	HEALTH INSURANCE	15,000.00	7,547.89	1,659.82	7,452.11	50.32
203-463-782.000	MATERIALS	10,000.00	5,966.99	3,591.08	4,033.01	59.67
203-463-822.000	CONTRACTUAL	0.00	5,000.00	0.00	(5,000.00)	100.00
203-463-943.000	EQUIPMENT RENTAL	60,000.00	32,877.36	3,980.10	27,122.64	54.80
203-463-981.000	CAPITAL OUTLAY	47,000.00	26,079.50	0.00	20,920.50	55.49
Total Dept 463 - MAINTENANCE		173,000.00	106,094.36	13,397.15	66,905.64	61.33
Dept 474 - TRAFFIC						
203-474-921.000	ELECTRIC	500.00	303.82	0.00	196.18	60.76
Total Dept 474 - TRAFFIC		500.00	303.82	0.00	196.18	60.76
Dept 479 - ICE/SNOW						
203-479-703.000	SALARIES-SNOW & ICE REMOVAL	2,000.00	218.00	44.00	1,782.00	10.90
203-479-703.010	OVERTIME PAY	700.00	0.00	0.00	700.00	0.00
203-479-719.000	HEALTH INSURANCE	375.00	28.94	0.00	346.06	7.72
203-479-943.000	EQUIPMENT RENTAL	2,000.00	21.46	0.00	1,978.54	1.07
Total Dept 479 - ICE/SNOW		5,075.00	268.40	44.00	4,806.60	5.29
Dept 482 - ADMINISTRATION - USDA						
203-482-971.000	MDOT SIB LOAN	15,000.00	13,494.50	0.00	1,505.50	89.96
Total Dept 482 - ADMINISTRATION - USDA		15,000.00	13,494.50	0.00	1,505.50	89.96
Dept 483 - ADMINISTRATION						
203-483-703.172	MANAGER SALARY	8,200.00	5,345.63	1,146.11	2,854.37	65.19
203-483-703.215	CLERK SALARY	3,700.00	2,116.84	289.92	1,583.16	57.21

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		2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL ROADS							
Expenditures							
203-483-715.000	SOCIAL SECURITY	1,000.00	570.84	109.85		429.16	57.08
203-483-718.000	PENSION	800.00	417.70	56.16		382.30	52.21
203-483-719.000	HEALTH INSURANCE	2,000.00	2,510.48	358.67		(510.48)	125.52
203-483-807.000	AUDIT	7,000.00	3,026.96	6.58		3,973.04	43.24
Total Dept 483 - ADMINISTRATION		22,700.00	13,988.45	1,967.29		8,711.55	61.62
TOTAL EXPENDITURES		745,275.00	134,149.53	15,408.44		611,125.47	18.00
Fund 203 - LOCAL ROADS:							
TOTAL REVENUES		739,900.00	50,355.70	8,471.57		689,544.30	6.81
TOTAL EXPENDITURES		745,275.00	134,149.53	15,408.44		611,125.47	18.00
NET OF REVENUES & EXPENDITURES		(5,375.00)	(83,793.83)	(6,936.87)		78,418.83	1,558.95

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)	MONTH 09/30/2024 INCREASE (DECREASE)		BALANCE NORMAL (ABNORMAL)		
Fund 204 - MUNICIPAL STREET FUND								
Revenues								
Dept 000								
204-000-403.000	STREETS-PROPERTY TAXES	150,000.00	146,472.91	77,224.78		3,527.09	97.65	
204-000-410.000	PERSONAL PROPERTY TAX	20,000.00	16,803.25	8,357.41		3,196.75	84.02	
204-000-411.000	DELINQUENT TAX	5,000.00	0.00	0.00		5,000.00	0.00	
204-000-445.000	REAL ESTATE TAX INTEREST	300.00	20.35	14.99		279.65	6.78	
204-000-664.100	INTEREST INCOME	200.00	53.91	0.00		146.09	26.96	
Total Dept 000		175,500.00	163,350.42	85,597.18		12,149.58	93.08	
TOTAL REVENUES		175,500.00	163,350.42	85,597.18		12,149.58	93.08	
Expenditures								
Dept 728 - ECONOMIC DEVELOPMENT								
204-728-995.030	TRANSFER TO LOCAL ROADS	125,000.00	0.00	0.00		125,000.00	0.00	
Total Dept 728 - ECONOMIC DEVELOPMENT		125,000.00	0.00	0.00		125,000.00	0.00	
TOTAL EXPENDITURES		125,000.00	0.00	0.00		125,000.00	0.00	
Fund 204 - MUNICIPAL STREET FUND:								
TOTAL REVENUES		175,500.00	163,350.42	85,597.18		12,149.58	93.08	
TOTAL EXPENDITURES		125,000.00	0.00	0.00		125,000.00	0.00	
NET OF REVENUES & EXPENDITURES		50,500.00	163,350.42	85,597.18		(112,850.42)	323.47	

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2024	MONTH	09/30/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE INSURANCE PROCEEDS							
Revenues							
Dept 000							
206-000-664.100	INTEREST INCOME	0.00	0.12		0.00	(0.12)	100.00
Total Dept 000		0.00	0.12		0.00	(0.12)	100.00
TOTAL REVENUES		0.00	0.12		0.00	(0.12)	100.00
Fund 206 - FIRE INSURANCE PROCEEDS:							
TOTAL REVENUES		0.00	0.12		0.00	(0.12)	100.00
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.12		0.00	(0.12)	100.00

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2024	MONTH	09/30/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 213 - SALVAGE VEHICLE INSPECTIONS							
Revenues							
Dept 000							
213-000-610.000	VEHICLE INSPECTION FEE	11,000.00	10,600.00		2,100.00	400.00	96.36
213-000-664.100	INTEREST INCOME	10.00	3.19		0.00	6.81	31.90
Total Dept 000		11,010.00	10,603.19		2,100.00	406.81	96.31
TOTAL REVENUES		11,010.00	10,603.19		2,100.00	406.81	96.31
Expenditures							
Dept 301 - POLICE DEPARTMENT							
213-301-703.011	VEHICLE INSPECTION	11,000.00	11,924.30		1,234.80	(924.30)	108.40
213-301-719.000	HEALTH INSURANCE	1,500.00	685.43		8.33	814.57	45.70
213-301-776.000	OPERATING SUPPLIES	800.00	5,966.00		1,115.00	(5,166.00)	745.75
Total Dept 301 - POLICE DEPARTMENT		13,300.00	18,575.73		2,358.13	(5,275.73)	139.67
TOTAL EXPENDITURES		13,300.00	18,575.73		2,358.13	(5,275.73)	139.67
Fund 213 - SALVAGE VEHICLE INSPECTIONS:							
TOTAL REVENUES		11,010.00	10,603.19		2,100.00	406.81	96.31
TOTAL EXPENDITURES		13,300.00	18,575.73		2,358.13	(5,275.73)	139.67
NET OF REVENUES & EXPENDITURES		(2,290.00)	(7,972.54)		(258.13)	5,682.54	348.15

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2024	MONTH	09/30/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 244 - BUSINESS LOANS							
Expenditures							
Dept 728 - ECONOMIC DEVELOPMENT							
244-728-807.000	AUDIT	0.00	140.00		0.00	(140.00)	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	140.00		0.00	(140.00)	100.00
TOTAL EXPENDITURES		0.00	140.00		0.00	(140.00)	100.00
Fund 244 - BUSINESS LOANS:							
TOTAL REVENUES		0.00	0.00		0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	140.00		0.00	(140.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(140.00)		0.00	140.00	100.00

		2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	09/30/2024	MONTH 09/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 245 - HOME REHAB LOANS								
Revenues								
Dept 000								
245-000-664.100	INTEREST INCOME	0.00	29.09	0.00		(29.09)	100.00	
Total Dept 000		0.00	29.09	0.00		(29.09)	100.00	
TOTAL REVENUES		0.00	29.09	0.00		(29.09)	100.00	
Expenditures								
Dept 728 - ECONOMIC DEVELOPMENT								
245-728-807.000	AUDIT	0.00	140.00	0.00		(140.00)	100.00	
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	140.00	0.00		(140.00)	100.00	
TOTAL EXPENDITURES		0.00	140.00	0.00		(140.00)	100.00	
Fund 245 - HOME REHAB LOANS:								
TOTAL REVENUES		0.00	29.09	0.00		(29.09)	100.00	
TOTAL EXPENDITURES		0.00	140.00	0.00		(140.00)	100.00	
NET OF REVENUES & EXPENDITURES		0.00	(110.91)	0.00		110.91	100.00	

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2024 (ABNORMAL)	MONTH 09/30/2024 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-404.000	PROPERTY TAXES	15,000.00	13,459.24	2,650.28	1,540.76	89.73
248-000-410.000	PERSONAL PROPERTY TAX	3,500.00	588.39	588.39	2,911.61	16.81
248-000-411.000	DELINQUENT TAX	100.00	0.00	0.00	100.00	0.00
248-000-445.000	REAL ESTATE TAX INTEREST	50.00	5.36	5.36	44.64	10.72
248-000-641.000	DONATIONS - JULY 4TH EVENT	20,000.00	8,950.00	0.00	11,050.00	44.75
248-000-664.100	INTEREST INCOME	10.00	1.95	0.00	8.05	19.50
248-000-666.000	DONATIONS - DECATUR DAY EVENTS	2,000.00	11,100.00	0.00	(9,100.00)	555.00
248-000-674.000	DONATIONS - SPRING EVENTS	500.00	0.00	0.00	500.00	0.00
248-000-675.000	OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
248-000-676.000	VENDOR REVENUE	1,000.00	5,210.00	355.00	(4,210.00)	521.00
248-000-677.000	DONATIONS - BOO BASH EVENTS	500.00	0.00	0.00	500.00	0.00
248-000-678.000	DONATIONS - CHRISTMAS IN THE VILLAGE	500.00	0.00	0.00	500.00	0.00
Total Dept 000		44,160.00	39,314.94	3,599.03	4,845.06	89.03
TOTAL REVENUES		44,160.00	39,314.94	3,599.03	4,845.06	89.03
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	1,000.00	596.25	0.00	403.75	59.63
248-728-901.000	PRINTING/PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00
248-728-958.000	MISCELLANEOUS	200.00	151.96	6.58	48.04	75.98
248-728-982.000	JULY 4TH EVENT	13,000.00	11,518.04	0.00	1,481.96	88.60
248-728-983.000	SPRING EVENTS	500.00	220.00	0.00	280.00	44.00
248-728-984.000	DECATUR DAY EVENT	2,000.00	19,566.68	0.00	(17,566.68)	978.33
248-728-985.000	COMMUNITY SERVICE PROJECTS	1,500.00	2,306.06	0.00	(806.06)	153.74
248-728-986.000	DOWNTOWN FLOWERS	1,500.00	1,372.00	0.00	128.00	91.47
248-728-987.000	BOO BASH EVENT	700.00	0.00	0.00	700.00	0.00
248-728-988.000	CHRISTMAS IN THE VILLAGE	500.00	0.00	0.00	500.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		22,900.00	35,730.99	6.58	(12,830.99)	156.03
TOTAL EXPENDITURES		22,900.00	35,730.99	6.58	(12,830.99)	156.03
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		44,160.00	39,314.94	3,599.03	4,845.06	89.03
TOTAL EXPENDITURES		22,900.00	35,730.99	6.58	(12,830.99)	156.03
NET OF REVENUES & EXPENDITURES		21,260.00	3,583.95	3,592.45	17,676.05	16.86

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2024	MONTH	09/30/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 265 - DRUG FORFEITURE							
Revenues							
Dept 000							
265-000-664.100	INTEREST INCOME	0.00	0.35		0.00	(0.35)	100.00
Total Dept 000		0.00	0.35		0.00	(0.35)	100.00
TOTAL REVENUES		0.00	0.35		0.00	(0.35)	100.00
Fund 265 - DRUG FORFEITURE:							
TOTAL REVENUES		0.00	0.35		0.00	(0.35)	100.00
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.35		0.00	(0.35)	100.00

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)	MONTH 09/30/2024 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 282 - APRA FUND								
Revenues								
Dept 000								
282-000-664.100	INTEREST INCOME	0.00	46.95	0.00		(46.95)	100.00	
Total Dept 000		0.00	46.95	0.00		(46.95)	100.00	
TOTAL REVENUES		0.00	46.95	0.00		(46.95)	100.00	
Fund 282 - APRA FUND:								
TOTAL REVENUES		0.00	46.95	0.00		(46.95)	100.00	
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	46.95	0.00		(46.95)	100.00	

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		2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND							
Revenues							
Dept 000							
590-000-502.000	USDA FUNDING	0.00	199,361.77	0.00		(199,361.77)	100.00
590-000-626.000	TAP IN FEES	3,000.00	0.00	0.00		3,000.00	0.00
590-000-628.000	SEWER SERVICE CHARGES	310,000.00	186,670.86	22.03		123,329.14	60.22
590-000-629.000	PENALTIES	10,000.00	5,018.49	585.73		4,981.51	50.18
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	50.00	109.39	0.00		(59.39)	218.78
590-000-664.120	INTEREST ON CHECKING-RECEIVING	300.00	0.00	0.00		300.00	0.00
590-000-689.000	CASH OVER AND SHORT	0.00	4.87	0.52		(4.87)	100.00
590-000-699.390	TRANSFER FROM FUND BALANCE	171,000.00	0.00	0.00		171,000.00	0.00
Total Dept 000		495,850.00	391,165.38	608.28		104,684.62	78.89
TOTAL REVENUES		495,850.00	391,165.38	608.28		104,684.62	78.89
Expenditures							
Dept 290 - CONTINGENCY							
590-290-969.000	CONTINGENCY	171,000.00	0.00	0.00		171,000.00	0.00
Total Dept 290 - CONTINGENCY		171,000.00	0.00	0.00		171,000.00	0.00
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	100,000.00	162,225.21	0.00		(62,225.21)	162.23
590-482-963.000	MULTI-PERIL INSURANCE	0.00	14.67	0.00		(14.67)	100.00
Total Dept 482 - ADMINISTRATION - USDA		124,797.00	162,239.88	0.00		(37,442.88)	130.00
Dept 483 - ADMINISTRATION							
590-483-703.172	MANAGER SALARY	15,100.00	9,354.82	2,005.63		5,745.18	61.95
590-483-703.215	CLERK SALARY	9,200.00	5,644.87	773.10		3,555.13	61.36
590-483-715.000	FICA/MEDICARE	2,100.00	1,147.63	212.60		952.37	54.65
590-483-718.000	PENSION	1,400.00	847.48	114.22		552.52	60.53
590-483-719.000	HEALTH INSURANCE	4,900.00	5,241.68	748.92		(341.68)	106.97
590-483-807.000	AUDIT	1,000.00	280.00	0.00		720.00	28.00
Total Dept 483 - ADMINISTRATION		33,700.00	22,516.48	3,854.47		11,183.52	66.81
Dept 548 - SEWER LINE MAINTENANCE							
590-548-768.000	UNIFORMS/BOOTS/ETC	1,000.00	250.50	0.00		749.50	25.05
590-548-820.000	MISS DIG	800.00	0.00	0.00		800.00	0.00
590-548-822.000	CONTRACTUAL SERVICES	15,000.00	4,568.22	0.00		10,431.78	30.45
590-548-853.020	CELL PHONE	700.00	244.46	0.00		455.54	34.92
590-548-864.000	CONFERENCES/WORKSHOPS	100.00	149.00	0.00		(49.00)	149.00
590-548-874.000	LAB TESTING	2,500.00	2,405.00	0.00		95.00	96.20
590-548-934.000	MAINTENANCE	12,000.00	3,104.03	0.00		8,895.97	25.87
590-548-936.000	TECH SERVICES	200.00	151.96	6.58		48.04	75.98
590-548-963.000	LIABILITY INSURANCE	4,700.00	5,033.85	0.00		(333.85)	107.10
Total Dept 548 - SEWER LINE MAINTENANCE		37,000.00	15,907.02	6.58		21,092.98	42.99

REVENUE AND EXPENDITURE REPORT

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2024	MONTH 09/30/2024	BALANCE	
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Expenditures						
Dept 549 - MAINTENANCE-LIFT STATIONS						
590-549-703.000	SALARIES-MAINTENANCE	45,000.00	35,834.86	4,103.55	9,165.14	79.63
590-549-703.010	OVERTIME PAY	3,000.00	5,302.80	440.70	(2,302.80)	176.76
590-549-716.000	UNEMPLOYMENT	0.00	4.43	0.00	(4.43)	100.00
590-549-717.000	WORKMAN'S COMP	300.00	286.34	0.00	13.66	95.45
590-549-719.000	HEALTH INSURANCE	9,500.00	6,752.72	593.72	2,747.28	71.08
590-549-719.500	DISABILITY INSURANCE	900.00	581.66	85.53	318.34	64.63
590-549-720.000	LIFE INSURANCE	200.00	111.99	16.43	88.01	56.00
590-549-807.000	AUDIT	1,000.00	420.00	0.00	580.00	42.00
590-549-822.000	CONTRACTUAL SERVICES	700.00	694.80	0.00	5.20	99.26
590-549-853.000	TELEPHONE	700.00	360.99	51.57	339.01	51.57
590-549-853.020	CELL PHONE	400.00	175.10	25.01	224.90	43.78
590-549-921.000	ELECTRIC	3,500.00	1,641.49	0.00	1,858.51	46.90
590-549-931.000	MAINTENANCE SERVICE	2,000.00	2,095.91	0.00	(95.91)	104.80
590-549-931.010	COUNTY DRAIN MAINTENANCE	550.00	0.00	0.00	550.00	0.00
590-549-943.000	EQUIPMENT RENTAL	13,000.00	10,881.14	1,009.28	2,118.86	83.70
590-549-963.000	LIABILITY INSURANCE	4,800.00	5,033.85	0.00	(233.85)	104.87
Total Dept 549 - MAINTENANCE-LIFT STATIONS		85,550.00	70,178.08	6,325.79	15,371.92	82.03
Dept 550 - COLLECTION						
590-550-703.000	SALARIES	35,000.00	18,198.87	3,882.28	16,801.13	52.00
590-550-703.010	OVERTIME PAY	0.00	144.68	0.00	(144.68)	100.00
590-550-715.000	FICA/MEDICARE	2,600.00	1,392.70	295.07	1,207.30	53.57
590-550-716.000	UNEMPLOYMENT COMPENSATION	60.00	4.41	0.00	55.59	7.35
590-550-717.000	WORKMAN'S COMP.	400.00	286.34	0.00	113.66	71.59
590-550-718.000	PENSION	2,000.00	845.68	100.34	1,154.32	42.28
590-550-719.500	DISABILITY INSURANCE	1,000.00	581.63	85.53	418.37	58.16
590-550-720.000	LIFE INSURANCE	300.00	112.00	16.43	188.00	37.33
590-550-728.000	OFFICE SUPPLIES	500.00	164.79	0.00	335.21	32.96
590-550-730.000	POSTAGE	1,900.00	1,338.26	0.00	561.74	70.43
590-550-807.000	AUDIT	2,000.00	560.00	0.00	1,440.00	28.00
590-550-808.000	PAYMENT PROCESSING FEES	2,500.00	1,115.38	720.00	1,384.62	44.62
590-550-853.000	TELEPHONE	700.00	360.99	51.57	339.01	51.57
590-550-864.000	CONFERENCES/WORKSHOPS	400.00	0.00	0.00	400.00	0.00
590-550-934.000	SERVICE CONTRACTS	16,000.00	3,909.02	106.01	12,090.98	24.43
590-550-936.000	TECH SERVICES	8,000.00	6,219.55	485.10	1,780.45	77.74
590-550-964.000	NSF CHECK CHARGES	0.00	2.50	0.00	(2.50)	100.00
Total Dept 550 - COLLECTION		73,360.00	35,236.80	5,742.33	38,123.20	48.03
TOTAL EXPENDITURES		525,407.00	306,078.26	15,929.17	219,328.74	58.26
Fund 590 - SEWER FUND:						
TOTAL REVENUES		495,850.00	391,165.38	608.28	104,684.62	78.89
TOTAL EXPENDITURES		525,407.00	306,078.26	15,929.17	219,328.74	58.26
NET OF REVENUES & EXPENDITURES		(29,557.00)	85,087.12	(15,320.89)	(114,644.12)	287.87

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2024	MONTH 09/30/2024	BALANCE	
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-451.000	DELINQUENT SPECIAL ASSESSMENTS	0.00	2,439.09	0.00	(2,439.09)	100.00
591-000-502.000	USDA FUNDING	0.00	1,015,483.27	422,537.92	(1,015,483.27)	100.00
591-000-539.000	STATE GRANTS	123,000.00	71,365.00	22,500.00	51,635.00	58.02
591-000-608.000	NSF CHECK FEE	0.00	315.00	35.00	(315.00)	100.00
591-000-629.000	PENALTIES	10,000.00	6,301.93	699.35	3,698.07	63.02
591-000-642.000	WATER TURN ONS	3,000.00	3,375.00	600.00	(375.00)	112.50
591-000-643.000	METERED SALES	400,000.00	236,005.27	23.67	163,994.73	59.00
591-000-645.000	WATER TAP FEES	3,000.00	60.00	60.00	2,940.00	2.00
591-000-664.000	INTEREST ON CD'S-RECEIVING	1,000.00	0.00	0.00	1,000.00	0.00
591-000-664.100	INTEREST-WATER OPERATING	100.00	125.73	0.00	(25.73)	125.73
591-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	0.00	0.00	200.00	0.00
591-000-689.000	CASH OVER AND SHORT	0.00	4.88	0.52	(4.88)	100.00
591-000-699.390	TRANSFER FROM FUND BALANCE	279,000.00	0.00	0.00	279,000.00	0.00
Total Dept 000		819,300.00	1,335,475.17	446,456.46	(516,175.17)	163.00
TOTAL REVENUES		819,300.00	1,335,475.17	446,456.46	(516,175.17)	163.00
Expenditures						
Dept 290 - CONTINGENCY						
591-290-969.000	CONTINGENCY	279,000.00	0.00	0.00	279,000.00	0.00
Total Dept 290 - CONTINGENCY		279,000.00	0.00	0.00	279,000.00	0.00
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	892,988.08	419,993.21	(862,988.08)	2,976.63
Total Dept 482 - ADMINISTRATION - USDA		54,240.00	892,988.08	419,993.21	(838,748.08)	1,646.36
Dept 483 - ADMINISTRATION						
591-483-703.172	MANAGER SALARY	15,500.00	9,354.87	2,005.70	6,145.13	60.35
591-483-703.215	CLERK SALARY	9,200.00	5,645.06	773.15	3,554.94	61.36
591-483-715.000	FICA/MEDICARE	1,900.00	1,147.54	212.59	752.46	60.40
591-483-718.000	PENSION	1,500.00	847.48	114.22	652.52	56.50
591-483-719.000	HEALTH INSURANCE	5,000.00	5,241.73	748.92	(241.73)	104.83
Total Dept 483 - ADMINISTRATION		33,100.00	22,236.68	3,854.58	10,863.32	67.18
Dept 550 - COLLECTION						
591-550-703.000	SALARIES-CLERICAL	35,500.00	14,798.95	1,697.52	20,701.05	41.69
591-550-703.010	OVERTIME PAY	200.00	144.60	0.00	55.40	72.30
591-550-715.000	FICA/MEDICARE	3,000.00	1,132.71	127.95	1,867.29	37.76
591-550-716.000	UNEMPLOYMENT COMPENSATION	75.00	0.00	0.00	75.00	0.00
591-550-717.000	WORKMAN'S COMP	35.00	28.63	0.00	6.37	81.80
591-550-718.000	PENSION	2,000.00	845.68	100.34	1,154.32	42.28
591-550-719.500	DISABILITY INSURANCE	900.00	581.63	85.53	318.37	64.63
591-550-720.000	LIFE INSURANCE	300.00	111.99	16.43	188.01	37.33
591-550-728.000	OFFICE SUPPLIES	600.00	164.79	0.00	435.21	27.47

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		2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 09/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 591 - WATER FUND							
Expenditures							
591-550-730.000	POSTAGE	1,900.00	1,338.26	0.00		561.74	70.43
591-550-807.000	AUDIT	800.00	560.00	0.00		240.00	70.00
591-550-808.000	PAYMENT PROCESSING FEES	0.00	395.38	0.00		(395.38)	100.00
591-550-853.000	TELEPHONE	700.00	360.99	51.57		339.01	51.57
591-550-864.000	CONFERENCES/WORKSHOPS	900.00	149.00	0.00		751.00	16.56
591-550-901.000	PRINTING	1,000.00	1,220.00	0.00		(220.00)	122.00
591-550-931.000	MAINT-SERVICES	12,000.00	4,441.85	0.00		7,558.15	37.02
591-550-934.000	SERVICE CONTRACTS	2,500.00	1,594.03	106.02		905.97	63.76
591-550-936.000	TECH SERVICES	6,100.00	5,172.55	485.10		927.45	84.80
591-550-958.000	MISCELLANEOUS	1,200.00	0.00	0.00		1,200.00	0.00
591-550-964.000	NSF CHECK CHARGES	10.00	2.50	0.00		7.50	25.00
591-550-968.000	DEPRECIATION	54,000.00	0.00	0.00		54,000.00	0.00
Total Dept 550 - COLLECTION		123,720.00	33,043.54	2,670.46		90,676.46	26.71
Dept 551 - UTILITY							
591-551-921.000	POWER PUMPING-ELECTRIC	10,500.00	4,991.03	0.00		5,508.97	47.53
Total Dept 551 - UTILITY		10,500.00	4,991.03	0.00		5,508.97	47.53
Dept 552 - DISTRIBUTION							
591-552-703.000	SALARIES-DISTRIBUTION	50,000.00	39,488.32	4,839.47		10,511.68	78.98
591-552-703.010	OVERTIME PAY	5,000.00	6,840.59	890.43		(1,840.59)	136.81
591-552-717.000	WORKMAN'S COMP	1,000.00	859.02	0.00		140.98	85.90
591-552-719.000	HEALTH INSURANCE	11,000.00	6,485.87	618.00		4,514.13	58.96
591-552-719.500	DISABILITY INSURANCE	100.00	581.51	85.53		(481.51)	581.51
591-552-720.000	LIFE INSURANCE	450.00	111.90	16.41		338.10	24.87
591-552-768.000	UNIFORMS/BOOTS/ETC	700.00	250.50	0.00		449.50	35.79
591-552-776.000	SUPPLIES & MAINTENANCE	10,000.00	4,325.29	0.00		5,674.71	43.25
591-552-807.000	AUDIT	1,000.00	560.00	0.00		440.00	56.00
591-552-812.000	ENGINEERING	0.00	67,865.00	0.00		(67,865.00)	100.00
591-552-822.000	CONTRACTUAL SERVICES	8,000.00	4,882.40	0.00		3,117.60	61.03
591-552-853.020	CELL PHONE	2,000.00	1,130.20	126.54		869.80	56.51
591-552-864.000	CONF/WORKSHOPS	500.00	0.00	0.00		500.00	0.00
591-552-874.000	WATER TESTING	5,000.00	4,616.75	60.00		383.25	92.34
591-552-936.000	TECH SERVICES	2,000.00	1,198.96	6.58		801.04	59.95
591-552-943.000	EQUIPMENT RENTAL-WATER FUND	15,000.00	10,682.86	1,120.92		4,317.14	71.22
591-552-958.001	DUES/MEMBERSHIPS	1,000.00	825.00	0.00		175.00	82.50
591-552-963.000	LIABILITY INSURANCE	4,900.00	5,033.85	0.00		(133.85)	102.73
Total Dept 552 - DISTRIBUTION		117,650.00	155,738.02	7,763.88		(38,088.02)	132.37
Dept 553 - WELLS/TOWER							
591-553-934.000	REPAIR WELLS	0.00	1,400.00	0.00		(1,400.00)	100.00
591-553-963.000	LIABILITY INSURNACE	4,700.00	5,033.85	0.00		(333.85)	107.10
Total Dept 553 - WELLS/TOWER		4,700.00	6,433.85	0.00		(1,733.85)	136.89
TOTAL EXPENDITURES		622,910.00	1,115,431.20	434,282.13		(492,521.20)	179.07

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	09/30/2024	MONTH	09/30/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
<hr/>							
Fund 591 - WATER FUND							
Fund 591 - WATER FUND:							
TOTAL REVENUES		819,300.00	1,335,475.17		446,456.46	(516,175.17)	163.00
TOTAL EXPENDITURES		622,910.00	1,115,431.20		434,282.13	(492,521.20)	179.07
NET OF REVENUES & EXPENDITURES		196,390.00	220,043.97		12,174.33	(23,653.97)	112.04

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	09/30/2024	MONTH 09/30/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 596 - GARBAGE COLLECTION								
Revenues								
Dept 000								
596-000-539.000	GRANT PAYMENTS	46,250.00	0.00	0.00		46,250.00	0.00	
596-000-628.000	TRASH SERVICE CHARGES	130,000.00	76,826.31	17.14		53,173.69	59.10	
596-000-629.000	PENALTIES	3,200.00	2,056.31	267.92		1,143.69	64.26	
596-000-647.000	COMMUNITY PROJECTS - DUMP DAY	1,000.00	0.00	0.00		1,000.00	0.00	
596-000-664.100	INTEREST INCOME	100.00	0.59	0.00		99.41	0.59	
596-000-664.120	INTEREST ON CHECKING-RECEIVING	50.00	0.00	0.00		50.00	0.00	
596-000-675.000	OTHER REVENUE	7,500.00	0.00	0.00		7,500.00	0.00	
Total Dept 000		188,100.00	78,883.21	285.06		109,216.79	41.94	
TOTAL REVENUES		188,100.00	78,883.21	285.06		109,216.79	41.94	
Expenditures								
Dept 528 - RUBBISH COLLECTION/DISPOSAL								
596-528-819.000	WASTE AND RUBBISH DISPOSAL	130,000.00	65,954.38	6.58		64,045.62	50.73	
596-528-822.000	CONTRACTUAL SERVICES	1,000.00	0.00	0.00		1,000.00	0.00	
596-528-860.000	VBCD TRANSRE STATION	55,000.00	7,540.00	0.00		47,460.00	13.71	
596-528-995.596	ADMIN TRANSFER TO GF	6,500.00	0.00	0.00		6,500.00	0.00	
Total Dept 528 - RUBBISH COLLECTION/DISPOSAL		192,500.00	73,494.38	6.58		119,005.62	38.18	
TOTAL EXPENDITURES		192,500.00	73,494.38	6.58		119,005.62	38.18	
Fund 596 - GARBAGE COLLECTION:								
TOTAL REVENUES		188,100.00	78,883.21	285.06		109,216.79	41.94	
TOTAL EXPENDITURES		192,500.00	73,494.38	6.58		119,005.62	38.18	
NET OF REVENUES & EXPENDITURES		(4,400.00)	5,388.83	278.48		(9,788.83)	122.47	

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED	BUDGET	NORMAL	(ABNORMAL)	MONTH 09/30/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 661 - MOTOR POOL										
Revenues										
Dept 000										
661-000-664.100	INTEREST INCOME		1,000.00		4.07		0.00		995.93	0.41
661-000-668.100	RENTAL EQUIPMENT-POLICE		25,000.00		0.00		0.00		25,000.00	0.00
661-000-668.200	RENTAL EQUIPMENT PARKS		15,000.00		7,327.58		671.59		7,672.42	48.85
661-000-668.300	RENTAL EQUIPMENT-LOCAL		60,000.00		32,877.36		3,980.10		27,122.64	54.80
661-000-668.310	EQUIP RENTAL L/R ICE/SNOW		1,000.00		21.46		0.00		978.54	2.15
661-000-668.400	RENTAL EQUIPMENT-MAJOR		8,000.00		2,787.58		339.04		5,212.42	34.84
661-000-668.410	EQUIP RENTAL M/R ICE/SNOW		6,000.00		215.03		0.00		5,784.97	3.58
661-000-668.500	RENTAL EQUIPMENT-WATER		16,000.00		10,682.86		1,120.92		5,317.14	66.77
661-000-668.605	LS MAINT. EQUIP RENTAL		13,000.00		10,881.14		1,009.28		2,118.86	83.70
661-000-668.700	RENTAL EQIPMENT-PUBLIC WORKS		16,000.00		7,004.36		1,905.22		8,995.64	43.78
661-000-673.000	SALE OF FIXED ASSETS		1,000.00		0.00		0.00		1,000.00	0.00
Total Dept 000			162,000.00		71,801.44		9,026.15		90,198.56	44.32
TOTAL REVENUES			162,000.00		71,801.44		9,026.15		90,198.56	44.32
Expenditures										
Dept 301 - POLICE DEPARTMENT										
661-301-870.000	GAS		10,000.00		5,925.04		0.00		4,074.96	59.25
661-301-872.000	TIRES		2,000.00		230.00		0.00		1,770.00	11.50
661-301-930.000	REPAIRS		3,000.00		3,579.24		82.02		(579.24)	119.31
661-301-963.000	MULTI-PERIL INSURANCE		6,300.00		6,711.80		0.00		(411.80)	106.54
Total Dept 301 - POLICE DEPARTMENT			21,300.00		16,446.08		82.02		4,853.92	77.21
Dept 441 - DPW										
661-441-807.000	AUDIT		1,000.00		711.96		6.58		288.04	71.20
661-441-870.000	GAS		22,000.00		10,552.42		0.00		11,447.58	47.97
661-441-872.000	TIRES		5,000.00		0.00		0.00		5,000.00	0.00
661-441-930.000	REPAIRS & MAINTENANCE		21,000.00		10,222.11		0.00		10,777.89	48.68
661-441-963.000	MULTI-PERIL INSURANCE		6,200.00		6,711.80		0.00		(511.80)	108.25
661-441-968.000	DEPRECIATION		62,000.00		0.00		0.00		62,000.00	0.00
661-441-970.000	EQUIPMENT PURCHASED		86,000.00		6,250.00		0.00		79,750.00	7.27
Total Dept 441 - DPW			203,200.00		34,448.29		6.58		168,751.71	16.95
Dept 483 - ADMINISTRATION										
661-483-703.172	MANAGER SALARY		3,900.00		2,672.79		573.01		1,227.21	68.53
661-483-703.215	CLERK SALARY		2,000.00		1,411.20		193.27		588.80	70.56
661-483-715.000	FICA/MEDICARE		500.00		312.29		58.61		187.71	62.46
661-483-718.000	PENSION		400.00		230.04		30.98		169.96	57.51
661-483-719.000	HEALTH INSURANCE		1,000.00		1,411.55		201.67		(411.55)	141.16
Total Dept 483 - ADMINISTRATION			7,800.00		6,037.87		1,057.54		1,762.13	77.41
TOTAL EXPENDITURES			232,300.00		56,932.24		1,146.14		175,367.76	24.51

Fund 661 - MOTOR POOL:

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	09/30/2024 NORMAL (ABNORMAL)	MONTH	09/30/2024 (DECREASE)	NORMAL	(ABNORMAL)	
Fund 661 - MOTOR POOL								
	TOTAL REVENUES	162,000.00	71,801.44		9,026.15		90,198.56	44.32
	TOTAL EXPENDITURES	232,300.00	56,932.24		1,146.14		175,367.76	24.51
	NET OF REVENUES & EXPENDITURES	(70,300.00)	14,869.20		7,880.01		(85,169.20)	21.15
	TOTAL REVENUES - ALL FUNDS	3,791,680.00	3,375,808.50		796,233.10		415,871.50	89.03
	TOTAL EXPENDITURES - ALL FUNDS	3,591,311.00	2,492,599.68		548,479.58		1,098,711.32	69.41
	NET OF REVENUES & EXPENDITURES	200,369.00	883,208.82		247,753.52		(682,839.82)	440.79



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Amber Osha, Deputy Clerk/Treasurer
REVIEWED BY: Megan Duncan, Clerk/Treasurer
DATE: October 7, 2024

SUBJECT: September 2024 Monthly Report

Action Requested:

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

September 2024 – Jobs completed

- Collected payments for Utility 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 water usage
- Ran invoice cloud reports & Journalized payments
- Created work orders and Miss Digs for DPW
- Positive Responses for Miss Dig
- Kept track of the shut off list and payments being made
- Attended the DDA meeting
- Attended Planning Commission meeting
- Attended Decatur Day '24 Planning Committee Meeting
- Attended Parks & Recreation Meeting
- Attended Meeting & Training with Abonmarche
- Received Tax payments
- Answered phone calls and Returned calls
- Mailed out final utility bills
- Received and answered emails
- Read through Village Joint Comprehensive Plan to better understand Decatur
- Looked up Tax invoices for residents
- Issued Yard Sale Permits
- Made a job description for Seasonal Part-Time Parks position
- Created deposits and took to the bank
- Research for the Parks position



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: September 9, 2024

SUBJECT: Monthly Report September 2024

Updates – September 2023:

DECATUR COMMUNITY TRANSFER STATION.

Staff continue to work with the District for site preparation at the W Beers location.

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 ANNUAL WATER QUALITY REPORT FOR 2023

Attached to this memo you will find a complete copy of the Village of Decatur 2023 Annual Water Quality Report. Copies of previous years reports can be found on the village website, located here [Decatur \(decatumi.org\)](http://Decatur(decatumi.org))

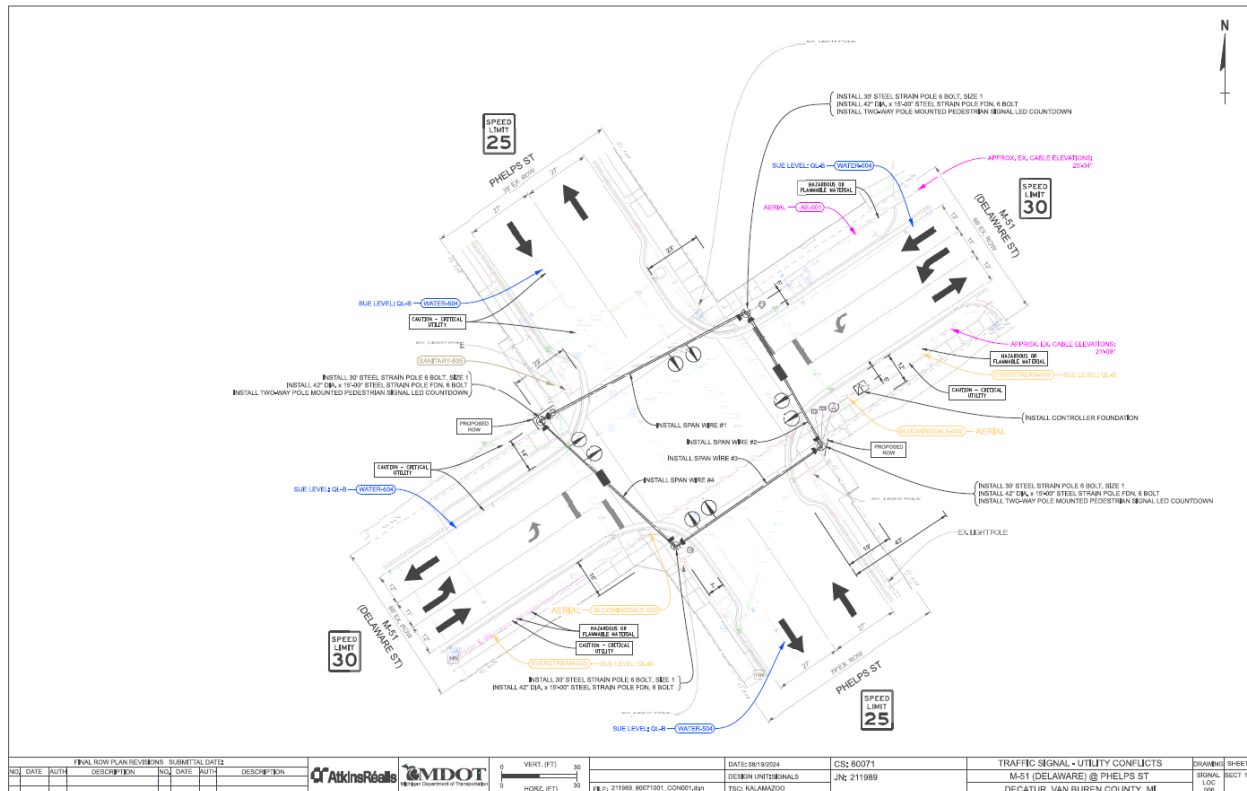
UPDATE REGARDING BEACH MONITORING RED WOOLFE PARK

The Van Buren/Cass County Health Department has reached out to the Village of Decatur regarding Beach Water Monitoring. This is a program supported through the State of Michigan, Department of Environment, Great Lakes, and Energy (EGLE). The Village of Decatur has a publicly owned beach located at Red Woolfe Park. The following links are provided on the Village website for additional information.

[Michigan BeachGuard System - Search Results \(state.mi.us\)](#)

UPDATE REGARDING MICHIGAN DEPARTMENT OF TRANSPORTATION

The Michigan Department of Transportation is planning to modernize traffic signals at 7 intersections located in Berrien and Van Buren Counties. The intersection of Delaware Street and Phelps Street is on the list of modernize traffic signals. The proposed signal modernization involves installation of new traffic poles and devices that may be conflicting with your community.




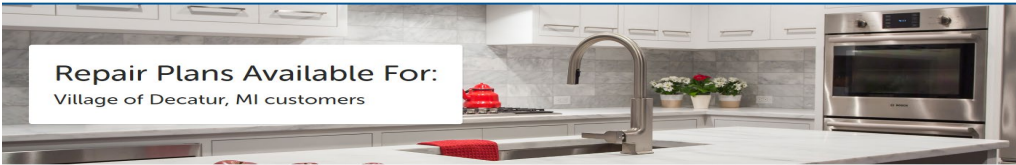
UPDATE REGARDING SERVICE LINE WARRANTIES OF AMERICA (SLWA)

The Council will recall, all Village residents have the opportunity to participate with the Exterior Water Service Line Coverage or Exterior Sewer/Septic Line Coverage from Service Line Warranties of America (SLWA). Unless your pipes have been replaced recently, they may be aging, and age-related wear and tear is a major contributor to line failures. Please act before being faced with a potential emergency with your exterior lines. These pipes are underground and cannot be easily inspected. It is therefore difficult to know if your pipes may be at advanced risk of failure and nearing the end of their effective life span. Regarding your responsibility: You bear full financial responsibility for repairs. The Village of Decatur is not responsible for exterior line repairs on your property. Also note that most basic homeowners' insurance policies typically do NOT cover repairs for normal wear and tear.


Starting for just \$6.49 per month, you can avoid potentially significant out-of-pocket expenses. If you select both plans, you'll receive a 10% savings for the first year.† The Village of Decatur has

partnered with SLWA*, an independent company that offers eligible homeowners optional protection from SLWA, up to the benefit amount of \$8,500 per service call with multiple calls annually for covered water service or well line repairs and up to \$8,500 per service call with multiple calls annually for covered sewer/septic line repairs (30-day waiting period includes a money-back guarantee for both).

[Products](#)[Why Buy a Plan](#)[About Us](#)[Contact Us](#)[Blog](#)




Repair Plans Available For:
Village of Decatur, MI customers



Exterior Water Service Line Coverage

Let Exterior Water Service Line Coverage help protect you from expensive repairs to the line that brings water to your home.
[View plan](#)


This plan includes:

\$5.84/mo.
~~\$6.49/mo.~~

10% off your first year


[Add To Cart](#)

[Terms & Conditions](#)



Exterior Sewer/Septic Line Coverage

Your home's sewer/septic line can clog or break due to invasive tree roots or shifting soil. Help keep what's underground covered with a home service plan.
[View plan](#)


This plan includes:

\$7.64/mo.
~~\$8.49/mo.~~

10% off your first year


[Add To Cart](#)

[Terms & Conditions](#)



Interior Plumbing and Drainage Coverage

The plumbing and drainage inside your home could fail without warning due to leaking or broken water supply pipes or clogged drain lines—leaving you to have to deal with the cost of a repair.
[View plan](#)

This plan includes:

\$9.99/mo.

[Add To Cart](#)

[Terms & Conditions](#)