

VILLAGE OF DECATUR REGULAR COUNCIL MEETING AGENDA

Monday,
December 4,
2023



VILLAGE OF DECATUR
REGULAR COUNCIL MEETING
Monday, December 4, 2023 – 7:00PM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

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

4. **PUBLIC COMMENT**

5. **APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 - Approval of the Regular Council Meeting Agenda for December 4, 2023.

5A.2 – Approval of the regular Council Meeting Minutes from November 6, 2023.

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

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

6A.1 – Leah Bectel and Madelyn Landry, Abonmarche, DWAM Progress update.

6A.2 – Scott Franko, Surf Internet

7. **PUBLIC HEARING**

8. **UNFINISHED BUSINESS**

9. **NEW BUSINESS**

9A.1 – Request to approve Village President recommendation to appoint Village Council Trustee

9A.2 – Request to adopt Resolution 2023-014, Annual Public Meeting Schedule

9A.3 – Request to approve the Village of Decatur Strategic Marketing Plan

9A.4 – Request to schedule public hearing on Ordinance 2023-006, Food Trucks & Mobile Vending Units

9A.5 – Request to approve submission of Blight Elimination Grant – 312 School Street

9A.6 – Request to approve recommendation from DHFD & DHQR – AED Donation

10. DEPARTMENT REPORTS

- 10A.1 – Department of Public Works Report
- 10A.2 – Police Department Report
- 10A.3 – Fire Department Report
- 10A.4 – Clerk & Treasurer Report
- 10A.5 – Deputy Clerk & Treasurer Report
- 10A.6 – Village Manager Reports

11. PUBLIC COMMENTS – SECOND OPPORTINUTY

12. COUNCIL COMMENTS

13. ADJOURNMENT

PLEASE NOTE

AUDIENCE PARTICIPATION:

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

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

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

Village of Decatur
Village Council Regular Meeting Minutes

Monday November 6, 2023, at 7:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

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

II. **Roll Call**

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

III. **Public Comments**

- a. Andy Pinkham, 220 Prairie Ronde, gave comment to Council concerning the road construction done in the spring/summertime of 2022. The engineered drainage ditch has caused the excess water to flow into his driveway. Mr. Pinkham commented that he feels he is being harassed by the Decatur Police Department for yard maintenance.
- b. Tina Leary, Van Buren County Commissioner, gave the Council updates about Van Buren County Veteran Services, including increased staffing, Veteran Courts Program for non-violent veterans, and the Veteran's Day Garden Gathering, Saturday, November 11, 2023. The gathering will be located at the MSU Extension Veteran's Therapy Garden, 801 Hazen Street Paw Paw, Mi 49079 from Noon-2:30pm.

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

- a. Trustee Pelfrey made a motion with support from Trustee Mead Jr. to approve the Regular Council Meeting agenda for November 6, 2023, along with approval of the special meeting minutes from October 9, 2023, and accounts payable ending October 31, 2023, in the amount of \$249,040.62, motion carried 6-0.

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

- a. There were no scheduled presentations and/or guests.

VI. Public Hearing

- a. President Pro Tem Jackson made a motion with support from Trustee Mead Jr. to close the Regular Council meeting and reconvene the Public Hearing at 7:08 P.M., motion carried 6-0.
- b. No public comment was given at the Public Hearing.
- c. Trustee Beute made a motion with support from Trustee Pelfrey to close the Public Hearing and re-enter back into the Regular Council meeting at 7:11 P.M., motion carried 6-0.
- d. President Pro Tem Jackson made a motion with support from Trustee Pelfrey to adopt ordinance 2023-005. Tax Increment Finance Plan along with the Downtown District Authority area expansion plan. Roll Call vote, Trustee Beute, President Pro Tem Jackson, Trustee Mead Jr., Trustee Pachner, Trustee Pelfrey, President Elwaer, all voting yes, motion carried 6-0.

VII. Unfinished Business

- a. No unfinished business.

VIII. New Business – Request to approve Invoice from Amtrak, USDA Sewer/Stormwater pipeline not to exceed \$37,500.00.

- a. Trustee Pachner made a motion with support from Trustee Mead Jr. to approve the invoice from Amtrak, USDA Sewer/Stormwater pipeline not to exceed \$37,500.00. Roll Call vote, Trustee Beute, President Pro Tem Jackson, Trustee Mead Jr., Trustee Pachner, Trustee Pelfrey, President Elwaer, all voting yes, motion carried 6-0.

IX. New Business – Request to approve the Public Participation Plan for the Village of Decatur.

- a. Trustee Pachner made a motion with support from Trustee Beute to approve the Public Participation Plan for the Village of Decatur, motion carries 6-0. Village Manager Tapper thanked and wanted Council to know that Clerk/Treasurer Duncan worked very hard to design this plan to check one boxes off the checklist to become RRC Certified.

X. New Business – Request to review Village Manager Evaluation for 2023.

- a. Village Manager Tapper gave approved President Elwaer to proceed with the evaluation with the public present. President Elwaer addressed Council with Village Manager Tapper's average evaluation of 4.02 out of 5, and his accomplishments this passed year. President Elwaer stated he is personally happy with the Village Manager's accomplishments.
- b. Trustee Pachner shared that her concerns were addressed in the Manager's evaluation letter.
- c. Trustee Mead Jr. stated Village Manager Tapper keeps him up to date and informed with what is going on with the Village.

- d. President Pro Tam Jackson stated Village Manager Tapper does an awesome job and responds quickly. She also mentioned that Village Manager Tapper was always present even with serve health issues, she appreciates the dedication.
- e. Trustee Beute stated Village Manager Tapper really knows what he is doing and appreciates all he does.
- f. Trustee Pelfrey stated Village Manager Tapper does a good job and appreciates the want to improve the community.

XI. Department Reports

- a. Clerk/Treasurer Duncan, Chief of Police, Thomas VanDerWoude, and DPW Forman, James Ebeling provided Department Reports to the Council. Each department report was provided in the agenda packet. A general discussion ensued regarding the department reports.
- b. Chief VanDerWoude reported to Council that the Boo Bash was an absolute success and thanked Clerk/Treasurer Duncan, Admin assistant Pentland, and Deputy Clerk/Treasurer Davis for all their work to make this fun for the kids and looking forward to Christmas.
- c. Trustee Pachner gave comments about the DPW report and her concern for the safety of the community when it comes to leaf pickup in the Village. A general discussion was held by Council.
- d. Village Manager Tapper announced to Village Council that the Village was in receipt of Trustee Gunther resignation.

XII. Public Comments

- a. Tina Leary gave comment to the Council that as a resident of the community she appreciates the leaf pickups and believes that DPW does a good job.

XIII. Council Comments & Additional Public Comments

- a. Trustee Mead Jr. appreciated the sidewalk construction on John Street, stated it should have been done decades ago.
- b. Trustee Beute thanked the DPW for the work they do for the community.
- c. President Pro Tem Jackson stated good job to Clerk/ Treasurer Duncan, Admin assistant Pentland, Deputy Clerk/Treasurer Davis, and Village Manager Tapper. She also stated her concerns to Police Chief VanDerWoude about bike riders on downtown sidewalks.
- d. President Elwaer thanked all departments for all they do.

XIV.. Adjournment

- a. Trustee Mead Jr. made a motion with the support of Trustee Pachner to adjourn the meeting at 7:56 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: December 4, 2023

SUBJECT: Accounts Payable – Payroll – November 30, 2023

Action Requested:

It is requested that the Village Council approve Accounts Payable and Payroll for the period ending November 30, 2023, in the amount of \$245,739.63.

Background:

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

Attachments:

Accounts Payable and Payroll

Check Date	Vendor Name	Check #	Amount Paid	Description
11/06/2023	VERIZON WIRELESS	GEN 1068(E)	338.78	CELL PHONE CHARGES
11/06/2023	VERIZON WIRELESS	GEN 1068(E)	368.98	CELL PHONE CHARGES
11/06/2023	UNUM	GEN 1067(E)	918.82	SHORT/LONG/AD&D/LIFE INSUR PREMS FOR EMPLOYEES
11/06/2023	DELTA DENTAL	GEN 1065(E)	522.63	DENTAL PRIEMIUMS FOR EMPLOYEES
11/06/2023	KSS ENTERPRISES	GEN 30521	125.72	BACK ORDERED TRASH BAGS FOR VH AND PD
11/06/2023	CONSUMERS ENERGY	GEN 1064(E)	302.38	HEATING SERIVES
11/06/2023	AMERICAN ELECTRIC POWER	GEN 1063(E)	3,371.96	ELECTRICAL SERVICES
11/06/2023	MICHIGAN MUNICIPAL LEAGUE	GEN 30523	360.00	YEARLY CDL CONSORTIUM DRIVERS FEE-MEMBER
11/06/2023	HARVEY CONSULTING, LLC	GEN 30518	881.25	PROFESSION SERVICES FOR DDA AND PC
11/06/2023	SIEGFRIED, CRANDALL	GEN 30526	1,625.00	PROFESSIONAL SERVICES FOR BANK RECS AND ADD. ASSISTANCE
11/06/2023	DIVISION TIRE AND BATTERY	GEN 30517	540.00	PUTTING WEIGHT INTO THE TIRES OF NEW KUBOTA
11/06/2023	WEST MICHIGAN CRIMINAL	GEN 30527	199.46	CONSORTIUM PAYMENT 35% OF 302 FUNDS
11/06/2023	HONOR CREDIT UNION	GEN 30519	1,007.19	CREDIT CARD CHARGES FOR OCTOBER
11/06/2023	REPUBLIC SERVICES	GEN 30525	10,917.64	GARBAGE SERVICE
11/06/2023	HYDROCORP, INC	GEN 30520	342.50	CROSS CONNECTION CONTROL PROGRAM
11/06/2023	LAW OFFICE OF CRYSTAL MORGAN, PLLC	GEN 30522	1,574.50	PROFESSIONAL ATTORNEY SERVICES FOR ORD ENFORCEMENT
11/06/2023	BEUTE, HARVEY N	30512	108.50	PAYROLL
11/06/2023	ELWAER, ALI M	30513	167.00	PAYROLL
11/06/2023	MEAD JR, ROBERT H	30514	108.50	PAYROLL
11/06/2023	PACHNER, CYNTHIA A	30515	108.50	PAYROLL
11/06/2023	PELFREY, JESSICA L	30516	108.50	PAYROLL
11/06/2023	INTERNAL REVENUE SERVICE,	EFT1052	244.20	PAYROLL
11/06/2023	STATE OF MICHIGAN,	EFT1053	40.15	PAYROLL
11/10/2023	VC3 INC	GEN 30543	1,339.00	DELL LATITUDE TOUCHSCREEN NOTEBOOK LAPTOP
11/10/2023	WEST MICHIGAN CRIMINAL	GEN 30544	50.00	COURSE ATTENDANCE FEE FOR TRAINING
11/10/2023	NATIONAL RAILROAD PASSENGER CORP	GEN 30536	37,500.00	PERMITS FOR THE USDA SEWER/STORMWATER PIPELINE
11/10/2023	DVD ENTERPRISES	GEN 30528	4.41	UB refund for account: 0613
11/10/2023	PAW PAW LABORATORY	GEN 30537	150.00	DRINKING WATER TESTING
11/10/2023	PAW PAW LABORATORY	GEN 30537	335.00	DRINKING WATER AND WASTE WATER TESTING
11/10/2023	DECATUR DO IT CENTER	GEN 30531	194.22	SUPPLIES FOR PD AND PARKS
11/10/2023	KROGEL'S AUTO SERVICE	GEN 30535	176.60	REPLACED CABIN AIR FILTER AND BLEND DOOR ACTUATOR 2017 FORD
11/10/2023	CREATIVE VINYL SIGNS	GEN 30530	116.76	VILLAGE LOGO GRAPHICS FOR NEW DPW TRUCK
11/10/2023	RC AUTOMOTIVE SUPPLY	GEN 30538	11.98	PARTS FOR KODIAK DPW
11/10/2023	DECATUR LUMBER COMPANY	GEN 30532	391.09	SUPPLIES FOR DPW, WATER, SEWER, AND PARKS
11/10/2023	X-GRAIN SPORTSWEAR	GEN 30546	300.00	12 SHIRTS FOR THE POLICE DEPARTMENT
11/10/2023	ABONMARCHE CONSULTANTS INC	GEN 30529	17,500.00	DWAM UPDATES AND CDSMI
11/10/2023	INVOICE CLOUD	GEN 1069(E)	221.15	PAPERLESS PRESENTMENT FOR CUSTOMERS
11/10/2023	TRUE'S SERVICE, INC.	GEN 30541	150.00	TOWING OF TWO MOTORCYCLES FROM 504 PAW PAW ST
11/10/2023	J.C. AND SONS INC.	GEN 30534	675.00	REMOVE WOOD AND UPROOTED STUMP AT 504 PAW PAW ST
11/10/2023	REAL PRO SOLUTIONS LLC	GEN 30539	4,460.00	REMOVAL OF DEBRIS FROM BLIGHTED PROPERTY 504 PAW PAW ST
11/10/2023	SAFEBUILD LLC	GEN 30540	4,027.40	BUILDING PERMITS, RENTAL INSPECTION, AND CODE ENFORCEMENT
11/10/2023	WOLF KUBODA	GEN 30545	11,369.52	BOSS PLOW FOR NEW CHEVY 5500
11/10/2023	VAN BUREN COUNTY RD COMM.	GEN 30542	449.50	COLD PATCH FOR ROADS
11/10/2023	GABRDIGE & COMPANY, PLC	GEN 30533	6,950.00	AUDIT PREP FOR COUNCIL PRESENTATION
11/13/2023	BLUE CARE NETWORK,	30548	9,907.20	PAYROLL
11/13/2023	MISDU,	30550	54.48	PAYROLL
11/13/2023	INTERNAL REVENUE SERVICE,	EFT1054	7,581.44	PAYROLL
11/13/2023	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1055	4,201.99	PAYROLL
11/13/2023	STATE OF MICHIGAN,	EFT1056	1,122.26	PAYROLL
11/14/2023	MYERS, GORDY J	30547	1,752.93	PAYROLL
11/14/2023	TAPPER, CHRISTOPHER C	DD740	3,076.80	PAYROLL
11/14/2023	DUNCAN, MEGAN M	DD741	1,725.00	PAYROLL
11/14/2023	BUSH, DOMINIC J	DD742	2,305.07	PAYROLL
11/14/2023	DAHLQUIST, THOMAS L	DD743	2,636.40	PAYROLL
11/14/2023	DUNKERLEY, KENNETH R	DD744	1,360.00	PAYROLL
11/14/2023	FRANK, ZACKERY A	DD745	2,757.25	PAYROLL
11/14/2023	RIGG, THEODORE A	DD746	2,552.90	PAYROLL
11/14/2023	VANDERWOUDE, THOMAS C	DD747	3,940.00	PAYROLL
11/14/2023	BRIDGES, DEBRA J	DD748	448.00	PAYROLL
11/14/2023	CLENDENIN, KAREN R	DD749	14.00	PAYROLL
11/14/2023	MANN, ELES A	DD750	448.00	PAYROLL
11/14/2023	BOITNOTT, PATRICK A	DD751	1,479.00	PAYROLL
11/14/2023	EBELING, JAMES S	DD752	3,252.38	PAYROLL
11/14/2023	SHROYER, TIMOTHY J	DD753	1,878.25	PAYROLL
11/14/2023	DAVIS, NATALIE A	DD754	1,385.00	PAYROLL
11/14/2023	PENTLAND, SHANTEL M	DD755	1,385.00	PAYROLL
11/21/2023	TAPPER, CHRISTOPHER C	30552	2,692.20	PAYROLL
11/22/2023	INTERNAL REVENUE SERVICE,	EFT1057	411.90	PAYROLL
11/22/2023	QUADIENT LEASING USA, INC	GEN 30558	585.76	MAILING OF UTILITY BILLS WITH INSERT
11/22/2023	BLOOMINGDALE COMMUNICATIONS	GEN 30553	515.66	VOIP AND FAX FOR VH, PD, AND DPW
11/22/2023	QUADIENT LEASING USA, INC	GEN 30558	449.04	POSTAGE AND INK FOR MAIL MACHINE

11/22/2023	VAN BUREN CO DRAIN COMMISSIONER	GEN 30562	532.89	2023 MUNICIPALITY AT-LARGE DRAINAGE PROJECT SPECIAL ASSESMENT
11/22/2023	PARRETT COMPANY	GEN 30557	213.84	PRINTER AND COPIER SERVICES
11/22/2023	ROOP GURLEEN PATROLEUM	GEN 30559	804.27	GASOLINE FOR PATROL CARS FOR OCTOBER
11/22/2023	LOZADA AUTO REPAIR	GEN 30555	45.00	OIL CHANGE ON 2020 PATROL CAR
11/22/2023	VAN BUREN COUNTY CENTRAL DISPATCH	GEN 30563	88.42	VERIZON MODEM/AIRCARD FOR PD
11/22/2023	TAPPER FORD	GEN 30560	3,462.26	EXTENDED WARRANTY SERVICE FOR 2023 PATROL CAR
11/22/2023	THOMAS DIRTWORK	GEN 30561	570.00	CRUSHED ASPHALT DELIVERED TO BEER ST
11/22/2023	VAN BUREN COUNTY RD COMM.	GEN 30564	210.29	PASER ROAD RATING FOR THE VILLAGE
11/22/2023	J.C. AND SONS INC.	GEN 30554	16,600.00	TREE REMOVAL APPROVED FROM LIST
11/22/2023	MADARAS GRAPHICS LLC	GEN 30556	952.00	UNIFORMS FOR DPW WORKERS
11/27/2023	BLUE CARE NETWORK,	30566	1,100.81	PAYROLL
11/27/2023	MISDU,	30568	54.48	PAYROLL
11/27/2023	FOPLC,	30569	148.00	PAYROLL
11/27/2023	INTERNAL REVENUE SERVICE,	EFT1058	8,883.96	PAYROLL
11/27/2023	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM	EFT1059	4,853.40	PAYROLL
11/27/2023	STATE OF MICHIGAN,	EFT1060	1,260.14	PAYROLL
11/28/2023	MYERS, GORDY J	30565	1,512.00	PAYROLL
11/28/2023	TAPPER, CHRISTOPHER C	DD756	3,076.80	PAYROLL
11/28/2023	DUNCAN, MEGAN M	DD757	1,700.00	PAYROLL
11/28/2023	BUSH, DOMINIC J	DD758	3,005.54	PAYROLL
11/28/2023	DAHLQUIST, THOMAS L	DD759	3,733.79	PAYROLL
11/28/2023	DUNKERLEY, KENNETH R	DD760	1,360.00	PAYROLL
11/28/2023	FRANK, ZACKERY A	DD761	2,152.00	PAYROLL
11/28/2023	RIGG, THEODORE A	DD762	5,784.29	PAYROLL
11/28/2023	VANDERWOUDE, THOMAS C	DD763	2,940.00	PAYROLL
11/28/2023	BRIDGES, DEBRA J	DD764	336.00	PAYROLL
11/28/2023	MANN, ELESA F	DD765	336.00	PAYROLL
11/28/2023	BOITNOTT, PATRICK A	DD766	1,454.00	PAYROLL
11/28/2023	EBELING, JAMES S	DD767	3,597.75	PAYROLL
11/28/2023	SHROYER, TIMOTHY J	DD768	1,680.00	PAYROLL
11/28/2023	DAVIS, NATALIE A	DD769	1,360.00	PAYROLL
11/28/2023	PENTLAND, SHANTEL M	DD770	1,360.00	PAYROLL
		TOTAL:	245,739.63	



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY:
DATE: December 4, 2023

SUBJECT: Presentation and Guest – Leah Bectel, PE, Abonmarche & Madelyn Landry, EIT, Abonmarche – Drinking Water Asset Management Grant (DWAM) update.

Action Requested:

It is requested the Village Council receive a presentation from Leah Bectel, PE, Abonmarche & Madelyn Landry, EIT, Abonmarche – Drinking Water Asset Management Grant (DWAM) update.

Background:

Please find the following attachment for additional updates.

Attachment:

Abonmarche

MEMORANDUM

DATE: Tuesday, November 28th, 2023

TO: Chris Tapper, Village Manager
Village of Decatur Council

FROM: Leah Bectel, PE – Abonmarche Consultants

RE: Drinking Water Asset Management Grant (DWAM) Update

Dear Chris:

Great progress has been made on the Village's DWAM grant in the latter half of 2023. Please see the summary below of the DWAM grant program as a whole:

Grant Scope

\$220,230 to investigate the presence of lead service lines and create an asset management report for the water distribution system.

In Progress Work

- **Water Service Line Identifications**
 - 152 randomized addresses were selected for investigation at the meter pit and in the home for presence of lead.
 - 133 of these homes are complete & 19 remain for scheduled appointments.
- **Geographic Information System (GIS) discussions**
 - Meetings regarding Decatur's GIS system have occurred to identify how staff would like to use this mapping software. Cleanup is ongoing and training will occur in the spring.

Upcoming Work

- **Asset Management Plan Report**
 - Capital Improvements with cost estimates to be identified and collaboration with financial advisor to occur.
- **Potholing of 60 services**
 - Staff have witnessed unexpected material changes in service lines at approximately 60 homes. To be certain of the presence of lead, \$35,000 of the grant budget will be used to hire a contractor in Spring of 2024 to excavate the water line in the yard to confirm material.



Meter Pit Photo from
Investigation Work



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY:
DATE: December 4, 2023

SUBJECT: Presentation and Guest – Scott Franko, Surf Internet

Action Requested:

It is requested the Village Council receive a presentation from Scott Franko, Surf Internet and subsequently adopt Resolution 2023-015.

Background:

[Scott Franko, Surf Internet](#), 228 Waterfall Drive, Elkhart, IN 46516, 88-274-6381. Surf Internet is an innovative fiber-optic internet company that operates as the essential gateway to connectivity across the Great Lakes Region of Illinois, Indiana, and Michigan. Surf Internet is building a bridge to the wide-open future by delivering high-speed, reliable internet to homes and businesses in underserved, rural communities. Surf Internet has a 145-plus person team local, giving an edge when it comes to customer care and advocacy for the region. Headquartered in Elkhart, IN, Surf also has offices in La Porte, IN, Byron Center, MI, and Coal City and Rock Falls, IL.

Since 2001, Surf Internet has been developing revolutionary, creative ways to connect people to the things they care about. In 2021 Surf Internet partner with Bain Capital Credit to supercharge fiber optic access throughout the Great Lakes Region. One of many projects Surf Internet has begun groundbreaking in Cutlerville, Michigan on a major fiber-optic internet project that is to transform the internet landscape in Cutlerville just south of Grand Rapids. Other current construction projects included Byron Center Township, Fowlerville, City of Howell.

Additionally, Surf Internet has begun preconstruction phases starting in South Haven (City), Niles (City), Dowagiac (City), Cassopolis (Village), Three Rivers (City), Constantine (Village), Vicksburg, (Village), Saugatuck (City), Douglas (City), White Pigeon (Village), Penn Township, Coloma (City) and Watervliet (City). Communities who have started the development process include; New Buffalo (City), Three Oaks (City), Edwardsburg (Village), Hartford (City).

Surf Internet wants to do business in Decatur. The council will recall, Decatur Village received \$182,132.42 of funding through ARPA. The funding provided under ARPA provides a unique



Village of Decatur
114 N Phelps Street
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opportunity for state and local governments to make strategic investments in long-lived assets, rebuild reserves to enhance financial stability, and cover temporary operating shortfalls until economic conditions and operations normalize.

Staff met with Scott and his team to discuss and address topics with getting started. Some of those topics include reviewing the initial build plan, permit process, resident pre-construction notification process along with construction overview.

Additionally, the following questions were asked.

1. With the growth you are planning in Livingston County, around GR and SW MI, do you have the staffing and capacity to build out and serve all three new service areas.

Yes, we have capacity. Surf as well as our subcontractors are staffed and funded for growth with a current plan taking us out through 2027 and beyond. We have offices on both sides of Michigan, three in Indiana and two in Illinois with as much or more potential market growth in the other states. We stay strategic and aggressive on how we grow and how we maintain and plan for capacity.

2. What does our local service support look like for this market, where does it come from, is it direct or contracted, etc.

Both. Surf is staffed and we have a few primary contractor relationships. We serve schools directly in the region which means we keep staff and equipment on the ready for servicing them (the E Rate program). Decatur would experience a combination of service support, but all directed through Surf. Communication would be directly through Surf. You will have Surf construction managers, project managers, ongoing market manager and established relationships like myself and Jim Morris.

3. With all the recent investment in fiber, how is your capacity to run line, do you do it internally or contract it out, what contractors do you work with and are they committed/contracted to deploying line in this area? What is the planned timing in terms of rollout to servicing this area.

We buy inventory and work with our contractors to maintain and get ahead of plans with inventory. We have lines ready to be deployed, in other words our resources are in line with our plans. Surf and our contractors are committed and contracted, which include the following partners we work with especially in Michigan; CHR, RLM, and Acquilla to name a few.



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4. What commitments from the community are you looking for to service this area.

For a commitment, we have a name for the sort of support and partnership we're after - we call it a bear hug. We work to achieve a warm relationship with a community so we can work well together not only during construction but also afterwards as we become part of the community. We are not looking for any financial commitment. We are funded and ready to go to work in the community as immediately as possible.

Attachment:

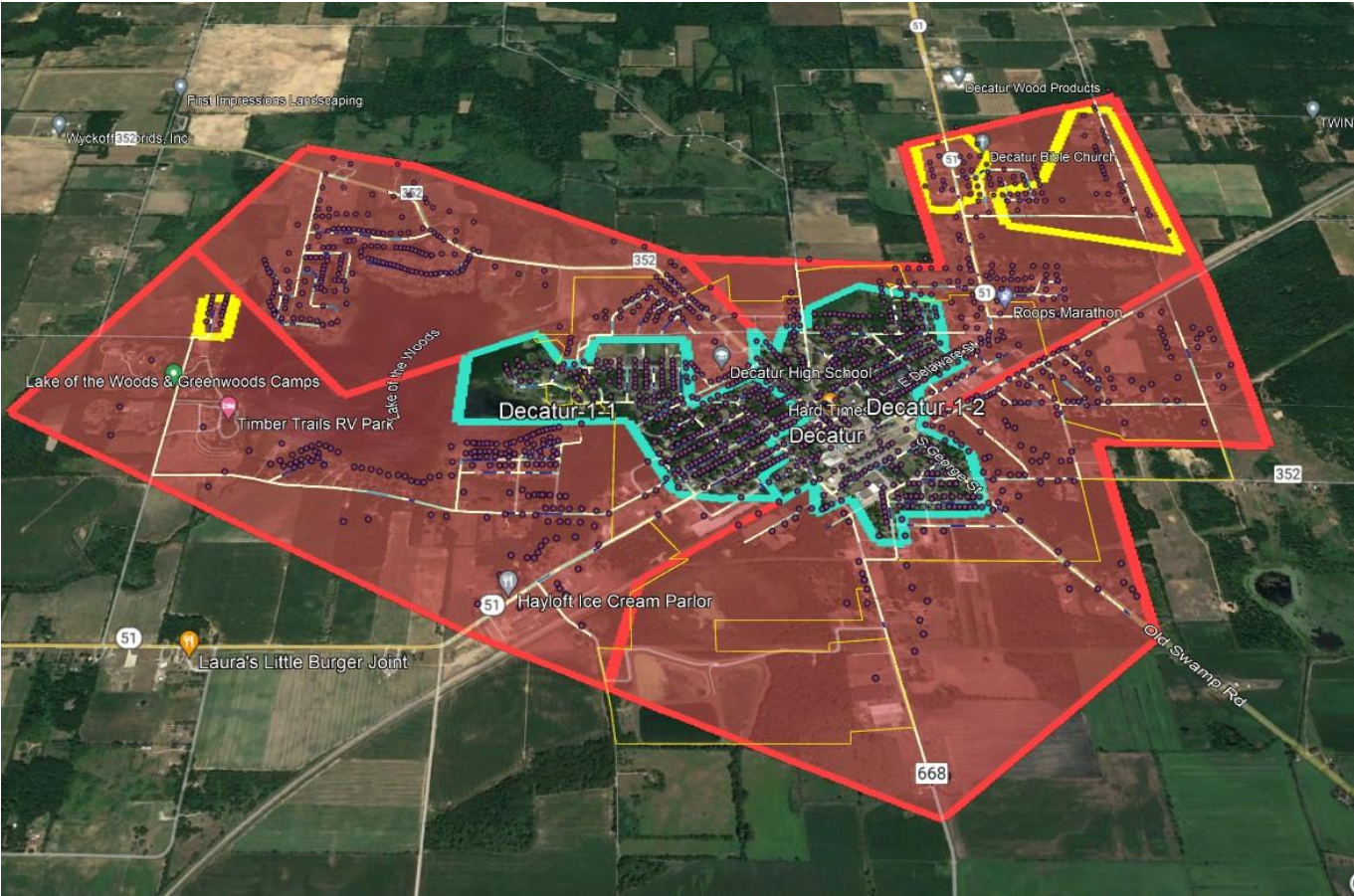
Resolution 2023-015



Decatur, MI
11-15-2023

Agenda:

- Introductions
- Review the initial build plan
- Discuss construction method: Buried
- Guidance from city on the process to get started
- Locates Process: sewer, water, gas, electric
- Permit Process
- Construction Start Date: Q3 - 2023
- Resident pre-construction notification process
- Construction process overview



Buried Construction

- Buried Construction
 - ROW, right of way, or Utility Easement
 - Is there any rear easement to be considered

Locates and Permitting

- Locates:
 - Sewer
 - Water
 - Gas
 - Electric
- Permit Process:
 - What type of permits does the city require
 - General communication with the city

Walkout & Design

- Surf will walkout the town to assist in design
- Low level design will be completed

Active Cabinet (Electronics Cabinet Placement)

- Normally place within the Right of Way
- We notify the city of our recommended placement
- Suggestions from the city are always welcome

Construction Yard:

- Does the city have a location we can use to store material during the construction process



Resident Pre-construction Notification Process



Once we are notified that construction will begin in approximately 2-weeks, Surf triggers notifications to be sent to residents along with signage to be placed at and around the area.

Letters are sent to all residential addresses within a project area. It takes approximately 10 days for the letter to process and be delivered.

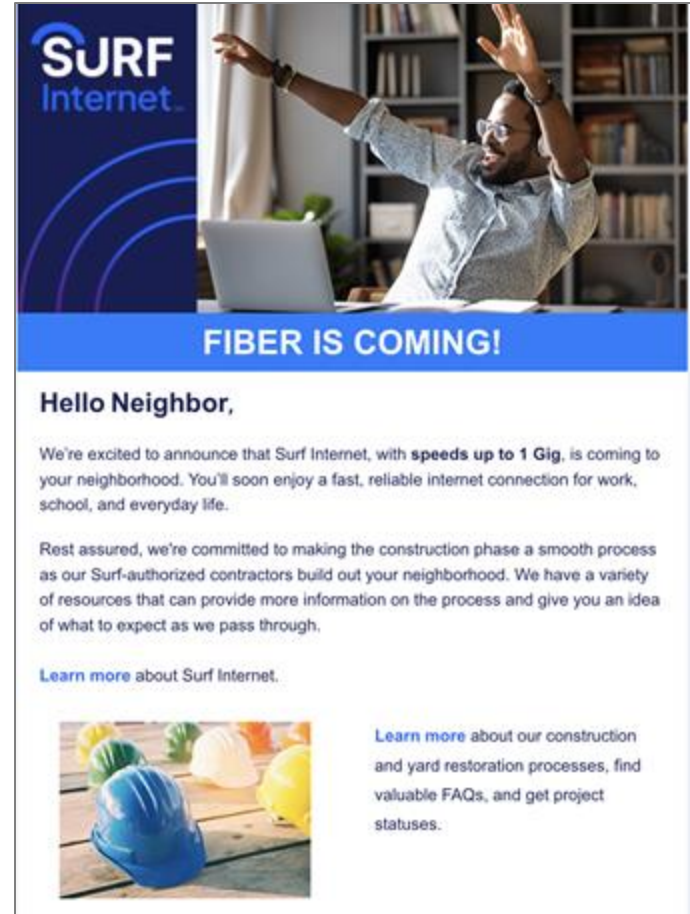
The letter has three main functions:

1. To inform residents that construction will begin in their neighborhood soon.
2. To explain what to expect during the construction process.
3. To provide information on how to sign up for notifications and how to contact Surf with questions or concerns.

Along with the letter, an email notification is also sent out in the automated workflow to any residents for whom we may already have an existing email address.

Email notifications will be received the same day they are sent.

The email is a pared-down version of the construction letter and is intended to be an additional touch-point in case someone misses the notification letter.



SURF
Internet

FIBER IS COMING!

Hello Neighbor,

We're excited to announce that Surf Internet, with **speeds up to 1 Gig**, is coming to your neighborhood. You'll soon enjoy a fast, reliable internet connection for work, school, and everyday life.

Rest assured, we're committed to making the construction phase a smooth process as our Surf-authorized contractors build out your neighborhood. We have a variety of resources that can provide more information on the process and give you an idea of what to expect as we pass through.

[Learn more](#) about Surf Internet.

[Learn more](#) about our construction and yard restoration processes, find valuable FAQs, and get project statuses.

Construction Signs - 36" x 24" Intersection signs

Along with triggering notification letters and emails, construction signs will also be deployed throughout the project area. There are two types of construction signs placed in the neighborhood.

The first type is a 36"x24" sign placed at various intersections. Typically they are placed at intersections per approximately every 10 homes.



Construction Signs - 5" x 5" Mailbox Signs

The second type of construction messaging we deploy is a smaller 5" x 5" "mailbox" sign.

These signs are placed at every residence and are typically placed near a mailbox (as shown) or in the property easement if there is no mailbox near the road.

Our goal is to have all signs placed at least 1-2 weeks in advance of when construction begins.





Construction
Underway

Fiber internet coming soon!

SURFInternet™

Questions? Call: 1-844-445-SURF
Visit: SurfInternet.com/Construction

Additional Signage is placed in contractor vehicles and both the conduit and fiber reels.



SURFInternet™

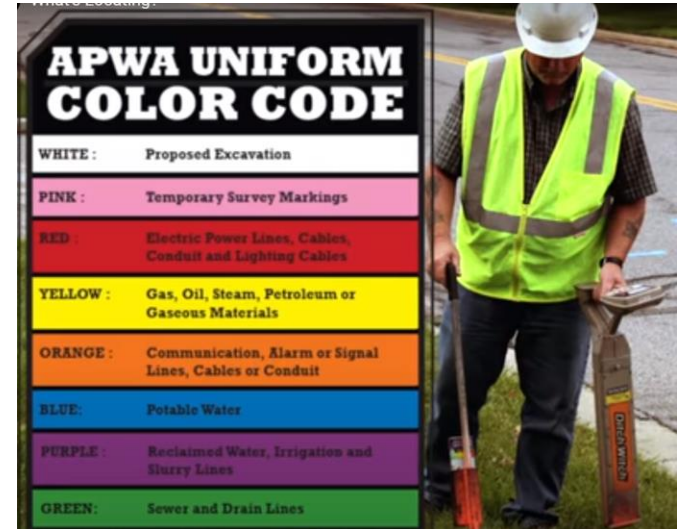
Authorized Contractor

888-274-6381

SurfInternet.com

Construction Process Overview and Customer Installation Experience

Underground: Directional Drilling



Placing Conduit



Pulling fiber into the conduit



Handholes that will be in residents yards & Install Process

Handhole in yard



Accessing the fiber to service the customer



Running the fiber drop to the house



Burying the drop- Final state



SURF 100

Reliable speed for standard activities like streaming and social media.

- ✓ 100 Mbps symmetrical upload & download speeds
- ✓ Free Whole-Home WiFi powered by eero™ (1 device included)
- ✓ No contracts
- ✓ Free expert installation
- ✓ Price-Lock for Life

\$55

SURF 500

Consistent, fast speed ideal for multi-device users, video conferencing, or multi-player gaming.

- ✓ 500 Mbps symmetrical upload & download speeds
- ✓ Free Whole-Home WiFi powered by eero™ (1 device included)
- ✓ No contracts
- ✓ Free expert installation
- ✓ Price-Lock for Life

\$70

SURF 1 GIG

Serious Surfing

Ideal for heavy users on multiple devices, 4K streaming, gaming and VR.

- ✓ 1 Gbps symmetrical upload & download speeds
- ✓ Free Whole-Home WiFi powered by eero™ (2 devices included)
- ✓ No contracts
- ✓ Free expert installation
- ✓ Price-Lock for Life

\$85

No Contracts / Price Lock for Life / No Connection Fee / No Additional Fees or Taxes

Additional Topics and Questions:

- Upcoming planned improvements
- Door to door
- Construction times / Ordinances
- Road cutting / boring
- Utility newsletter / communicating to residents
- Social Media
- Community Engagement
- Groundbreaking / Ribbon Cutting
- Project Kick Off / Tailgate Meetings

What next?

- Council / Public Meeting
- Walkout
- Detailed Plans
- Start Permit Process
- Share files and contacts



Thank you!

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

RESOLUTION NO. 2023-015 – BROADBAND FOR ALL

WHEREAS: Today, we live in a digital world where the high-speed internet plays a critical role in how we live and interact with each other. The internet is the primary gateway to economic advancement opportunities, education, healthcare, employment, civic participation, and an enhanced quality of life; and,

WHEREAS: broadband is the only true future proof internet access technology available today, is an essential component of everyday life in the 21st century, and is defined as a minimum of 25 Mbps download and 3 Mbps upload; and

WHEREAS: the COVID-19 pandemic has demonstrated the dire and immediate need for affordable, reliable high speed broadband internet access at homes and businesses; and

WHEREAS: the WCDP recognizes that the inequitable access to affordable, reliable high-speed broadband disproportionately impacts communities of color and rural communities; and

WHEREAS: the digital divide is exacerbating the homework gap and learning inequity for students without broadband access at home; and

WHEREAS: educators are burdened with having to develop instruction for students both with and without high-speed broadband at home; and

WHEREAS: lack of broadband access stifles entrepreneurship and attraction of both businesses and talent; and

WHEREAS: lack of broadband access negatively impacts economic development, property values, personal prosperity, education, health and safety and overall quality of life; and

WHEREAS: farmers rely on high-speed broadband to monitor their crops, maintain their essential and costly equipment as well as tracking commodity prices, promoting agri-tourism and selling their products; and

WHEREAS: having broadband access enables cost savings in many areas of personal commerce, yielding hundreds of thousands of dollars each year in overspending by those without broadband; and

WHEREAS: communities without broadband experience higher rates of lost lives, injury, and crime, and residents in these communities have difficulty leveraging capabilities like Telehealth, online banking, virtual meetings, working remotely and distance learning; and

WHEREAS: broadband access can combat the isolation experienced by our seniors and those living alone by enabling them to stay connected to family and friends; and

WHEREAS: broadband is an essential infrastructure that has heretofore been allowed to operate as an unregulated monopolistic utility resulting in a lack of competition; and

WHEREAS: special assessment districts are not allowed for communication infrastructure; and

WHEREAS: wireless solutions are a line of site technology that cannot reach everyone; and

WHEREAS: building large scale cell towers is prohibitively expensive (\$250,000 to erect) and must be fed by fiber optic anyway; and

WHEREAS: satellite isn't a viable solution due to low data limits, high lag times and diminished or dropped connectivity; and

WHEREAS: data caps make true unlimited access to high-speed connectivity unaffordable; and

WHEREAS: "unlimited" data plans throttle speeds down to a crawl at unreasonably low use thresholds necessitating expensive data add-ons to maintain a level of connectivity with minimal lag time and buffering; and

WHEREAS: incumbent internet service providers (ISPs) such as Verizon, Comcast, Charter, Frontier, SBC and AT&T not only lobby against measures supporting expansion of Michigan's high speed fiber network into less densely populated areas but also refuse to expand into or provide access to their high-speed fiber optic infrastructure in these under and un-served communities,

NOW THEREFORE BE IT RESOLVED, THE VILLAGE OF DECATUR, SUPPORTS THE EXPANSION OF COMPETITION WITH INSTALLATION OF FIBER OPTIC, HIGH SPEED INTERNET, BROADBAND INTERNET WITHIN THE VILLAGE OF DECATUR

Council Member _____, supported by Council Member _____, moved to adopt:

YEAS: Council Members _____

NAYS: Council Members _____

ABSTAIN: Council Members _____

ABSENT: Council Members _____

CERTIFICATION

As its Clerk, I certify that this is a true and complete copy of a resolution adopted by the Village Council of the Village of Decatur, Van Buren County, Michigan, at a regular meeting held on _____, 2023.

Megan Duncan, Village Clerk



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Ali Elwear, Village President
REVIEWED BY: Christopher Tapper, Village Manager
DATE: December 4, 2023

SUBJECT: Village President – appointment Village Trustee

Action Requested:

It is requested the Village Council approve the recommendation from the Village President, and appoint Janice Benson to the vacant Village Trustee position for a term ending November 5, 2024

Background:

At the November 6, 2023, Village Council meeting, the resignation of Trustee Kim Gunther was received. It was the direction of the Council to advertise the vacancy Trustee position. The deadline for application was Monday, November 27, 2023.

After reviewing the applications received, it is the recommendation of the Village President to appoint Janice Benson, serve as Village Trustee for a term ending November 5, 2024.

Attachment:

n/a



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: November 14, 2023

SUBJECT: Adopt Resolution 2023-014, Meeting Schedule 2024

Action Requested:

It is requested the Village Council adopt Resolution 2023-014, Meeting Calendar 2024.

Background:

Each calendar year the Village Council adopts an annual regular meeting schedule. The following Resolution 2023-014 addresses the meeting dates, times, and location for the Village Council, Planning Commission, Downtown Development Authority, Parks & Recreation Committee, and Zoning Board of Appeals.

Attachment:

Resolution 2023-014

VILLAGE OF DECATUR

COUNTY OF VAN BUREN

STATE OF MICHIGAN

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

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

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

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

January 8, 2024	February 5, 2024	March 4, 2024	April 1, 2024
May 6, 2024	June 3, 2024	July 1, 2024	August 5, 2024
September 9, 2024	October 7, 2024	November 4, 2024	December 2, 2024

DOWNTOWN DEVELOPMENT AUTHORITY

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

PLANNING COMMISSION

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

ZONING BOARD OF APPEALS

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

PARKS AND RECREATION COMMITTEE

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

NOW, THEREFORE, BE IT RESOLVED, the following is the current Regular Meeting Schedule for the 2024 Calendar Year for The Village of Decatur.

AYES:

NAYES:

ABSENT:

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by _____ of the Village of Decatur at their regular meeting held on December 4, 2023, at 7:00 p.m. at 114 North Phelps Street, Decatur, MI 49045, with a quorum present.

Megan Duncan, Clerk

Date

RESOLUTION DECLARED ADOPTED, this 4th day of December 2023.



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: December 4, 2023

SUBJECT: Village of Decatur Strategic Marketing Plan

Action Requested:

It is requested that the Village Council approve the Village of Decatur Strategic Marketing Plan

Background:

Marketing and branding are an essential tool for promoting a community's assets and unique attributes. A marketing plan establishes goals and strategies for how a community should partner locally to build a consistent brand, tell their unique story, and attract new residents, visitors, businesses, and development.

This document was created to assist our community in meeting Redevelopment Ready Communities (RRC) Best Practice 5.3, and it consists of the following requirements:

- The marketing plan conducts an inventory of existing assets, including visual, online, and physical resources.
- The marketing plan defines specific goals, strategies and tactics to attract businesses and investment including audiences, messaging, and primary delivery methods.
- The marketing plan identifies approaches to market priority development sites
- The marketing plan aligns marketing efforts with local, regional and state partners.
- The marketing plan identifies core branding elements that provide a consistent community image including: tagline, simple logo(s), primary color pallet, primary fonts, collection of community photos.

Attachments:

Strategic Marketing Plan

Village of Decatur

Strategic Marketing Plan

November 2023



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION



*Prepared in association with the Michigan Economic Development Corporation's
Redevelopment Ready Communities® Program*

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Introduction

About the Village of Decatur

Nestled in the heart of southwest Michigan, Decatur offers visitors, homeowners, and investors a unique opportunity... the opportunity to slow down and enjoy a different pace of life. While we'd like you to notice our beautiful parks and our quaint downtown district, we're certain that what you'll notice most is how relaxing and friendly our community is. At a time when lifestyles are too busy to even make eye contact with someone on the street, our residents take a different attitude, one that starts with a smile and a hearty "Hello."

Decatur is situated on I-94 midway between Detroit and Chicago. A quick 30 minutes from Kalamazoo or Benton Harbor/St. Joseph, Decatur offers visitors a great central location to shopping, antiquing, golfing and more. Come and stay at one of our many family-friendly campgrounds, take a dip at our Red Woolfe Park beach, laze near one of the dozen lakes that surround Decatur, or set out for an afternoon of fun at a local U-pick Farm. Whatever is on your agenda, we're sure you'll find Decatur is a great place to start.

About RRC

The Village of Decatur is engaged in the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities (RRC) program. The RRC program provides no-cost evaluation and recommendations for improvement of a community's development processes and procedures. If a community meets all the best practice requirements outlined by the MEDC, it can become an RRC certified community. Receiving RRC certification means that the community has "clear development policies and procedures, a community-supported vision, a predictable review process, and compelling sites for developers to locate their latest projects." For Decatur, this certification can help show investors, residents, and visitors that the Village offers deliberate, predictable, and transparent processes. Through this program, the Village of Decatur hopes to join the short list of RRC-certified Michigan communities.

About this Strategy

This Strategic Marketing Plan is necessary to complete the requirements of RRC Best Practice 5.3 – Marketing Plan. Community marketing and promotion efforts take many forms, but the goal is to create a positive image that enhances community pride and consumer and investor

confidence. As such, strong community marketing plans should publicize and strategize around what sets a community apart from others. The Village of Decatur does not have an up-to-date comprehensive community marketing document that deliberately outlines strategies to connect with development partners and attract businesses, talent, and additional development. Thus, Village Staff reviewed existing best practices and community input from the 2022-2023 Community Survey to develop key strategies and action steps to market the Village of Decatur more effectively as an attractive place to live, work, and invest.



Marketing Goals

The Village of Decatur Strategic Marketing Plan has been crafted to create a framework and action plan for effectively promoting the Village of Decatur's services, community activities, events and other economic opportunities to current and potential community members, visitors, the business community, and investors with the objective of motivating them to:

- ❖ Live in the Village of Decatur
- ❖ Support community events
- ❖ Participate in public meetings and activities
- ❖ Invest in the Village of Decatur through development, redevelopment and job creation
- ❖ Drive more traffic/support to local businesses and organizations
- ❖ Share information about the Village of Decatur with their networks
- ❖ Comment and engage on all Village social media platforms

The Strategic Marketing Plan outlines an organized way to communicate that will ensure the best marketing methods and accurate information will be disseminated on a timely and regular basis. The plan is intended to be an easy-to-follow roadmap for the variety of marketing tasks that need to be completed to further the Village's goals of:

- ❖ Attracting new business and investment to the Village of Decatur
- ❖ Driving more traffic and sales to Decatur's businesses
- ❖ Increasing awareness of the Village of Decatur's amenities, facilities and services
- ❖ Achieving regional and national media exposure for the Village
- ❖ Garnering outside interest in visiting, living and/or doing business in Decatur
- ❖ Reinforcing the Village of Decatur's brand
- ❖ Encouraging visits to the Village's website
- ❖ Increasing lines of communications with community partners
- ❖ Inspiring residents, businesses and visitors to become Village of Decatur brand advocates
- ❖ Improve lines of communication with residents, community partners and investors through the website and social media channels

Details on this process and the accompanying strategies for marketing and branding are outlined in this document.

Community Partners

For the Strategic Marketing Plan to be most impactful, the Village of Decatur will need to collaborate and actively engage with current local and regional stakeholders and form new partnerships. The Village will continue to build relationships with community organizations to effectively promote doing business and living in Decatur.

❖ Regional Stakeholders

- Community and Economic Development Partners
 - Kinexus Group
 - Market Van Buren
 - Michigan Works
- Van Buren Intermediate School District- Van Buren Tech
- Van Buren County Senior Services

❖ Local Stakeholders

- Local Business Leaders
- Community Leaders- Ministerial Association
- Decatur Public Schools, Tri County Head Start
- Van Buren District Library- Webster Memorial Branch



Target Audience

- ❖ Community Members/Residents
 - Young Professionals/Young Families
 - General Community
 - Business Community
 - Community Organizations
 - Community Leaders
- ❖ Potential Investors
 - Business Investors
 - Young Professionals/Young Families
 - Potential Entrepreneurs
- ❖ Regional Leaders
- ❖ Regional Partners & Stakeholders
- ❖ News Media
- ❖ Visitors



Community Assets

The Village of Decatur's community assets can be reasonably categorized into natural resources, family-friendliness, inclusive economic development, pedestrian-oriented design, placemaking and historic preservation. The assets listed below define the character of the Village limits of Decatur and residents that call it home.

Natural Resources	Family-Friendly	Inclusive Economic Development	Pedestrian-Oriented Design	Placemaking	Historic Preservation
Lake of the Woods	Safe Location	Manufacturing & Industry	Many Parks	Annual Community Events	Historic Buildings
Located in Michigan's "Fruit Belt"	Many Parks	Small Business/ Entrepreneurs	Downtown Neighborhoods	Volunteer Opportunities	Township Hall Museum
Mud Lake	Water Sports	Affordable	Alleys behind Businesses	Outdoor Seating	Decatur Republican Newspaper
Agricultural Lands	Family Activities	Available Storefronts	Central Downtown District	Streetside Amenities	Small Town Charm
Beautiful Natural Landscaping	School Pride	Commercial Zoning District	New Sidewalks	Basketball Court	Veterans Services

Priority Development Sites

The Village of Decatur owns many properties that have the redevelopment potential to address issues faced by our community, including lack of housing, vacant properties not on tax roll, and population growth.

❖ Redevelopment Opportunities

- **Vacant Lot-** N. Phelps St., parcel # 80-43-040-221-11
- **Village Hall-** 114 N. Phelps St., parcel # 80-43-040-261-00
- **Underutilized Lot-** W. Sherwood St., parcel # 80-43-040-534-00

❖ Public Amenities

- **DDA Park-** 123 N. Phelps St., parcel # 80-43-040-250-00
- **Fireman's Park-** W. Delaware St., parcel # 80-43-085-024-31
- **Red Woolfe Park-** 45280 Pine St., parcel # 80-43-051-001-00
- **Skate Park-** W. Beers St., parcel # 80-43-040-541-10
- **Raider Romp-** 560 N. Phelps St., parcel # 80-43-085-013-01
- **Public Parking Lot-** W. Sherwood St., parcel # 80-43-040-280-20
- **Public Parking Lot-** E. Delaware St., parcel 80-43-040-258-10
- **Public Parking Lot-** W. Sherwood St., parcel 80-43-040-279-00
- **Public Parking Lot-** E. Delaware St., parcel # 80-43-040-334-00
- **Public Parking Lot-** E. Sherwood St., parcel # 80-43-085-065-05



Process

The development of this Strategy relied on the input of many individuals and synthesizes the efforts of several Village-wide initiatives. The process employed to complete this Strategy included background research, existing efforts, and the development of strategies and initial marketing materials for use by Village staff and partners. The work carried out in the development of this Strategy is outlined in the following sections:

- ❖ Background Research
- ❖ Existing Efforts
- ❖ Strategies and Implementation



Background Research

Community Input

Community participation is a vital element of the planning process. Thus far in citizen surveys and community meetings, feedback has been focused on the Downtown DDA district and community parks and amenities. In 2022, A 31-question survey was created by the Downtown Development Authority and the Parks & Recreation Committee to gather general community insights and to determine the economic and developmental priorities and values of Decatur residents.

During the creation of the 2023 DDA Development Plan & TIF Plan, a series of stakeholder roundtable meeting were held to gather input and several common themes were found, these ideas include:

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

- ❖ Enhanced programs designed and implemented by the DDA to support the redevelopment and reenergization of downtown, such as a rental program, façade improvement program, and others.

The feedback that was received from the 2022-2023 Community Survey and the Stakeholder Roundtable Meetings created the following goals for the Downtown District, which are outlined in the updated Development Plan:

- ❖ **Goal 1: Economic Repositioning.** Encouraging the growth and development of Downtown Decatur by supporting the highest and best use of property and tenant spaces, coordinating business attraction efforts, business assistance programs, and redevelopment.
- ❖ **Goal 2: Placemaking and Design.** Utilizing the DDA’s resources to plan, design, and construct an innovative and unique sense of place to complement Downtown Decatur’s historic charm.
- ❖ **Goal 3: Infrastructure and Transportation.** Ensuring Downtown Decatur, and the surrounding areas, are fitted with modern and efficient infrastructure to upkeep and enhance the Village’s transportation and utility network.
- ❖ **Goal 4: Organization and Partnerships:** Developing the necessary administrative tasks and fostering partnerships to implement projects.



Existing Efforts

This section briefly shares the existing efforts the Village of Decatur has put forth to achieve the overall mission of effectively marketing the Village.

Digital Marketing

- ❖ Website- a newly updated website is updated frequently
- ❖ Social Media- an active Facebook is utilized daily to provide information from the Village and other local businesses
- ❖ Press Releases- Urgent information is shared through news outlets
- ❖ Mobile Marketing- Nixle, a communication tool, sends important information through text messages

Physical Marketing

- ❖ Banners on Light Posts- updated banners adorn light posts on Phelps St.
- ❖ Signage for Events- sandwich board style signs are placed in high visibility areas to showcase upcoming community events
- ❖ Distribution of Flyers- staff distributes event flyers to all downtown district businesses
- ❖ Distribution of Business Cards- staff has business cards available

Collaborative Marketing

- ❖ Joint Events- many events are collaborative in name and effort
- ❖ In-Person Conversations- staff has frequent conversations with business owners to provide event information, general Village information, and to receive feedback

Strategies and Implementation

Market Analysis

The Village will collaborate with county, local and state officials for assistance in creating a market analysis. The purpose would provide analytical results of market needs in the Village for specific businesses, customer needs, housing and spending patterns, to effectively promote redevelopment sites and provide valuable information to developers. The market analysis should include details indicating sufficient support or shortfalls in market demand. The Village will utilize the analytics when discussing potential redevelopments with businesses and real estate developers and how it fits with the current planning and zoning regulations for the site.

Technology Marketing

Technology marketing can help the Community and Economic Development staff communicate with a much broader, worldwide audience of prospective visitors and employers. Because of its speed and efficiency, this method represents a very cost-effective strategy with near limitless potential to reach intended audiences. The most effective technology marketing strategies are those that result in a steady stream of targeted leads over time. Utilizing this marketing channel will produce website traffic, brand awareness, on-going connection to target audiences and encourage visitor and business relocations many years into the future. The Technology Marketing component will be executed utilizing the following tools:

- ❖ **Website:** The Village's website should be utilized as a central location to provide information the Village wants to convey to target audiences. While other social media platforms can and should be used to share information, the website provides a way to curate details and facts in an easy to view manner. Social media platforms like Facebook should be used to enhance how information is shared; not replace it as users are often left searching for valuable information.
- ❖ **Social Media:** The Village must put social media to work by means of actively using its social media strategic plan. The plan should be designed and implemented to achieve specific goals that support the overall marketing strategy. The plan must identify how each service will be managed, including the frequency of updates, who will be responsible for updates and what means will be used to report on the activities and how its effectiveness will be measured. Social networking sites provide a virtual community for people interested in a particular subject or looking to increase their circle of acquaintances. The Village will continue to evolve its municipal profile and share

relevant information. The Village can communicate with others by making their latest news and announcements public in a “post” or “share” format. Social media platforms are adaptable to meet a variety of goals. They can assist the Village by creating awareness, locating leads and prospects, generating discussion, building local business communities and increasing traffic to the Village’s website.

Success Measures: Technology Marketing requires new approaches to developing marketing strategies and predicting results, which are very different from traditional advertising. Unlike other media, every impression on the Internet is logged and reach numbers are commonly reported. The Village will measure effectiveness with click-through rate (CTR) and website traffic data provided by the back end of the Village website. Regular tracking of this data will allow the Village to evaluate the level of engagement through online sources.

Public Relations and Media Relations

Public Relations: Public relations have been performed for decades by the Village staff. As with other strategies and activities that were assessed to prepare this plan, public relations activities had previously been performed informally without following a structured strategy shaped by standardized evaluation and measurement. Now that the Village has identified target audiences, public relations may be one of its most strategic and effective tools in the arsenal of resources provided by this plan. In today’s economy, collaboration is critical to community and economic development success. If the Village effectively seeks and develops partnerships and collaborative ventures, it should result in measurable outcomes. Public Relations is about telling stories and bringing a place to life through those stories.

The Village needs to encourage existing businesses throughout the Village of Decatur to share their stories, successes, and news announcements as a way for the Village to generate stories of the community. Serving as an extension of other media channels, the Village can help identify and share those stories. This effort will help position and promote the Village of Decatur as a business leader and effectively carry the Village’s brand forward to the target markets previously identified in the plan.

To carry out the public relations strategy, select Village staff and partners will be provided with guidelines, training and tools (i.e., Board Members, Village Staff)

Success Measures: When it comes to Economic Development and Community Outreach, public relations are an essential component. Measurements need to be based against a contact database tracking system that may be integrated with the media relations database. Other

ways to measure results include the number of valuable contacts created and the level of participation in the public relations activity.

Media Relations: With a robust social networking platform and a communication plan that includes quarterly newsletters, the Village of Decatur serves as a primary news source by, for and about itself. An effective media relations campaign incorporates both functional and emotional messages, generates third-party endorsements, facilitates communication, and increases visibility. Media relations play an important role in Village branding and offer the Village of Decatur an opportunity to connect with its current and prospective stakeholders. Potential media tools include:

- ❖ Press Releases: Village staff will regularly issue press releases of important decisions, events, project updates, and general information that will positively market the Village of Decatur
- ❖ Banners and Advertising: The Village may consider collaborating with local businesses to sponsor the purchase and display of community banners, renderings or posters for public events and dedication ceremonies. When doing so, the Village will seek low-cost opportunities to market itself in various local publications on multi-media platforms.
- ❖ Open Houses/Question and Answer (Q&A): Village officials and staff will be encouraged to stay informed on Village projects to help answer any questions the community may have regarding specific projects. Community engagement may range from informational booths, displays, social media, and Q&A sessions.
- ❖ Signage
- ❖ Market events, projects, news and other community happenings on the Village's website, social media (Facebook)
- ❖ Media Tours: Media tours are used to allow the media to share an experience of a service, business or something new that is happening in the Village of Decatur.

Success Measures: There is no better validation than third party endorsement. The goal should be to develop a rapport/relationship that is sustainable and will establish ongoing return on investment over time. These contacts should be tracked and documented for the sake of accountability. The Village will develop a regular method for tracking news stories that includes the publication/media source, date, title, topic, etc.

Media Contacts

As relationships and new media are created, the contacts on the media list may need to be added, redefined or modified. Constant upkeep of these records is vital to the success of the media relations component of this plan.

- ❖ Print: Decatur Republican, Paw Paw Flashes
- ❖ Radio: WBCT 93.7, WKFR 103.3
- ❖ Online Media: Village website, Village Facebook, Around Van Buren
- ❖ External: Van Buren District Library- Webster Memorial Branch, Decatur Public Schools, Market Van Buren



Community Branding Guide



PMS 295C
C100 Y0 M54.08 K61.57
R0 G45 B98

PMS 420C
C0 Y0 M0 K20
R204 G204 B204

PMS 7480c
C100 Y34.67 M0 K21.96
R0 G199 B130

PMS 186C
C0 Y75.24 M92.38 K17.65
R210 G16 B52

Neue Helvetica Pro 107 Condensed Extra Black/ Pristina STD

"Live, Work, Play in Decatur"



Conclusion

The Village of Decatur Strategic Marketing Plan provides a detailed description of the activities that would create a powerful marketing campaign for the Village. The activities represent best practice recommendations based on current knowledge of the market, the latest trends in community-based marketing and professional experience, guided by insight from the Village staff and Village Planner. Activities will be prioritized according to potential impact and budget and will be updated annually to meet the changing needs of the Village. The overall success of this plan will rely on the implementation and tracking of the activities described within the Plan. While implementing this plan, the Village must be able to remain flexible to accommodate unforeseen changes or respond to actual marketing channel results. This Strategic Marketing Plan will take the Village’s marketing and advertising efforts to another level of professionalism and into a future that has unlimited possibilities. This plan will position the Village to be a place where you can “Live, Work, Play in Decatur” for years to come.





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: December 4, 2023

SUBJECT: Proposed Ordinance 2023-006, Food Trucks & Mobile Vending Units

Action Requested:

It is requested that the Village Council schedule a public hearing for Monday, January 8, 2024, on the proposed Ordinance 2023-006, Food Trucks & Mobile Vending Units

Background:

In 2022, the Village of Decatur Downtown Development Authority decided to hold a “trial-run” season to see if inviting Food Truck Vendors into the Village would be successful; it was quickly welcomed by the community and provided a great service to residents, visitors, and the workforce in the Village and neighboring areas. The DDA Board expanded the initiative in 2023 and proudly welcomed 17 different vendors over 66 dates/events.

Mobile food vending is increasingly being recognized as a community economic development tool as food trucks provide opportunities for entrepreneurs and small businesses by adding interest, vibrancy, and activity to streetscapes and sites. In addition, inviting Food Trucks to the Village has expanded food access for our community at times where we may be underserved by traditional local restaurants.

The rise in popularity of food trucks has led to recent code revisions in communities eager to acknowledge this business model, while remaining cautious about food safety, traffic, and neighborhood compatibility. Balanced regulations and permitting procedures can help ensure that Food Trucks have ample vending opportunities within a jurisdiction without posing a threat to local businesses, blocking the public right-of-way, or creating a nuisance, thus the creation of Ordinance 2023-006, Food Trucks & Mobile Vending Units.

Additionally, it should be noted, Village Attorney, Curcio has reviewed the proposed draft and has provided insight into the creation of the proposed draft.

Attachments: Draft Ordinance 2023-006

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

ORDINANCE NO. 2023-006

**AN ORDINANCE TO AMEND SECTION 10-88 OF THE VILLAGE OF DECATUR
CODE OF ORDINANCES, AND TO ADD A NEW SECTION 10-89, TO
REGULATE FOOD TRUCKS AND OTHER MOBILE FOOD VENDING UNITS
AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF**

The Village of Decatur ordains:

Section 1. Amendment. Section 10-88 of the Village Code is amended to read in its entirety as follows:

Section 10-88. Mobile food vending units (food trucks).

- (1) *Definitions*. The following words and terms shall have the meaning ascribed below when used in this section unless the context clearly indicates otherwise:
 - (A) *Mobile food vending* means vending, serving, or offering for sale food or beverages from a mobile food vending unit, along with ancillary sales of branded items consistent with the food or mobile food vendor, such as a tee shirt that bears the name of the company, restaurant, or organization engaged in mobile food vending.
 - (B) *Mobile food vending unit* means a vehicle or other structure (e.g., a cart) equipped to create, prepare, store, or package food for the purpose of vending, service, or offering for sale at a given location for more than 10 minutes at a time. This term is intended to include the vendors commonly referred to as “food trucks,” as well as other similar types of mobile vendors. The term “mobile food vending unit” shall not include coffee, frozen dessert or ice cream trucks or other similar vehicles that move from place to place and are stationary in the same location for no more than 10 minutes at a time.
 - (C) *Mobile food vendor* means any individual, company, restaurant, or organization operating a mobile food vending unit.
 - (D) *Operates* means engaging in activities associated with the conduct of business, including setup and takedown and/or hours of operation and locations where the mobile food vending units are allowed to be open for business.
 - (E) *This ordinance* means section 10-88 of the village code.
- (2) *Permit required*.
 - (A) No mobile food vendor shall operate a mobile food vending unit without a permit issued by the village clerk authorizing such operation. The village clerk shall prescribe the form of available permits and the application for such permits. The village council shall, by resolution, establish appropriate fees for mobile food vending units and for the operation of such units on village property.
 - (B) No vending through a mobile food vending unit of food or other human consumables shall be permitted unless operating pursuant to a permit issued under this ordinance.
- (3) *Duration of permit; nontransferability*. Permits issued by the village clerk shall be valid for the period indicated on the permit, which shall be set by resolution of the village of the council. Any permit issued under this ordinance is nontransferable. Permit holders have no vested right in the renewal of such permit, and renewal may be subject to new conditions not included in the original permit.

- (4) *Application for permit.* Any mobile food vendor desiring to engage in mobile food vending in the village shall submit a completed application to the village clerk for a permit under this ordinance. The applicant shall truthfully state, in full, all information requested on the application for a permit issued by the village clerk's office. Additionally, the applicant shall provide all documentation, such as proof of insurance and a signed indemnity agreement, as required by this ordinance or by the application form. The application for a permit shall be accompanied by a fee established by resolution of the village council.
- (5) *Requirements.* Any mobile food vendor engaging in mobile food vending shall comply with the following requirements:
- (A) Except as otherwise provided in subsection (Q), mobile food vendors may not operate on private property within the village.
 - (B) Mobile food vendors may operate on village-owned property, school-owned property, or on public streets only to the extent authorized by the village council. Such authorization may as part of the approval of a community event, or may be via resolution adopted from time to time by the council at its discretion. To the extent it becomes necessary to designate specific mobile food vendors who may occupy a public location at any given time, the council may by resolution specify policies or practices for making such determinations.
 - (C) When mobile food vendors are permitted to operate on public streets, no food service shall be allowed on the driving lane side of the mobile food vending unit.
 - (D) A village permit for each mobile food vending unit to be operated in the village must be prominently displayed and permanently affixed on or near the service window of the mobile food vending unit. For units with now service window, the permit shall be placed as near to the place of service as reasonably possible.
 - (E) No mobile food vending unit shall impede visibility or the flow of vehicular, pedestrian or bicycle traffic in any location.
 - (F) It shall be unlawful for any person operating a mobile food vending unit while on duty to drink any alcoholic beverage, to shout or call to prospective customers, or to disturb the peace in any manner.
 - (G) No mobile food vending unit that constitutes a vehicle for purposes of the Michigan Vehicle Code shall operate unless it bears a State license duly issued, and no such vehicle shall be operated unless it is equipped with proper brakes, lights, tires, horn, muffler, rear vision mirror and windshield wipers in good condition.
 - (H) Each mobile food vending unit shall have, in letters readable from a distance of fifty (50) feet, the name of the vendor operating it.
 - (I) Each mobile vending unit shall have available for inspection a copy of the required County Health Department Permit.
 - (J) The hours of operation shall be limited to the hours between 6:00 a.m. to 11:00 p.m. or as otherwise provided by resolution of the Village Council. No approved mobile food vending unit shall be left unattended on a public way, nor remain on a public way, outside of the allowed hours of operation, without prior approval from the village clerk..
 - (K) No vendor shall use or maintain any outside sound amplifying equipment or noisemakers, such as bells, horns or whistles.
 - (L) Vendors shall obey any lawful order of a police officer to move to a different permitted location to avoid congestion or obstruction of a public way or remove the mobile food vending unit entirely from the public way if necessary to avoid such congestion or obstruction.

- (M) Any power required for the mobile food vending unit located on a public way shall be self-contained and shall not use utilities drawn from the public right-of-way.
- (N) All waste liquids, garbage, litter and refuse shall be kept in leak-proof, nonabsorbent containers which shall be kept covered with tight-fitting lids and disposed of properly. No waste liquids, garbage, litter or refuse shall be dumped or drained into sidewalks, streets, gutters, drains, trash receptacles, or any other place. A garbage receptacle shall be easily accessible for customer use. Each mobile food vending unit shall be equipped with sufficient garbage receptacles, and each vendor shall be responsible for collecting all litter, garbage and refuse left by customers and related to its products located within a fifty foot (50') radius of the mobile food vending unit.
- (O) The vendor must comply with all other applicable conditions and requirements imposed upon mobile food vendors under the law, must comply with village ordinances and state law, and shall make all required sales tax returns and other reports as required by state law. A permit obtained under this ordinance shall not relieve any mobile food vendor of the responsibility for obtaining any other permit or authorization required by any other resolution, ordinance, statute, or administrative rule.
- (P) Mobile food vendors shall not represent the granting of a permit under this ordinance as an endorsement of the village.
- (Q) A mobile food vendor may operate on a residential property (*i.e.*, a parcel or condominium unit in any zoning district that is the site of a single-family dwelling unit) in conjunction with a private event if all of the following conditions are met:
 - (1) At least 7 days prior to the date of the event, the mobile food vendor shall file an application with the village clerk requesting a private event permit. The village clerk shall issue such permit upon confirming that the mobile food vendor has a valid permit issued pursuant to section 14-65 above, and that proposed event complies all the requirements of the subsection.
 - (2) The operation, including all necessary setup and takedown, shall last for no more than 5 hours.
 - (3) The operation begins no earlier than 9:00 a.m. and ends no later than 8:00 p.m.
 - (4) During its operation, the mobile food vending unit will be setback at least 5 feet from the boundary lines of the property on which it is located, and shall be oriented such that the food vending window faces toward the residence.
 - (5) The mobile food vendor shall serve food and beverages only to the guests at the event, not to the general public.
 - (6) A residential property may host no more than 2 private events with mobile food vending in any given calendar year.
- (6) *Complaints; revocation or suspension of permit.*
 - (A) If a written complaint is filed with the village clerk by an ordinance enforcement officer or citizen alleging a mobile food vendor has violated the provisions of this ordinance, the village clerk shall promptly send a copy of the written complaint to the mobile food vendor together with a notice that an investigation will be made by the village clerk, with the assistance of other village departments, as required, as to the truth of the complaint. The mobile food vendor shall be invited to respond to the complaint and present evidence and respond to evidence produced by the investigation. If the village clerk, after reviewing all relevant material, finds the complaint to be supported by a preponderance of the evidence, the complaint shall be certified.
 - (B) The village clerk may revoke or suspend the permit of any mobile food vendor engaged in mobile food vending who ceases to meet any requirement of this ordinance or violates any other federal,

state, or local law, ordinance, or regulation; makes a false statement on the permit application; or conducts activity in a manner that is adverse to the protection of the public health, safety, and welfare as evidence in a complaint certified pursuant to the subparagraph (A).

Section 2. Addition. A new section 10-89 is added to the Village Code to read as follows:

Section 10-88. Penalties.

Any person who violates any provision of this article shall be responsible for a municipal civil infraction subject to a fine of \$100 for a first offense and \$250 for any subsequent offense.

Section 3. Effective Date. This ordinance shall become effective either 20 days after adoption or upon publication, whichever occurs later.

YEAS: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

CERTIFICATION

As the duly appointed Clerk of the Village of Decatur, Van Buren County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Village Council at its meeting of _____, 2023.

Megan Duncan, Village Clerk



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY:
DATE: December 4, 2023

SUBJECT: Village of Decatur Bergen Building Stabilization Project, Blight Elimination Grant – Van Buren County, State Land Bank

Action Requested:

It is requested the Village Council approve the submission of application for the Village of Decatur, Bergen Building Stabilization Project, Blight Elimination Grant at 312 School Street, Decatur, MI 49045, through the Michigan State Land Bank Authority.

Background:

[June 6, 2022](#), Council will recall receiving a presentation from Even LeDue, Project Manager with Abonmarche. In this presentation the Council evaluated the findings of the facility assessment of Village Hall, the Police Department and the Department of Public Works. Village Hall, the Police Department and the DPW building have major structural barriers to renovate for continued use as a public building.

According to the inspection report included in the building assessment, we know there are several mechanical, electrical, plumbing, and structural integrity concerns with Village Hall, Police Department and Department of Public Works. Additionally included in the report are recommendation cost to improve those areas highlighted on pg. 5 – 15. While the report does not outline cost of upgrade to the mechanical, electrical, and plumbing improvements, we know estimated structure improvement costs to Village Hall and the Police Department are estimated to be \$916,400.00. Both buildings would require major expenditures to upgrade mechanical, electrical, and plumbing systems to meet current code requirements and workplace standards along with the current ADA requirements.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

A commercial real estate evaluation is pending at Village Hall, the Police Department and the Department of Public Works. This evaluation will provide additional insights to determine value of the Village Hall, the Police Department, and the Department of Public Works property that would be available to assist the Village.

Additionally, Council will recall at the meeting from [June 6, 2022](#), staff received a bid from Ritchard Bros, Inc for \$512,339.00 for demolition and site cleanup at 312 School Street (Bergan Building). This item was tabled by the Council and asked to be reviewed. Staff began coordinating with multiple potential partners to provide more equitable opportunities for a multi-use facility. Several topics have been discussed and several meetings have taken place. All pointed back to creating a community services facility with potential community partners such as Van Buren County Senior Services, Market Van Buren, Van Buren County Conservation District, Van Buren Intermediate School District along with Village Hall, the Police Department and the DPW. Additionally, The Village has received interest from the business community for potential executive office space.

The opportunity to apply for blight elimination and stabilization of one of Decatur's historical facility is an opportunity to move forward and revitalize a community eyesore. This opportunity for funding, to assist in the stabilization, will help begin the transformation of the former Decatur Public School location into a thriving, multi-use property. The planned stabilization of this well-loved historical element in our community will unlock untapped economic opportunity, enhance investment interest, create, and retain jobs, in the Decatur area and improve the existing residential neighborhood.

Addressing the blight, code violations, along with the continued public safety concerns, the Village is seeking \$422,470.00 from the State Land Bank. Included in the scope of work items beyond the original roof replacement (windows, tuckpointing, HVAC, boiler removal, water damage repair, etc.). Securing this funding will allow for the stabilization of the site.

The Council will recall [February 27, 2023](#), meeting. The Council approve and received a USDA Grant funding to assist with the cost of engineering and design of the multi-use facility. This work is an important part of the plans to rehabilitate a well-known historical property, as well as attracting good paying jobs and small business investment in rural Michigan.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

This program represents an exciting opportunity to address a long-standing community eyesore and prepare the site for redevelopment.

Attachment:

Facility Assessment pg. 5 - 15

Letters of Support – Van Buren Conservation District, Senior Services of Van Buren County,
VBISD

PUBLIC WORKS DEPARTMENT EXISTING CONDITIONS

The group of buildings that make up Village Hall/Police Department is located at 114 Phelps Street, Decatur, MI 49045 in the heart of downtown.

The ground floor of Village Hall was renovated in 1998, appears to be in good shape except for the stairs leading to both the upper and lower levels. The furnace room on the north end of the building is also in poor condition. The upper level has been untouched and appears to be originally designed as an office space as there is evidence of toilet facility but no kitchen. A large central room has been created with an archway being supported by a metal tie rod connected to the east and west walls. Structurally the building is sound but needs major structural work to support any additional renovation.

The lower level of Police department is designed and used for mechanical and storage. The ground level, originally designed for offices with a garage for the storage of fire truck, is currently used for police vehicles. The upper level has a large meeting room.

This report does not include: Moisture testing in walls or roof, environmental material testing, soil and or air quality.

Note: Recommendations are only given for items of immediate concern. Other observations can be addressed, if desired, through a separate contract.

Building Access

- A. Overall the concrete pads at entry door is in fair condition, with the following highlighted items noted:

Concrete Pad – (Village Hall)

- i. Concrete Pad at entry door is showing signs of cracking & has a 1"-2" lip on the east & west side of pad at sidewalk, presents trip hazard. (Photo A-i)
Recommendation: Remove & Replace new.
Cost Parameters: \$500-\$1,500
- ii. Concrete Pad at entry door is not ADA compliant. (Photo A-ii)
Recommendation: Redesign sidewalk in front of entrance (Design required).
Cost Parameters: \$3,500-\$5,000

Exterior Envelope

- B. Overall the exterior walls are in fair to poor condition, with the following highlighted items noted:

Wall– (Village Hall)

- i. Metal siding is paint fading. (Photo B-i)
Recommendation: Prep & Paint.
Cost Parameters: \$3,000-\$5,000
- ii. Vinyl siding is broken. (Photo B-ii)
Recommendation: Remove & Replace
Cost Parameters: \$500-\$800
- iii. Dented Metal siding on North side corner of building. (Photo B-ii)
Recommendation: Replace damaged metal siding.
Cost Parameters: \$1,000-\$2,000

- iv. Plywood panel (uninsulated). (Photo B-iii)
Recommendation: Replace plywood panel with insulated panels.
Cost Parameters: \$2,000-\$4,000

Wall– (Police Department)

- v. Failing Brick at multiple locations. (Photo B-iv)
Recommendation: Replace damaged brick and tuck-pointing.
Cost Parameters: \$40,000-\$50,000
- vi. Replace sheet metal at top of wall above overhead doors. (Photo B-iv)
Recommendation: Replace sheet metal at top of wall.
Cost Parameters: \$3,000-\$5,000
- vii. Damaged awning cover and soffit material. (Photo B-v)
Recommendation: Replace awning cover
Cost Parameters: \$10,000-\$15,000
- viii. Concrete Window Sill (Sealed) & Entry Cap. (Photo B-vi)
Recommendation: Prep & Paint.
Cost Parameters: \$2,000-\$3,000
- ix. Brick & Steel Lintel above stair door. (Photo B-vii)
Recommendation: Replace lintel above door and brick.
Cost Parameters: \$3,000-\$5,000
- x. Window & Overhead door awning. (Photo B-viii)
Recommendation: Replace Awnings.
Cost Parameters: \$15,000-\$20,000

C. Overall the windows are in poor condition, with the following highlighted items noted:

Windows – (Village Hall)

- i. Broken glazing 2nd floor wood window 3'x5'. (Photo C-i)
Recommendation: Replace Window
Cost Parameters: \$5,000-\$7,000

Windows – (Police Department)

- ii. Outdated steel window 5'x12'. (Photo C-ii)
Recommendation: Replace Window
Cost Parameters: \$7,000-\$10,000
- iii. Outdated steel window lower level 5'x8'. (Photo C-iii)
Recommendation: Remove windows and Fill-In with brick
Cost Parameters: \$2,000-\$3,000
- iv. Outdated stairwell #2 wood window 2'x3'. (Photo C-i)
Recommendation: Replace Window
Cost Parameters: \$1,000-\$2,000

D. Overall the doors are in poor condition, with the following highlighted items noted:

Doors – (Police Department)

- i. (3) Service Doors trim & sill. (Typical) (Photo D-i)
Recommendation: Replace door, trim and hardware (ADA compliant)
Cost Parameters: \$3,500-\$6,000
- ii. Outdated (18) Interior Doors & hardware. (Photo D-ii)
Recommendation: Replace door, trim and hardware (ADA compliant)
Cost Parameters: \$28,000-\$40,000

Doors – (Village Hall 2nd floor)

- iii. (4) Interior Doors are in poor condition. (Photo D-iii)
Recommendation: Replace door, trim and hardware.
Cost Parameters: \$2,000-\$4,000

ROOF

- E. Overall the roof is in are in fair condition, with the following highlighted items noted:

Roof - (Village Hall/Police Department)

- i. Rubber membrane Flat roof reroofed in 2017/18 (Photo E-i)
Recommendation: Investigate & repair
Cost Parameters: \$5,000-\$8,000
- ii. Miscellaneous metal coping building (Photo E-ii)
Recommendation: Repair & replace
Cost Parameters: \$2,000-\$4,000
- iii. Asphalt Shingle (Photo E-iii)
Recommendation: Remove & Replace
Cost Parameters: \$2,000-\$4,000
- iv. Membrane Flat roof on south side of building (Photo E-iv)
Recommendation: Investigate & repair
Cost Parameters: \$8,000-\$10,000

INTERIOR

- F. Overall the interior is in are in poor condition, with the following highlighted items noted:

Lower Level Basement #1 - (Police Department)

- i. Evidence of water damage in southeast corner (Photo F-i)
Recommendation: Waterproof coating
Cost Parameters: \$2,000-\$4,000
- ii. Dirty and worn slab (Photo F-ii)
Recommendation: Clean & paint finish
Cost Parameters: \$3,000-\$5,000
- iii. Paint plaster at wall and ceiling (Photo F-iii)
Recommendation: Repair & Paint
Cost Parameters: \$7,000-\$10,000

Lower Level Storage - (Police Department)

- iv. Evidence of water damage on south wall (Photo F-iv)
Recommendation: Waterproof coating
Cost Parameters: \$3,000-\$5,000
- v. Dirty and worn slab (Photo F-v)
Recommendation: Clean & paint finish
Cost Parameters: \$1,000-\$3,000
- vi. Concrete Stair, rail & headroom does not meet code (Photo F-vi)
Recommendation: No feasible solution
Cost Parameters: N/A
- vii. Concrete Ceiling (exposed rebar) (Photo F-vii)
Recommendation: Reinforced & pour concrete (review by structural engineer)
Cost Parameters: N/A

Lower Level Basement #2 - (Village Hall)

- viii. Dirty and worn slab (Photo F-viii)
Recommendation: Clean & paint finish
Cost Parameters: \$3,000-\$5,000
- ix. Multiple Jack Post below Bath & main entry door (Photo F-ix)
Recommendation: Investigate
Cost Parameters: \$2,000-\$5,000
- x. Wood Stair, rail & headroom does not meet code (Photo F-x)
Recommendation: No feasible solution
Cost Parameters: N/A

Ground Level Meeting Room - (Village Hall)

- xi. Outdated carpet is in fair condition (Photo F-xi)
Recommendation: Remove & Replace
Cost Parameters: \$5,000-\$8,000
- xii. Water damaged ceiling tile (Photo F-xii)
Recommendation: Investigate, Remove & Replace
Cost Parameters: \$500-\$1,000

Ground Level Office #1 - (Village Hall)

- xiii. Outdate carpet is in fair condition (Photo F-xiii)
Recommendation: Remove & Replace
Cost Parameters: \$1,500-\$3,000
- xiv. Wallpaper is in fair condition (Photo F-xiv)
Recommendation: Remove & Replace
Cost Parameters: \$1,500-\$2,500

Ground Level Toilet #1 - (Village Hall)

- xv. Worn vinyl tile flooring is in poor condition (Photo F-xv)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,000
- xvi. Paint is in poor condition (Photo F-xvi)
Recommendation: Remove & Replace
Cost Parameters: \$500-\$1,500

Ground Level Office #2 - (Village Hall)

- xvii. Outdated carpet is in fair condition (Photo F-xvii)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,500
- xviii. Wallpaper is in fair condition (Photo F-xviii)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,000

Ground Level Storage - (Village Hall)

- xix. Outdated carpet is in fair condition (Photo F-xix)
Recommendation: Remove & Replace
Cost Parameters: \$500-\$800

- xx. Wallpaper is in fair condition (Photo F-xx)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,000
- xxi. Water damaged ceiling tile (Photo F-xxi)
Recommendation: Investigate, Remove & Replace
Cost Parameters: \$500-\$1,000

Ground Level Hall #1 - (Village Hall)

- xxii. Outdated carpet is in fair condition (Photo F-xxii)
Recommendation: Remove & Replace
Cost Parameters: \$1,500-\$2,000
- xxiii. Wallpaper is in fair condition (Photo F-xxiii)
Recommendation: Remove & Replace
Cost Parameters: \$3,000-\$4,000
- xxiv. Water damaged ceiling tile (Photo F-xxiv)
Recommendation: Investigate, Remove & Replace
Cost Parameters: \$1,000-\$1,500
- xxv. Outdate Cabinet & countertops in fair condition (Photo F-xxv)
Recommendation: Remove & Replace
Cost Parameters: \$5,000-\$8,000

Ground Level Closet - (Village Hall)

- xxvi. Outdate Carpet is in fair condition (Photo F-xxvi)
Recommendation: Remove & Replace
Cost Parameters: \$500-\$800
- xxvii. Wallpaper is in fair condition (Photo F-xxvii)
Recommendation: Remove & Replace
Cost Parameters: \$500-\$1,000

Ground Level Toilet #2 - (Village Hall)

- xxviii. Wallpaper is in fair condition (Photo F-xxviii)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,000

Ground Level Hall #2 - (Village Hall)

- xxix. Carpet damaged and is in poor condition (Photo F-xxix)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,500

Ground Level Office #3 - (Village Hall)

- xxx. Outdated carpet is in fair condition (Photo F-xxx)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,500
- xxxi. Wallpaper is in fair condition (Photo F-xxxi)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,000

Ground Level Mechanical - (Village Hall)

- xxxii. Concrete is in fair condition (Photo F-xxxii)
Recommendation: Reseal

Cost Parameters: \$500-\$1,000

Ground Level Office #4 - (Police Department)

- xxxiii. Outdated Carpet is in fair condition (Photo F-xxxiii)
Recommendation: Remove & Replace
Cost Parameters: \$2,500-\$4,000
- xxxiv. Wallpaper is in fair condition (Photo F-xxxiv)
Recommendation: Remove & Replace
Cost Parameters: \$6,000-\$7,000
- xxxv. Outdated Ceiling is in fair condition (Photo F-xxxv)
Recommendation: Remove & Replace
Cost Parameters: \$3,500-\$5,000
- xxxvi. Pass thru window is in fair condition (Photo F-xxxvi)
Recommendation: Remove & Replace
Cost Parameters: \$1,500-\$3,000
- xxxvii. Cabinet & countertop is in poor condition (Photo F-xxxvii)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,000

Ground Level Locker Room - (Police Department)

- xxxviii. Outdate Carpet is in fair condition (Photo F-xxxviii)
Recommendation: Remove & Replace w/ Tile
Cost Parameters: \$5,500-\$7,000
- xxxix. Wallpaper is in fair condition (Photo F-xxxix)
Recommendation: Remove & Replace
Cost Parameters: \$4,000-\$5,000
- xl. Outdate Ceiling is in fair condition (Photo F-xl)
Recommendation: Remove & Replace
Cost Parameters: \$3,500-\$5,000

Ground Level Entry - (Police Department)

- xli. Plaster wall is in poor condition (Photo F-xli)
Recommendation: Remove & Replace
Cost Parameters: \$2,000-\$3,000
- xlii. Wall is in poor condition (Photo F-xlii)
Recommendation: Clean & Paint
Cost Parameters: \$1,000-\$2,000
- xliii. Carpet damaged and is in poor condition (Photo F-xliii)
Recommendation: Remove & Replace
Cost Parameters: \$500-\$800
- xliv. Water damaged plaster ceiling is in poor condition (Photo F-xliv)
Recommendation: Investigate, Remove & Replace
Cost Parameters: \$2,000-\$3,000

Ground Level Hall #3 - (Police Department)

- xliv. Wall is in fair condition (Photo F-xlv)
Recommendation: Clean & Paint
Cost Parameters: \$5,000-\$6,000

- xlvi. Carpet damaged and is in poor condition (Photo F-xlvi)
Recommendation: Remove & Replace
Cost Parameters: \$6,000-\$7,000
- xlvii. Suspended ceiling is in poor condition (Photo F-xlvii)
Recommendation: Investigate, Remove & Replace
Cost Parameters: \$4,000-\$5,000

Ground Level Restroom #1 - (Police Department)

- xlvi. Outdated tile flooring is in fair condition (Photo F-xlviii)
Recommendation: Remove & Replace
Cost Parameters: \$2,000-\$3,000
- xlix. Walls is in fair condition (Photo F-xlix)
Recommendation: Clean & Paint
Cost Parameters: \$500-\$1,500
- I. Plumbing fixture is in fair condition (Photo F-I)
Recommendation: Remove & Replace
Cost Parameters: \$2,000-\$4,000

Ground Level Restroom #2 - (Police Department)

- li. Restroom is currently under renovation
Recommendation: N/A
Cost Parameters: N/A

Ground Level Storage - (Police Department)

- lii. Worn concrete flooring is in poor condition (Photo F-lii)
Recommendation: Clean & Paint
Cost Parameters: \$500-\$800

Ground Level Office #5 - (Police Department)

- liii. Outdated vinyl tile flooring is in fair condition (Photo F-liii)
Recommendation: Remove & Replace
Cost Parameters: \$2,000-\$4,000
- liv. Walls is in fair condition (Photo F-liv)
Recommendation: Clean & Paint
Cost Parameters: \$3,000-\$5,000
- lv. Outdated suspended ceiling is in fair condition (Photo F-lv)
Recommendation: Remove & Replace
Cost Parameters: \$2,500-\$4,000

Ground Level Meeting Room #2 - (Police Department)

- lvi. Outdated vinyl tile flooring is in fair condition (Photo F-lvi)
Recommendation: Remove & Replace
Cost Parameters: \$4,000-\$5,500
- lvii. Walls is in fair condition (Photo F-lvii)
Recommendation: Clean & Paint
Cost Parameters: \$5,000-\$7,000
- lviii. Outdated suspended ceiling is in fair condition (Photo F-lviii)
Recommendation: Remove & Replace
Cost Parameters: \$4,500-\$6,000

Ground Level Office #6 - (Police Department)

- lix. Outdated vinyl tile flooring is in fair condition (Photo F-lix)
Recommendation: Remove & Replace
Cost Parameters: \$500-\$1,000
- lx. Walls is in fair condition (Photo F-lx)
Recommendation: Clean & Paint
Cost Parameters: \$1,000-\$2,500
- lxi. Outdated suspended ceiling is in fair condition (Photo F-lxi)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,000

Ground Level Storage - (Police Department)

- lxii. Outdate vinyl tile flooring is in fair condition (Photo F-lxii)
Recommendation: Remove & Replace
Cost Parameters: \$500-\$1,000
- lxiii. Walls is in fair condition (Photo F-lxiii)
Recommendation: Clean & Paint
Cost Parameters: \$1,000-\$2,000
- lxiv. Outdated suspended ceiling is in fair condition (Photo F-lxiv)
Recommendation: Remove & Replace
Cost Parameters: \$500-\$800

Ground Level Evidence - (Police Department)

- lxv. Room not accessible
Recommendation: N/A
Cost Parameters: N/A

Ground Level Garage - (Police Department)

- lxvi. Concrete flooring is in fair condition (Photo F-lxvi)
Recommendation: Remove & Replace
Cost Parameters: \$2,000-\$3,000
- lxvii. Walls is in fair condition (Photo F-lxvii)
Recommendation: Clean & Paint
Cost Parameters: \$10,000-\$12,000

Ground Level Tower - (Police Department)

- lxviii. Concrete flooring (exposed rebar) (Photo F-lxviii)
Recommendation: Reinforced & pour concrete (review by structural engineer)
Cost Parameters: N/A

Upper Level Stairwell #1 - (Police Department)

- lxix. Concrete Stair, rail & headroom does not meet code (Photo F-lxix)
Recommendation: No feasible solution
Cost Parameters: N/A
- lxx. Concrete stair is worn but in fair condition (Photo F-lxx)
Recommendation: Clean & Paint
Cost Parameters: \$500-\$800
- lxxi. Walls are in fair condition (Photo F-lxxi)
Recommendation: Clean & Paint
Cost Parameters: \$2,000-\$3,500

Upper Level Storage - (Police Department)

- lxxii. Carpet flooring is in poor condition (Photo F-lxxii)
Recommendation: Remove & Replace
Cost Parameters: \$800-\$1,500
- lxxiii. Paint is in fair condition (Photo F-lxxiii)
Recommendation: Clean & Paint
Cost Parameters: \$1,500-\$3,000
- lxxiv. Suspended ceiling is in poor condition (Photo F-lxxiv)
Recommendation: Remove & Replace
Cost Parameters: \$1,000-\$2,000
- lxxv. Suspended ceiling is in poor condition with water damage (Photo F-lxxv)
Recommendation: Investigate failed metal decking (roof), Remove & Replace
Cost Parameters: See Roof

Upper Level Meeting Space - (Police Department)

- lxxvi. Outdated carpet flooring is in poor condition (Photo F-lxxvi)
Recommendation: Remove & Replace
Cost Parameters: \$5,000-\$7,000
- lxxvii. Walls is in fair condition (Photo F-lxxvii)
Recommendation: Clean & Paint
Cost Parameters: \$12,000-\$14,000
- lxxviii. Outdated suspended ceiling is in fair condition (Photo F-lxxviii)
Recommendation: Remove & Replace
Cost Parameters: \$7,000-\$9,000
- lxxix. Steel Lintel is in poor condition (Photo F-lxxix)
Recommendation: Remove & Replace
Cost Parameters: \$2,000-\$3,000

Upper Level Stairwell #2 - (Police Department)

- lxxx. Concrete Stair & railing does not meet code (Photo lxxx)
Recommendation: No feasible solution
Cost Parameters: N/A
- lxxxi. Concrete stair is worn but in fair condition (Photo F-lxxxi)
Recommendation: Clean & Paint
Cost Parameters: \$500-\$800
- lxxxii. Brick masonry walls are in poor condition (Photo F-lxxxii)
Recommendation: Replaced damaged brick & tuckpoint joints
Cost Parameters: \$10,000-\$15,000
- lxxxiii. Water damaged ceiling is in poor condition (Photo F-lxxxiii)
Recommendation: Investigate roof, Clean & Paint
Cost Parameters: \$2,500-\$4,000

Upper Level Stairwell #3 - (Village Hall)

- lxxxiv. Wood Stair does not meet code (Photo F-lxxxiv)
Recommendation: No feasible solution
Cost Parameters: N/A
- lxxxv. Walls & ceiling is in poor condition (Photo F-lxxxv)
Recommendation: Insulate wall & ceiling

Cost Parameters: \$5,000-\$8,000

Upper Level Room #1 - (Village Hall)

lxxxvi. Unfinished space (F-lxxxvi)

Recommendation: Renovate

Cost Parameters: \$50,000-\$60,000

Upper Level Room #2 - (Village Hall)

lxxxvii. Unfinished space (Photo F-lxxxvii)

Recommendation: Renovate

Cost Parameters: \$160,000-\$190,000

Upper Level Room #3 - (Village Hall)

lxxxviii. Unfinished space (Photo F-lxxxviii)

Recommendation: Renovate

Cost Parameters: \$45,000-\$60,000

Upper Level Room #4 - (Village Hall)

lxxxix. Unfinished space (Photo F-lxxxix)

Recommendation: Renovate

Cost Parameters: \$45,000-\$60,000

Upper Level Toilet - (Village Hall)

xc. Unfinished space (Photo F-xc)

Recommendation: Renovate

Cost Parameters: \$30,000-\$40,000

STRUCTURAL

N. General

i. **Village Hall**

Jack post in the lower level support the area under the ground floor entry way on the south wall. The centrally located room archway is being structural supported by a metal tie rod connected to the east and west walls. It is recommended to consult with our structural engineer. A proposal can be provided to perform this work on a time and material basis, if requested by the client.

ii. **Police Department**

Reroofed in 2017/18 but showing interior signs of distress (water damage to dropped ceilings in multiple areas, collapsed plaster in the entry way and other parts of the building). Major leak is evident at base of tower over the entry way. The hole in the concrete floor in the tower needs to be investigated by a structural engineer. It is recommended to consult with our structural engineer. A proposal can be provided to perform this work on a time and material basis, if requested by the client.

PLUMBING

O. General

i. Plumbing appears to be in working condition.

ii. Water Heater in appears in fair /operating condition, age could not be determined

Recommendation: A qualified contractor should be hired to evaluate all existing Plumbing piping & fixtures and make any recommendation.

MECHANICAL

P. General

- i. Furnaces appears to be in working condition.
- ii. Suspended Heaters in garage appears in fair /operating condition, age could not be determined.

Recommendation: A qualified contractor should be hired to evaluate all existing HVAC equipment and make any recommendation.

ELECTRIAL

Q. General

- i. Electrical appears to be in working condition.

Recommendation: A qualified contractor should be hired to evaluate all existing HVAC equipment and make any recommendation.

ENVIRONMENTAL

R. General

- i. No visible signs of mold were found during the inspections.
- ii. A Lead and Asbestos testing is recommended before starting any renovation projects.

ADDITIONAL RECOMMENDATIONS

Additional structural evaluation at the exterior wall as noted above is at the client's discretion. No additional evaluations are recommended.

CONCLUSION

Village Hall and Police Department buildings have major structural barriers to renovation for continued use as a public facilities. These principally are the multi-storied configuration (ADA requirements). Both buildings would require major expenditures to upgrade mechanical, electrical and plumbing systems to meet current code requirements and workplace standards.

Based on the existing and future needs of the village administration, police department and department of public works no reconfiguration of the limited space available is cost effective. The possible increase in space by using the second floor of the Village Hall would require extensive and costly restructuring to meeting both ADA and fire codes. The addition of an elevator would be cost prohibitive.

All observations were limited to the access afforded to Abonmarche at the time of the inspection. Any issues related to areas not observed as part of this report are considered to outside the liability of this report.



November 10, 2023

Dear Michigan State Land Bank Authority,

I am writing in reference to the request before you for funding of the Village of Decatur's Bergen Building Stabilization Project. The Village of Decatur has a rich history with the Bergen Building and the Village Manager's vision for revitalization of this beautiful building will be an asset to everyone in the community. The committee in charge of this project has done their due diligence in researching the needs of their community and gearing this project to fit those needs. They have reached out to Senior Services of Van Buren County as a potential partner along with other non-profits and local municipalities to create a "one stop facility" to help all.

Senior Services of Van Buren County serves over 6,000 seniors throughout the county every year. We have a large main center located at the far northwest end of the county. If we were to partner with the Village of Decatur on this project it would allow us to much better serve those seniors who live in the southeast side of the county. It would provide us a center to include daily lunches, physical exercise, educational programming, medical clinics and a medical equipment lending closet. All of these are desperately needed for the aging population in this rural area.

I strongly support the Village of Decatur's efforts to improve and revitalize the Bergen Building which would strengthen their beautiful community.

Sincerely,

Diane Rigozzi, Executive Director

Senior Services of Van Buren County

08337 M140 Hwy, South Haven, MI 49090





1035 E. Michigan Ave.
Paw Paw, MI 49079



(269) 657-4030 x 5



info@vanburencd.org

November 22, 2023

Michigan State Land Bank Authority
P.O. Box 30766
Lansing, MI 48909

RE: Bergen Building Stabilization Project

To Whom It May Concern:

The Van Buren Conservation District fully supports the Village of Decatur Bergen Building Stabilization Project. We support the Village of Decatur, an important municipal partner, and encourage them to continue to pursue community accessible sites. The mission of the Van Buren Conservation District is to promote the conservation of natural resources through partnerships, providing public education, demonstrations, and technical assistance while working together for future generations.

This project would greatly improve community engagement for the Village of Decatur residents and also greatly benefit the region. A multi-use property for the community would create economic opportunity, create and retain jobs in the area, and increase foot traffic through downtown. This project would provide a location for the Van Buren Conservation District to partner with the Village of Decatur on future projects and host educational events for the community. A potential park or greenspace would provide many opportunities to demonstrate various conservation efforts as well.

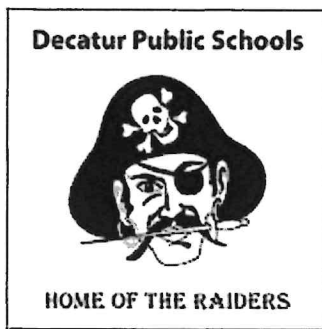
We urge the Michigan State Land Bank Authority to financially support this significant project in Van Buren County.

Sincerely,

Emily Hickmott, Executive Director



www.vanburencd.org



November 7, 2023

Dear Michigan State Land Bank Authority:

Decatur Public Schools and Van Buren Intermediate School District are writing to express our support for the Bergen Building Stabilization Project, which is designed to transform the former Decatur High School location into a thriving, multi-use property. This initiative is of great significance to the community and has the potential to breathe new life into a cherished historical landmark.

The planning stabilization of the Bergen Building holds great promise for the community. The positive impacts of this project include job creation and retention, attracting businesses and increasing foot traffic through the town. As educational institutions, Decatur Public Schools and Van Buren Intermediate School District support the educational and community enrichment potential this transformation holds.

We believe in the importance of engaging with local residents and businesses to ensure their voices are heard and their needs are met. The Bergen Building Stabilization Project presents a unique opportunity for the community to actively participate in shaping the future of the town. We believe that this project will not only benefit our schools but also enhance the overall quality of life for everyone in the community.

In conclusion, we request your support for the project and we are excited about the potential of this project. Thank you for your attention to this matter, and we appreciate your support in making this vision a reality.

Regards,

Patrick S. Creagan
Superintendent
Decatur Public Schools

David D. Manson
Superintendent
Van Buren Intermediate School District



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY:
DATE: December 4, 2023

SUBJECT: Recommendation from DHFD & DHQR – AED Donation

Action Requested:

It is requested the Village Council approve the recommendation from the Decatur Hamilton Fire & Decatur Hamilton Quick Response Department and approve the donation of two (2) AEDs to local businesses, Village Market Decatur, and Midwest Fastener.

Background:

At the November 27, 2023, the Decatur Hamilton Fire Board approved the recommendation for the donation of two (2) AEDs to local businesses, Village Market Decatur, and Midwest Fastner.

Attachment:

n/a



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

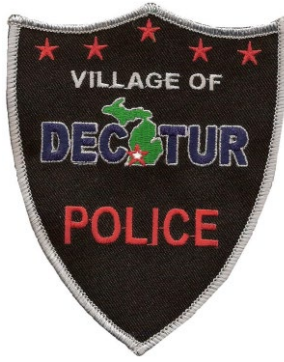
MEMORANDUM – MONTHLY REPORT

TO: Village Council
FROM: Jimmy Ebeling, DPW
REVIEWED BY: Christopher Tapper, Village Manager
DATE: November 30, 2023

SUBJECT: November 2023 Monthly Report from DPW

November 2023 – Jobs completed

- Marked 6 Miss Digs
- Completed 8 Work Orders
- Completed requested Shut-offs
- Completed 1 Final Reads
- Read water meters for billing
- Leaf and brush pickup throughout Village limits
- Cleaned curbs
- Did water samples for Monthly Analysis Report – took to Paw Paw Lab – sent results to Egle
- Collected annual water sample
- Collected drinking water samples
- Wastewater discharge request
- Sewer maintenance
- Prelim Waste Water Discharge Samples
- Tree removal has started
- Worked on water meters and lead and copper program
- Vac leaves
- Attended Safety Meeting
- Insulated meter pits
- Trimmed trees
- Set up Christmas Decorations
- Took down flags and banners
- Waste Water Inspection
- Prepped Winter Equipment
- Plowed snow throughout Village



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: November 28, 2023
Ref: Monthly Report for the Month of November 2023

Meetings / Events / Information:

- Council Meeting
- Fire Board Meeting
- Safety Committee Meeting

Training:

- None for November

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

Arrests: November 1, 2023, to November 28, 2023

- 11-7-23, Male, Parole Absconder and Warrants
- 11-8-23, Male, 3 Criminal Bench Warrants
- 11-10-23, Male, Warrant
- 11-13-23, Male, Warrant
- 11-14-23, Male, Felony – Damage School Bus
- 11-14-23, Female, Domestic Violence
- 11-16-23, Male, Warrant

Calls for Service / Reports Taken: November 1, 2023, to November 28, 2023

- Assist Medical
- Welfare Check
- Traffic Policing
- Alarm
- Salvage
- Salvage
- Salvage
- Blight
- Salvage
- Violation of Burning Ordinance
- Drove While License Suspended

- Welfare Check
- Blight
- Blight
- Blight
- Blight
- Blight
- Blight
- Blight
- Larceny
- Dog at Large
- Abandoned Vehicle, Assist
- Field Contact
- Civil Dispute
- Ordinance Violation
- Suspicious Vehicle
- General Assist
- Assist to VBCS, Warrant Arrest
- Found Property
- Ordinance Violation
- General Assist to MDOC – Arrest
- Stolen Property Recovery
- Salvage
- Salvage
- Assist DHFD
- Suspicious Situation
- Stalking
- Warrant Arrest
- Drove While License Revoked – No Insurance – Improper Plate
- Assist Medical
- Assist Medical
- Death Investigation
- Parking Violation
- Bicycle on Sidewalk
- Weapons Violation
- Felony Damage to Bus – Arrest
- FOIA
- Mental Investigation
- General Assist
- Assault
- Warrant Arrest
- Improper Plate, No Insurance, Improper Lane Use
- Property Damage Accident
- Assist Medical
- Blight
- General Assist

- Warrant Arrest
- Assist Medical
- Assist Medical
- Domestic Violence Arrest
- Assist Medical
- Property Damage Accident
- Weapons Offense, Assist VBCS
- Unlawful Burning
- General Assist
- Threats
- Assist CPS
- Vehicle Inspection
- Assist Medical
- Traffic Violation
- 911 Hangup
- Drove While not Licensed, Warrant Arrest
- Salvage
- Parking Violation – V/W
- Motorist Assist
- Citizen Assist – General
- Domestic Violence – unfounded
- Salvage
- Blight
- Burning Violation
- General Assist
- Weapons Violation – Handgun
- Harassment
- Assist Medical
- Property Damage Accident – Assist VBCS
- Personal Injury Accident – Assist VBCS
- General Assist – Welfare Check
- General Assist
- Assist Medical
- Suspicious Person
- Found Property
- Assist Medical
- Trespass
- Suspicious Situation
- Assist Medical
- Public Peace
- Assist Medical
- Welfare Check
- Parking Violation – cited
- OWI Arrest Assist
- Traffic Violation

- Assist Medical
- Suspicious Situation
- Civil Dispute
- Assist Medical
- General Assist
- Alarm
- Found Property
- Suspicious Situation

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: December 4, 2023

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

Action Requested:

It is requested that Village Council review Decatur-Hamilton Fire & QR Reports, for November 27, 2023.

Background:

The Decatur-Hamilton Fire & QR Departments met Monday, November 27, 2023. Notable items from the Fire Department include, meeting agenda, meeting minutes, financial reports, and secretary report.

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

Attachment(s):

Decatur-Hamilton Fire & QR Reports

DECATUR-HAMILTON FIRE DEPARTMENT

Board Meeting

Nov 27, 2023

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

12. New Business

- a. Move Dec Meeting to the 26th

13. Public Comment

14. Adjournment

DECATUR-HAMILTON FIRE BOARD

MEETING MINUTES

October 30, 2023

1. Call to order 6:12 PM. Newell and Flowers excused. Kusmack K, Kusmack M, Druskovich, Gateley, Polomcak Present.
2. Public Comment: N/A
3. Additions/Deletions to Agenda: N/A
4. Approval of Agenda MOTION Kusmack K SUPPORT Gateley
5. Approval of Minutes - MOTION Gateley SUPPORT Kusmack K as amended
6. Bills: MOTION Gateley SUPPORT Polomcak
7. Treasurer's Report Kusmack M presented the financials including a screenshot of current balances. Noted changes going forward. MOTION Gateley SUPPORT Polomcak. Motion carries to approve as presented.
8. Officers Reports: MOTION Kusmack K SUPPORT Gateley to approve as presented
 - a. Chief – Truck repairs, look out for pedestrians for trick or treating
 - b. Secretary –10 calls 1 med assist, smoke Decatur twp, PI Med assist in Hamilton. 108 calls for the year
 - c. Training – N/A
 - d. Trucks – N/A
 - e. Building – N/A
9. Auxiliary – Garage sale earned around \$1000; breakfast \$2750 including 500 from Modern Woodmen
10. Personnel N/A
11. Unfinished Business
 - a. Audit – Done
 - b. Fire Trailer – Raising money and selling old. Cost \$7800. Kusmack M says he will look for old title. MOTION Gateley SUPPORT Kusmack K to purchase new trailer.
 - c. Building repair – Newells has check, Rodney Hemenway will do the work.
 - d. 1422 – Dec Twp will bring up, have copy of the bill of sale and resolution
12. New Business N/A
13. Public Comment – Move December meeting to Tuesday the 26th as Monday is Christmas. Fred Turk thanked us for responding to a false alarm and Doc Druskovich thanked the Police Dept.
14. Adjournment – MOTION Kusmack K SUPPORT Gateley. Meeting Adjourned at 6:27PM.

HAMILTON & DECATUR FIRE

Check Detail

November 2023

Date	Transaction Type	Num	Name	Amount
11/01/2023	Check	11425	Matt Kusmack	-300.00
11/01/2023	Check	11426	DECATUR HAMILTON FIRE DEPARTMENT	0.00
11/01/2023	Bill Payment (Check)	11429	Dinges Fire Company	-100.38
11/01/2023	Check	EFT	COMCAST	-216.28
11/13/2023	Check	EFT	Wells Fargo	-50.70
11/13/2023	Check	EFT	AEP	-354.05
11/15/2023	Tax Payment	EFT	IRS	-227.20
11/16/2023	Bill Payment (Check)	11430	Alpine Software	-1,258.74
11/16/2023	Bill Payment (Check)	11431	Dinges Fire Company	-152.40
11/16/2023	Bill Payment (Check)	11432	NYE UNIFORM	-1,643.70
11/16/2023	Bill Payment (Check)	11433	Seber Tans, PLC	-1,073.10
11/16/2023	Bill Payment (Check)	11434	Bauckham, Sparks, Thall, Seeber & Kaufman	-739.50
				<u>\$ (6,116.05)</u>

HAMILTON & DECATUR FIRE

Balance Sheet - No Assurance Provided

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
HAMILTON FIRE	19,306.85
Savings - Donation Fund 17883	1,235.82
Savings 14986	1,339.78
Total Bank Accounts	\$21,882.45
Other Current Assets	
Accounts receivable - Taxes	24,314.00
Prepaid - other	2,565.00
Prepaid insurance	15,596.38
Total Other Current Assets	\$42,475.38
Total Current Assets	\$64,357.83
Other Assets	
Leases Receivable	40,495.00
Total Other Assets	\$40,495.00
TOTAL ASSETS	\$104,852.83
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	1,359.12
Total Accounts Payable	\$1,359.12
Other Current Liabilities	
24000 Payroll Liabilities	698.42
Accrued Wages	423.00
Total Other Current Liabilities	\$1,121.42
Total Current Liabilities	\$2,480.54
Long-Term Liabilities	
Deferred Inflows - Lease Receiv	40,495.00
Deferred Revenue	38,500.00
Total Long-Term Liabilities	\$78,995.00
Total Liabilities	\$81,475.54
Equity	
3000 Open Bal Equity	269,167.50
3900 Retained Earnings	-180,840.73
Net Income	-64,949.48
Total Equity	\$23,377.29
TOTAL LIABILITIES AND EQUITY	\$104,852.83

HAMILTON & DECATUR FIRE

Profit and Loss - No Assurance Provided

July - October, 2023

	TOTAL
Income	
Building Lease	4,000.00
Int Inc	15.46
Tax Rev	
Decatur Twp	24,313.59
Total Tax Rev	24,313.59
Total Income	\$28,329.05
Expenses	
66000 Payroll Expenses	5,899.39
Audit	6,200.00
Contracted Serv	2,750.00
Fuel & Oil	487.49
Insur	1,808.00
Prof Fee	4,501.85
Repairs	
Bldg	1,331.91
Equip	915.14
Kitchen	436.84
Other	1,624.19
Radio	14,044.16
Vehicles	11,634.81
Total Repairs	29,987.05
Salaries	6,683.33
Supplies	12,458.10
Supplies Hoses	2,370.61
Supplies Turnout Gear	12,202.08
Trav,Train,Misc	3,832.53
Travel Fire Prevention	827.27
Util	3,270.83
Total Expenses	\$93,278.53
NET OPERATING INCOME	\$ (64,949.48)
NET INCOME	\$ (64,949.48)

Secretary Report for November 2023

14 calls for month

Village	2-Medical Assists
Decatur Twp	2-Electrical Hazzard 1-Structure Fire 1-Unauthorized Burn 1-Grass Fire 1-PI Accident
Hamilton Twp	2-PI Accident 1-Grass Fire 1-Medical Assist

1 Mutual Aid call to Lawrence FD

1 Mutual Aid call to Paw Paw FD

Reported as of November 20, 2023

Total for the year 124 calls

Submitted by Secretary,

Amy M. Jimenez

DECATUR-HAMILTON QUICK RESPONSE

Board Meeting

July 31, 2023

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

DECATUR-HAMILTON QUICK RESPONSE BOARD

MEETING MINUTES

October 30 2023

1. Call to order at 6:00PM Newell and Flowers excused. Kusmack K, Kusmack M, Druskovich, Gateley, Polomcak Present .
2. Public Comment N/A
3. Additions/Deletions to the Agenda added Old AED to new business "a" Kusmack K and Polomcak.
4. Approval of Agenda. Motion to approve as amended Kusmack K and Gateley.
5. Minutes – MOTION Kusmack K SUPPORT Gateley to approve minutes as presented.
6. Bills: Kusmack M presented the bills, noted they are not totally accurate as the report comes from the accountant before last checks are signed.
7. Treasurers Report: Kusmack M presented the financials. MOTION Kusmack K SUPPORT Druskovich. Motion carries to approve report as presented.
8. Team Leader's Report
 - a. 42/43 calls responded. Checking to see if we got credit as we did have someone respond to the call. MOTION Kusmack M SUPPORT Gateley. Motion carries to approve report as presented.
9. Personnel N/A
10. Unfinished Business
 - a. Audit – Done
 - b. Old QR Unit – Info sent to Kevins Contact, there is also potential to donate to the ISD like the fire truck.
 - c. IT Policy – Read through next month then send to Roxanne
11. New Business
 - a. Old AED – Received 2 new units last year. Would like to donate to village businesses and the village council would choose the business.
12. Public Comment N/A
13. Adjourn MOTION Kusmack K SUPPORT Gateley. Motion Carries to adjourn at 6:11PM.

Decatur-Hamilton Quick Response
Check Detail
November 2023

Date	Transaction Type	Num	Name	Amount
11/01/2023	Check		5660 Terry Burns	-300.00
11/01/2023	Check		5661 Matt Kusmack	-150.00
11/01/2023	Check		5662 DH Fire Board	-1,000.00
11/01/2023	Check		5663 Christina Benson	-150.00
11/01/2023	Payroll Check		DD Randall S. Haun	-1,809.31
11/07/2023	Expense	EFT	Comcast	-387.36
11/15/2023	Tax Payment	EFT	IRS	-1,108.04
11/15/2023	Payroll Check		DD Randall S. Haun	-1,803.46
11/16/2023	Bill Payment (Check)		5665 EMP	-418.96
11/16/2023	Bill Payment (Check)		5666 Seber Tans, PLC	-976.50
11/16/2023	Expense	EFT	AEP- Indiana Michigan Power	-178.37
				<u><u>\$(8,282.00)</u></u>

Decatur-Hamilton Quick Response

Balance Sheet - No Assurance Provided

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash - Checking 34599	23,735.53
Cash - Savings - Member 15771	443.58
Cash - Savings - Vehicle 16696	113,320.54
Mercantile Bank	6,233.77
Total Bank Accounts	\$143,733.42
Other Current Assets	
Prepaid Insurance	1,322.58
Total Other Current Assets	\$1,322.58
Total Current Assets	\$145,056.00
TOTAL ASSETS	\$145,056.00
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Visa 2849	1,208.42
Total Credit Cards	\$1,208.42
Other Current Liabilities	
Payroll Liabilities	1,871.54
Total Other Current Liabilities	\$1,871.54
Total Current Liabilities	\$3,079.96
Total Liabilities	\$3,079.96
Equity	
Opening Bal Equity	55,242.52
Retained Earnings	177,825.81
Net Income	-91,092.29
Total Equity	\$141,976.04
TOTAL LIABILITIES AND EQUITY	\$145,056.00

Decatur-Hamilton Quick Response

Profit and Loss - No Assurance Provided

July - October, 2023

	TOTAL
Income	
Interest Income	31.69
Total Income	\$31.69
GROSS PROFIT	\$31.69
Expenses	
Audit	7,200.00
Bank Service Fee	29.28
Building Rental	4,000.00
Building Repairs	162.00
Capital - Equipment	5,236.88
Contracted Services	605.00
Equipment & Supplys	18,362.31
Fuel & Oil	434.52
Insurance	6,662.00
Legal & Professional Fees	1,902.00
Payroll Expenses	6,901.28
Taxes	881.38
Wages	11,521.41
Total Payroll Expenses	19,304.07
Salaries	2,400.00
Utilities	3,260.96
Vehicle & Equip. Repairs	21,564.96
Total Expenses	\$91,123.98
NET OPERATING INCOME	\$ (91,092.29)
NET INCOME	\$ (91,092.29)



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: December 4, 2023

SUBJECT: Financial Statement – November 2023

Action Requested:

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

Background:

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

November updates:

- Processed payments, opening, and closing Utility accounts. Applying penalties, shut off notices, and creating the Utility bills.
- Attended Council meeting and prepared meeting minutes.
- Attended DDA meeting.
- Attended the Planning Commission meeting.
- Processed building permit payments and revenue deposits in cash receipting.
- Completed 25 total hours of AM Champion Training and received my State Certificate from the Michigan Infrastructure Council.
- Attended a walk-through of the Bergan Building with Senior Services and Abonmarche.
- Meet with Chris and the budget committee.
- Worked with staff to organize employee appreciation/holiday party.
- Worked on and completed the CVTRS reporting for the State of Michigan.
- Worked on getting access and knowledge from the IRS for new federal process for uploading W2's and 1099.
- FOIA Requests
- Processed Miscellaneous Receivables and Account Payables for Village Hall, DPW, and PD.
- Processed payroll and remittance checks.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

- Attended the treasurer-to-treasurer monthly zoom meeting.
- Attended Safety Committee meeting and prepared agenda and minutes.
- Attended the Parks and Recreation Committee meeting and prepared agenda and minutes.
- Meeting with Katie, Abonmarche, to discuss the RRC.
- Worked on documents for the RRC Certification.
- Helped with set up for the First Responders Children Foundation Toy giveaway.
- Worked on and helped create December Council meeting Agenda.
- Processed restitution checks from Van Buren County Courts for the snow pusher and other ordinance violations. Please note that the restitution for the snow pusher is \$1304.00, year to date.

Attachment(s):

Cash Balances

Revenue & Expense Report

Page: 1/24

% Fiscal Year Completed: 75.14

YTD

		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	REAL ESTATE TAXES	368,000.00	360,331.72	2,507.65	7,668.28	97.92
101-000-410.000	PERSONAL PROPERTY TAX	62,000.00	48,366.90	143.89	13,633.10	78.01
101-000-411.000	DELINQUENT TAX	20,000.00	29,099.60	0.00	(9,099.60)	145.50
101-000-411.001	DELINQUENT ADMIN FEE	100.00	0.00	0.00	100.00	0.00
101-000-432.000	PILOT	6,800.00	0.00	0.00	6,800.00	0.00
101-000-439.000	STATE OF MI MARIJUANA PAYMENTS	112,900.00	112,900.00	0.00	0.00	100.00
101-000-445.000	REAL ESTATE TAX INTEREST	200.00	434.87	61.41	(234.87)	217.44
101-000-447.000	ADMIN. FEE TREASURER	6,000.00	5,817.89	40.87	182.11	96.96
101-000-477.000	CABLE TV FEES	15,000.00	11,595.56	3,642.62	3,404.44	77.30
101-000-478.000	LIQUOR LICENSE	2,000.00	2,191.75	13.75	(191.75)	109.59
101-000-491.000	BUILDING PERMIT FEES	15,000.00	18,070.62	2,942.00	(3,070.62)	120.47
101-000-492.000	RENTAL INSPECTION FEE	3,000.00	19,610.00	1,190.00	(16,610.00)	653.67
101-000-494.000	MARIHUANA LICENSE FEES	40,000.00	40,082.46	0.00	(82.46)	100.21
101-000-495.000	ZONING LICENSES & PERMITS	1,000.00	85.00	0.00	915.00	8.50
101-000-496.000	SELLING PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-497.000	FENCE PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-501.010	GRANT	0.00	26,678.41	0.00	(26,678.41)	100.00
101-000-543.000	POLICE TRAINING-STATE	600.00	1,222.06	0.00	(622.06)	203.68
101-000-573.001	METRO ACT	11,500.00	28,970.53	0.00	(17,470.53)	251.92
101-000-574.000	STATE REVENUE SHARING	220,000.00	261,892.00	0.00	(41,892.00)	119.04
101-000-606.000	PARKING FEES/FINES	800.00	4,971.95	295.00	(4,171.95)	621.49
101-000-607.000	POLICE REPORTS	200.00	105.00	0.00	95.00	52.50
101-000-609.000	APPLICATION FEES	0.00	25.00	25.00	(25.00)	100.00
101-000-647.000	CROSSING GUARDS-SCHOOL	13,000.00	11,659.15	0.00	1,340.85	89.69
101-000-664.100	INTEREST CHECKING	200.00	130.61	0.00	69.39	65.31
101-000-664.200	INTEREST EARNED	1,500.00	29.41	29.41	1,470.59	1.96
101-000-668.000	COMM. TOWER LEASE	1,200.00	0.00	0.00	1,200.00	0.00
101-000-669.610	ADMIN TRANSFER-MOTOR POOL	8,000.00	0.00	0.00	8,000.00	0.00
101-000-675.000	OTHER REVENUE	9,000.00	14,867.98	5,300.31	(5,867.98)	165.20
101-000-685.000	PRINCIPAL ON MOORMANN	0.00	1,890.00	1,890.00	(1,890.00)	100.00
101-000-687.000	PRINCIPAL ON HILLRING	0.00	938.70	938.70	(938.70)	100.00
101-000-699.244	TRANSFER TO LOAN FUND	0.00	80,213.25	80,213.25	(80,213.25)	100.00
101-000-699.248	ADMIN TRANSFER DDA	2,500.00	0.00	0.00	2,500.00	0.00
101-000-699.596	ADMIN TRANSFER GARBAGE COLLECTION	6,500.00	6,500.00	0.00	0.00	100.00
Total Dept 000		927,200.00	1,088,680.42	99,233.86	(161,480.42)	117.42
TOTAL REVENUES		927,200.00	1,088,680.42	99,233.86	(161,480.42)	117.42
Expenditures						
Dept 101 - VILLAGE COUNCIL						
101-101-703.000	COUNCIL SALARY	9,900.00	7,253.50	709.50	2,646.50	73.27
101-101-715.000	FICA/MEDICARE	760.00	554.92	54.31	205.08	73.02
101-101-717.000	WORKMAN'S COMP.	50.00	28.64	0.00	21.36	57.28
101-101-807.000	AUDIT	3,000.00	2,388.00	199.00	612.00	79.60
101-101-822.000	CONTRACTUAL SERVICES	3,000.00	1,195.00	0.00	1,805.00	39.83
101-101-901.000	PRINTING/PUBLISHING	1,000.00	1,350.00	0.00	(350.00)	135.00
101-101-936.000	TECH SERVICES	1,500.00	560.25	0.00	939.75	37.35
101-101-958.001	DUES/MEMBERSHIPS	1,600.00	3,192.00	0.00	(1,592.00)	199.50
Total Dept 101 - VILLAGE COUNCIL		20,810.00	16,522.31	962.81	4,287.69	79.40
Dept 137 - MUNICIPAL ATTORNEY						

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 11/30/2023

% Fiscal Year Completed: 75.14

		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-137-828.000	ORDINANCE ENFORECMENT ATTORNEY FEES	4,000.00	7,727.03	0.00	(3,727.03)	193.18
Total Dept 137 - MUNICIPAL ATTORNEY		4,000.00	7,727.03	0.00	(3,727.03)	193.18
Dept 172 - VILLAGE MANAGER						
101-172-703.000	SALARY-MANAGER	34,000.00	25,691.04	3,538.30	8,308.96	75.56
101-172-715.000	FICA/MEDICARE	2,500.00	1,965.29	270.67	534.71	78.61
101-172-716.000	UNEMPLOYMENT COMPENSATION	20.00	85.08	0.00	(65.08)	425.40
101-172-717.000	WORKMAN'S COMPENSATION	100.00	28.63	0.00	71.37	28.63
101-172-718.000	PENSION	1,800.00	1,476.80	147.68	323.20	82.04
101-172-719.500	DISABILITY INSURANCE	1,880.00	702.00	78.00	1,178.00	37.34
101-172-720.000	LIFE INSURANCE	250.00	91.80	10.20	158.20	36.72
101-172-721.000	TUITION REIMBURSEMENT	7,500.00	7,500.00	0.00	0.00	100.00
101-172-728.000	SUPPLIES	200.00	13.22	0.00	186.78	6.61
101-172-853.000	TELEPHONE	1,500.00	515.33	51.57	984.67	34.36
101-172-853.020	CELL PHONE	650.00	429.31	0.00	220.69	66.05
101-172-864.000	CONFERENCES/WORKSHOPS	3,000.00	958.64	0.00	2,041.36	31.95
101-172-936.000	TECH SERVICES	2,000.00	2,702.25	0.00	(702.25)	135.11
101-172-958.001	DUES/MEMBERSHIPS	950.00	390.00	0.00	560.00	41.05
Total Dept 172 - VILLAGE MANAGER		56,350.00	42,549.39	4,096.42	13,800.61	75.51
Dept 215 - VILLAGE CLERK						
101-215-703.000	SALARY-ADMIN. CLERK	12,800.00	10,177.05	1,020.00	2,622.95	79.51
101-215-715.000	FICA/MEDICARE	1,050.00	778.45	78.02	271.55	74.14
101-215-716.000	UNEMPLOYMENT COMPENSATION	15.00	85.08	0.00	(70.08)	567.20
101-215-717.000	WORKERS COMP. FUND.	120.00	28.63	0.00	91.37	23.86
101-215-718.000	PENSION-ADMIN. CLERK	780.00	610.63	61.20	169.37	78.29
101-215-719.000	HEALTH INSURANCE	5,000.00	3,832.25	425.79	1,167.75	76.65
101-215-719.500	DISABILITY INSURANCE	600.00	467.28	51.92	132.72	77.88
101-215-720.000	LIFE INSURANCE	130.00	91.80	10.20	38.20	70.62
101-215-728.000	SUPPLIES	200.00	192.08	0.00	7.92	96.04
101-215-730.000	POSTAGE	500.00	724.97	44.90	(224.97)	144.99
101-215-830.000	BANK SERVICE CHGS	200.00	160.00	0.00	40.00	80.00
101-215-853.000	TELEPHONE	720.00	515.33	51.57	204.67	71.57
101-215-853.020	CELL PHONE	340.00	112.50	12.50	227.50	33.09
101-215-864.000	CONFERENCES/WORKSHOPS	3,000.00	2,319.41	0.00	680.59	77.31
101-215-901.000	PRINTING	80.00	0.00	0.00	80.00	0.00
101-215-936.000	TECH SERVICES	5,000.00	2,984.55	0.00	2,015.45	59.69
Total Dept 215 - VILLAGE CLERK		30,535.00	23,080.01	1,756.10	7,454.99	75.59
Dept 253 - VILLAGE TREASURER						
101-253-703.000	SALARY-TREASURER	4,500.00	3,392.32	339.98	1,107.68	75.38
101-253-715.000	FICA/MEDICARE	340.00	259.61	26.02	80.39	76.36
101-253-717.000	WORKMAN'S COMP.	60.00	28.63	0.00	31.37	47.72
101-253-718.000	PENSION	270.00	203.54	20.40	66.46	75.39
101-253-719.000	HEALTH INSURANCE	2,000.00	1,343.89	149.28	656.11	67.19
101-253-728.000	SUPPLIES	300.00	444.34	0.00	(144.34)	148.11
101-253-730.000	POSTAGE	2,500.00	2,899.84	179.62	(399.84)	115.99
101-253-807.000	AUDIT	6,000.00	3,423.00	0.00	2,577.00	57.05
101-253-853.020	CELL PHONE	500.00	370.13	38.28	129.87	74.03
101-253-864.000	CONFERENCES/WORKSHOPS	2,800.00	3,573.79	0.00	(773.79)	127.64

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 11/30/2023

% Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-936.000	TECH SERVICES	900.00	1,222.72	0.00	(322.72)	135.86
Total Dept 253 - VILLAGE TREASURER		20,170.00	17,161.81	753.58	3,008.19	85.09
Dept 265 - VILLAGE HALL						
101-265-776.000	SUPPLIES	1,600.00	632.88	0.00	967.12	39.56
101-265-822.000	CONTRACTUAL SERVICES	1,500.00	584.00	0.00	916.00	38.93
101-265-921.000	ELECTRIC	5,500.00	3,210.30	0.00	2,289.70	58.37
101-265-923.000	HEAT	2,500.00	824.12	0.00	1,675.88	32.96
101-265-931.000	REPAIRS & MAINTENANCE	1,000.00	4,898.35	0.00	(3,898.35)	489.84
101-265-936.000	TECH SERVICES	200.00	250.00	0.00	(50.00)	125.00
Total Dept 265 - VILLAGE HALL		12,300.00	10,399.65	0.00	1,900.35	84.55
Dept 266 - MUNICIPAL ATTORNEY						
101-266-826.000	ATTORNEY FEES	8,500.00	3,972.50	0.00	4,527.50	46.74
101-266-826.100	ATTORNEY EXPENSES	900.00	0.00	0.00	900.00	0.00
Total Dept 266 - MUNICIPAL ATTORNEY		9,400.00	3,972.50	0.00	5,427.50	42.26
Dept 296 - PROSECUTING ATTY						
101-296-826.000	ATTORNEY FEES	0.00	784.00	0.00	(784.00)	100.00
Total Dept 296 - PROSECUTING ATTY		0.00	784.00	0.00	(784.00)	100.00
Dept 301 - POLICE DEPARTMENT						
101-301-703.000	POLICE SALARY	300,000.00	188,024.70	26,409.78	111,975.30	62.67
101-301-703.010	OVERTIME PAY	10,000.00	26,217.38	5,833.27	(16,217.38)	262.17
101-301-703.050	PART TIME SALARIES	1,000.00	1,006.95	0.00	(6.95)	100.70
101-301-715.000	FICA/MEDICARE	26,000.00	23,460.20	2,626.44	2,539.80	90.23
101-301-716.000	UNEMPLOYMENT INSURANCE	50.00	255.26	0.00	(205.26)	510.52
101-301-717.000	WORKMAN'S COMP	8,500.00	5,154.12	0.00	3,345.88	60.64
101-301-718.000	PENSION	38,000.00	28,090.02	3,180.73	9,909.98	73.92
101-301-719.000	HEALTH INSURANCE	54,000.00	44,135.11	4,836.20	9,864.89	81.73
101-301-719.500	DISABILITY INSURANCE	3,500.00	2,713.68	301.52	786.32	77.53
101-301-720.000	LIFE INSURANCE	1,500.00	918.00	102.00	582.00	61.20
101-301-721.000	TUITION REIMBURSEMENT	0.00	13,163.09	0.00	(13,163.09)	100.00
101-301-728.000	SUPPLIES	1,700.00	1,390.89	0.00	309.11	81.82
101-301-730.000	POSTAGE	500.00	790.96	44.90	(290.96)	158.19
101-301-768.000	UNIFORMS/BOOTS/ETC	3,000.00	1,165.27	300.00	1,834.73	38.84
101-301-768.100	UNIFORM CLEANING	1,000.00	746.00	0.00	254.00	74.60
101-301-853.000	TELEPHONE	1,500.00	1,030.58	103.13	469.42	68.71
101-301-853.020	CELL PHONE	1,500.00	1,363.62	25.00	136.38	90.91
101-301-865.000	MILEAGE/TRAVEL EXP	2,000.00	2,900.19	169.65	(900.19)	145.01
101-301-901.000	PRINTING	40.00	0.00	0.00	40.00	0.00
101-301-936.000	TECH SERVICES	4,500.00	4,330.50	0.00	169.50	96.23
101-301-955.000	TRAINING FUNDS-STATE	1,200.00	619.62	199.46	580.38	51.64
101-301-956.000	TRAINING FUNDS-VILLAGE	4,000.00	840.00	50.00	3,160.00	21.00
101-301-958.001	DUES/MEMBERSHIPS	100.00	115.00	0.00	(15.00)	115.00
101-301-959.000	LEIN SERVICE	1,000.00	699.02	0.00	300.98	69.90
101-301-965.000	EQUIPMENT PURCHASE	3,000.00	729.00	0.00	2,271.00	24.30
101-301-981.000	CAPITAL OUTLAY	8,000.00	6,881.18	0.00	1,118.82	86.01

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REVENUE AND EXPENDITURE REPORT

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023 NORMAL (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-301-995.610	PD EQUIP RENTAL TO MOTOR POOL	10,000.00	9,000.00	1,000.00	1,000.00	90.00
Total Dept 301 - POLICE DEPARTMENT		485,590.00	365,740.34	45,182.08	119,849.66	75.32
Dept 302 - CROSSING GUARDS						
101-302-703.050	SALARIES PART-TIME	10,500.00	10,094.00	1,582.00	406.00	96.13
101-302-715.000	FICA/MEDICARE	800.00	772.18	121.01	27.82	96.52
101-302-717.000	WORKMAN'S COMP	300.00	286.34	0.00	13.66	95.45
101-302-756.000	OPERATING SUPPLIES	0.00	280.70	0.00	(280.70)	100.00
Total Dept 302 - CROSSING GUARDS		11,600.00	11,433.22	1,703.01	166.78	98.56
Dept 371 - BUILDING INSPECTOR						
101-371-802.000	CODE ENFORCE/CONTRACTUAL	0.00	8,696.20	0.00	(8,696.20)	100.00
101-371-822.000	BUILDING INSPECTOR FEES	20,000.00	19,354.62	0.00	645.38	96.77
101-371-823.000	RENTAL INSPECTION FEE	4,500.00	16,710.00	0.00	(12,210.00)	371.33
Total Dept 371 - BUILDING INSPECTOR		24,500.00	44,760.82	0.00	(20,260.82)	182.70
Dept 441 - DPW						
101-441-703.000	SALARIES	41,000.00	33,615.93	1,840.45	7,384.07	81.99
101-441-703.010	OVERTIME PAY	2,500.00	3,339.18	23.63	(839.18)	133.57
101-441-715.000	FICA/MEDICARE	16,000.00	14,173.52	1,264.64	1,826.48	88.58
101-441-716.000	UNEMPLOYMENT INSURANCE	60.00	340.35	0.00	(280.35)	567.25
101-441-717.000	WORKMAN'S COMP	3,000.00	1,861.21	0.00	1,138.79	62.04
101-441-718.000	PENSION	12,000.00	10,964.42	973.89	1,035.58	91.37
101-441-719.000	HEALTH INSURANCE	6,000.00	8,644.33	206.08	(2,644.33)	144.07
101-441-776.000	SUPPLIES	4,000.00	4,054.91	0.00	(54.91)	101.37
101-441-801.000	PROFESSIONAL/CONTRACT SERVICES	2,000.00	162.22	0.00	1,837.78	8.11
101-441-853.000	TELEPHONE	1,000.00	772.96	77.35	227.04	77.30
101-441-860.000	CDL EXPENSES	1,500.00	1,471.02	360.00	28.98	98.07
101-441-921.000	ELECTRIC	3,000.00	1,125.68	0.00	1,874.32	37.52
101-441-923.000	HEAT	3,000.00	899.96	0.00	2,100.04	30.00
101-441-926.000	STREET LIGHTS	16,000.00	11,739.41	0.00	4,260.59	73.37
101-441-931.000	BUILDING REPAIRS & MAINT.	4,800.00	141.00	0.00	4,659.00	2.94
101-441-934.000	CONTRACTUAL SERVICES	2,000.00	4,665.56	222.04	(2,665.56)	233.28
101-441-943.000	PW EQUIPMENT RENTALGENERAL FUN	10,000.00	13,359.57	603.42	(3,359.57)	133.60
Total Dept 441 - DPW		127,860.00	111,331.23	5,571.50	16,528.77	87.07
Dept 721 - PLANNING COMMISSION						
101-721-826.000	VILLAGE PLANNER FEES	3,000.00	787.50	0.00	2,212.50	26.25
101-721-901.000	PRINTING/PUBLISHING	100.00	57.20	0.00	42.80	57.20
101-721-936.000	TECH SERVICES	100.00	0.00	0.00	100.00	0.00
101-721-958.000	DUES/MEMBERSHIPS/EDU	100.00	250.00	0.00	(150.00)	250.00
Total Dept 721 - PLANNING COMMISSION		3,300.00	1,094.70	0.00	2,205.30	33.17
Dept 728 - ECONOMIC DEVELOPMENT						
101-728-890.000	LOAN DRAW	0.00	20,030.00	20,030.00	(20,030.00)	100.00

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 728 - ECONOMIC DEVELOPMENT		0.00	20,030.00	20,030.00	(20,030.00)	100.00
Dept 751 - PARKS AND RECREATION						
101-751-703.000	SALARIES-LEISURE SERVICES	22,000.00	19,601.60	584.20	2,398.40	89.10
101-751-703.010	OVERTIME	500.00	824.48	0.00	(324.48)	164.90
101-751-717.000	WORKMAN'S COMP.	400.00	0.00	0.00	400.00	0.00
101-751-719.000	HEALTH INSURANCE	5,000.00	6,660.23	240.18	(1,660.23)	133.20
101-751-756.000	SUPPLIES & MAINTENANCE	10,000.00	3,611.10	0.00	6,388.90	36.11
101-751-921.000	ELECTRIC	600.00	367.40	0.00	232.60	61.23
101-751-930.000	REPAIRS	1,000.00	495.00	0.00	505.00	49.50
101-751-931.000	CONTRACTUAL	4,500.00	2,617.54	222.04	1,882.46	58.17
101-751-943.000	EQUIP.RENTAL TRANSFER	13,600.00	11,614.29	209.56	1,985.71	85.40
101-751-985.000	COMMUNITY PROJECTS	60,685.00	8,425.00	0.00	52,260.00	13.88
Total Dept 751 - PARKS AND RECREATION		118,285.00	54,216.64	1,255.98	64,068.36	45.84
TOTAL EXPENDITURES		924,700.00	730,803.65	81,311.48	193,896.35	79.03
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		927,200.00	1,088,680.42	99,233.86	(161,480.42)	117.42
TOTAL EXPENDITURES		924,700.00	730,803.65	81,311.48	193,896.35	79.03
NET OF REVENUES & EXPENDITURES		2,500.00	357,876.77	17,922.38	(355,376.77)	4,315.07

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Fund 202 - MAJOR ROADS:

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		2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	INCREASE	(DECREASE)	NORMAL	% BDGT
			NORMAL (ABNORMAL)				(ABNORMAL)	USED
Fund 202 - MAJOR ROADS								
TOTAL REVENUES		200,160.00	144,331.40		14,598.17		55,828.60	72.11
TOTAL EXPENDITURES		296,380.00	194,498.42		3,820.50		101,881.58	65.62
NET OF REVENUES & EXPENDITURES		(96,220.00)	(50,167.02)		10,777.67		(46,052.98)	52.14

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		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 203 - LOCAL ROADS						
Revenues						
Dept 000						
203-000-546.000	STATE OF MICHIGAN	74,000.00	63,393.79	6,425.57	10,606.21	85.67
203-000-547.000	STATE OF MICHIGAN - SIB	529,000.00	529,000.00	529,000.00	0.00	100.00
203-000-581.000	COUNTY ROAD MILLAGE	27,000.00	0.00	0.00	27,000.00	0.00
203-000-664.100	INTEREST ON INVESTMENT	60.00	(125.99)	0.00	185.99	(209.98)
203-000-699.230	TRANSFER FROM STREETS	200,000.00	200,000.00	0.00	0.00	100.00
Total Dept 000		830,060.00	792,267.80	535,425.57	37,792.20	95.45
TOTAL REVENUES		830,060.00	792,267.80	535,425.57	37,792.20	95.45
Expenditures						
Dept 463 - MAINTENANCE						
203-463-703.000	SALARIES-MAINTENANCE	37,000.00	28,865.88	4,682.55	8,134.12	78.02
203-463-703.010	OVERTIME PAY	960.00	155.93	155.93	804.07	16.24
203-463-717.000	WORKMAN'S COMP.	3,700.00	2,720.23	0.00	979.77	73.52
203-463-719.000	HEALTH INSURANCE	9,500.00	10,547.87	1,864.84	(1,047.87)	111.03
203-463-782.000	MATERIALS	5,000.00	6,030.09	224.75	(1,030.09)	120.60
203-463-812.000	ENGINEERING	10,000.00	0.00	0.00	10,000.00	0.00
203-463-822.000	CONTRACTUAL	10,000.00	8,300.00	8,300.00	1,700.00	83.00
203-463-943.000	EQUIPMENT RENTAL	58,000.00	37,896.72	6,747.19	20,103.28	65.34
203-463-981.000	CAPITAL OUTLAY	170,000.00	219,296.84	(186,347.66)	(49,296.84)	129.00
Total Dept 463 - MAINTENANCE		304,160.00	313,813.56	(164,372.40)	(9,653.56)	103.17
Dept 474 - TRAFFIC						
203-474-921.000	ELECTRIC	400.00	307.63	0.00	92.37	76.91
Total Dept 474 - TRAFFIC		400.00	307.63	0.00	92.37	76.91
Dept 479 - ICE/SNOW						
203-479-703.000	SALARIES-SNOW & ICE REMOVAL	0.00	502.95	0.00	(502.95)	100.00
203-479-703.010	OVERTIME PAY	0.00	277.43	0.00	(277.43)	100.00
203-479-719.000	HEALTH INSURANCE	0.00	216.41	0.00	(216.41)	100.00
203-479-943.000	EQUIPMENT RENTAL	1,000.00	461.55	0.00	538.45	46.16
Total Dept 479 - ICE/SNOW		1,000.00	1,458.34	0.00	(458.34)	145.83
Dept 482 - ADMINISTRATION - USDA						
203-482-971.000	MDOT SIB LOAN	62,808.74	10,197.68	0.00	52,611.06	16.24
Total Dept 482 - ADMINISTRATION - USDA		62,808.74	10,197.68	0.00	52,611.06	16.24
Dept 483 - ADMINISTRATION						
203-483-703.172	MANAGER SALARY	8,000.00	6,422.84	884.56	1,577.16	80.29
203-483-703.215	CLERK SALARY	4,000.00	2,544.30	255.00	1,455.70	63.61
203-483-715.000	SOCIAL SECURITY	800.00	685.96	87.17	114.04	85.75
203-483-718.000	PENSION	500.00	521.86	52.22	(21.86)	104.37
203-483-719.000	HEALTH INSURANCE	900.00	932.02	103.56	(32.02)	103.56
203-483-807.000	AUDIT	5,000.00	4,620.22	0.00	379.78	92.40

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023 (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL ROADS						
Expenditures						
Total Dept 483 - ADMINISTRATION		19,200.00	15,727.20	1,382.51	3,472.80	81.91
TOTAL EXPENDITURES		387,568.74	341,504.41	(162,989.89)	46,064.33	88.11
Fund 203 - LOCAL ROADS:						
TOTAL REVENUES		830,060.00	792,267.80	535,425.57	37,792.20	95.45
TOTAL EXPENDITURES		387,568.74	341,504.41	(162,989.89)	46,064.33	88.11
NET OF REVENUES & EXPENDITURES		442,491.26	450,763.39	698,415.46	(8,272.13)	101.87

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 204 - MUNICIPAL STREET FUND						
Revenues						
Dept 000						
204-000-403.000	STREETS-PROPERTY TAXES	130,000.00	142,171.88	1,003.00	(12,171.88)	109.36
204-000-410.000	PERSONAL PROPERTY TAX	25,000.00	19,137.26	57.56	5,862.74	76.55
204-000-411.000	DELINQUENT TAX	13,000.00	0.00	0.00	13,000.00	0.00
204-000-445.000	REAL ESTATE TAX INTEREST	100.00	173.91	24.56	(73.91)	173.91
204-000-664.100	INTEREST INCOME	100.00	102.69	0.00	(2.69)	102.69
Total Dept 000		168,200.00	161,585.74	1,085.12	6,614.26	96.07
TOTAL REVENUES		168,200.00	161,585.74	1,085.12	6,614.26	96.07
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
204-728-995.030	TRANSFER TO LOCAL ROADS	200,000.00	200,000.00	0.00	0.00	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		200,000.00	200,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		200,000.00	200,000.00	0.00	0.00	100.00
Fund 204 - MUNICIPAL STREET FUND:						
TOTAL REVENUES		168,200.00	161,585.74	1,085.12	6,614.26	96.07
TOTAL EXPENDITURES		200,000.00	200,000.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		(31,800.00)	(38,414.26)	1,085.12	6,614.26	120.80

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	11/30/2023	MONTH	11/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE INSURANCE PROCEEDS							
Revenues							
Dept 000							
206-000-664.100	INTEREST INCOME	0.00	0.19		0.00	(0.19)	100.00
Total Dept 000		0.00	0.19		0.00	(0.19)	100.00
TOTAL REVENUES		0.00	0.19		0.00	(0.19)	100.00
Fund 206 - FIRE INSURANCE PROCEEDS:							
TOTAL REVENUES		0.00	0.19		0.00	(0.19)	100.00
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.19		0.00	(0.19)	100.00

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 213 - SALVAGE VEHICLE INSPECTIONS						
Revenues						
Dept 000						
213-000-610.000	VEHICLE INSPECTION FEE	15,000.00	8,700.00	900.00	6,300.00	58.00
213-000-664.100	INTEREST INCOME	10.00	7.43	0.00	2.57	74.30
Total Dept 000		15,010.00	8,707.43	900.00	6,302.57	58.01
TOTAL REVENUES		15,010.00	8,707.43	900.00	6,302.57	58.01
Expenditures						
Dept 301 - POLICE DEPARTMENT						
213-301-703.011	VEHICLE INSPECTION	15,000.00	10,603.68	1,089.54	4,396.32	70.69
213-301-715.000	FICA/MEDICARE	10.00	0.00	0.00	10.00	0.00
213-301-719.000	HEALTH INSURANCE	0.00	767.60	152.99	(767.60)	100.00
Total Dept 301 - POLICE DEPARTMENT		15,010.00	11,371.28	1,242.53	3,638.72	75.76
TOTAL EXPENDITURES		15,010.00	11,371.28	1,242.53	3,638.72	75.76
Fund 213 - SALVAGE VEHICLE INSPECTIONS:						
TOTAL REVENUES		15,010.00	8,707.43	900.00	6,302.57	58.01
TOTAL EXPENDITURES		15,010.00	11,371.28	1,242.53	3,638.72	75.76
NET OF REVENUES & EXPENDITURES		0.00	(2,663.85)	(342.53)	2,663.85	100.00

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Fund 244 - BUSINESS LOANS						
Revenues						
Dept 000						
244-000-609.000	APPLICATION FEES	0.00	0.00	(25.00)	0.00	0.00
244-000-664.100	INTEREST INCOME	40.00	0.00	(29.41)	40.00	0.00
244-000-685.000	PRINCIPAL ON MOORMANN	5,000.00	0.00	(1,890.00)	5,000.00	0.00
244-000-687.000	PRINCIPAL ON HILLRING	0.00	0.00	(625.80)	0.00	0.00
Total Dept 000		5,040.00	0.00	(2,570.21)	5,040.00	0.00
TOTAL REVENUES		5,040.00	0.00	(2,570.21)	5,040.00	0.00
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
244-728-807.000	AUDIT	400.00	0.00	(199.00)	400.00	0.00
244-728-890.000	LOAN DRAW	0.00	0.00	(20,030.00)	0.00	0.00
244-728-995.000	TRANSFER TO GEN FUND	0.00	80,213.25	80,213.25	(80,213.25)	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		400.00	80,213.25	59,984.25	(79,813.25)	10,053.31
TOTAL EXPENDITURES		400.00	80,213.25	59,984.25	(79,813.25)	10,053.31
Fund 244 - BUSINESS LOANS:						
TOTAL REVENUES		5,040.00	0.00	(2,570.21)	5,040.00	0.00
TOTAL EXPENDITURES		400.00	80,213.25	59,984.25	(79,813.25)	10,053.31
NET OF REVENUES & EXPENDITURES		4,640.00	(80,213.25)	(62,554.46)	84,853.25	1,728.73

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Fund 245 - HOME REHAB LOANS						
Revenues						
Dept 000						
245-000-664.100	INTEREST INCOME	50.00	45.35	0.00	4.65	90.70
245-000-685.000	PRINCIPAL ON MOORMANN	1,500.00	200.00	0.00	1,300.00	13.33
245-000-686.000	PRINCIPAL ON KNISS	1,500.00	170.00	170.00	1,330.00	11.33
Total Dept 000		3,050.00	415.35	170.00	2,634.65	13.62
TOTAL REVENUES		3,050.00	415.35	170.00	2,634.65	13.62
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
245-728-785.000	LEGAL FEES	0.00	560.00	0.00	(560.00)	100.00
245-728-807.000	AUDIT	400.00	199.00	0.00	201.00	49.75
Total Dept 728 - ECONOMIC DEVELOPMENT		400.00	759.00	0.00	(359.00)	189.75
TOTAL EXPENDITURES		400.00	759.00	0.00	(359.00)	189.75
Fund 245 - HOME REHAB LOANS:						
TOTAL REVENUES		3,050.00	415.35	170.00	2,634.65	13.62
TOTAL EXPENDITURES		400.00	759.00	0.00	(359.00)	189.75
NET OF REVENUES & EXPENDITURES		2,650.00	(343.65)	170.00	2,993.65	12.97

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		AMENDED BUDGET	NORMAL	11/30/2023	(ABNORMAL)	MONTH 11/30/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248										
Revenues										
Dept 000										
248-000-404.000	PROPERTY TAXES	11,000.00		10,197.73		1.02		802.27		92.71
248-000-410.000	PERSONAL PROPERTY TAX	3,500.00		3,083.34		23.02		416.66		88.10
248-000-411.000	DELINQUENT TAX	90.00		0.00		0.00		90.00		0.00
248-000-445.000	REAL ESTATE TAX INTEREST	16.00		32.28		0.02		(16.28)		201.75
248-000-664.100	INTEREST INCOME	0.00		5.45		0.00		(5.45)		100.00
248-000-675.000	OTHER REVENUE	8,000.00		13,650.00		0.00		(5,650.00)		170.63
248-000-676.000	VENDOR REVENUE	0.00		1,960.00		0.00		(1,960.00)		100.00
Total Dept 000		22,606.00		28,928.80		24.06		(6,322.80)		127.97
TOTAL REVENUES		22,606.00		28,928.80		24.06		(6,322.80)		127.97
Expenditures										
Dept 728 - ECONOMIC DEVELOPMENT										
248-728-756.000	DDA-SUPPLIES	1,000.00		0.00		0.00		1,000.00		0.00
248-728-801.000	CONSULTING FEES	2,000.00		4,344.25		0.00		(2,344.25)		217.21
248-728-901.000	PRINTING/PUBLISHING	900.00		1,761.00		0.00		(861.00)		195.67
248-728-958.000	MISCELLANEOUS	200.00		162.22		0.00		37.78		81.11
248-728-981.000	CAPITAL OUTLAY	9,250.00		1,500.00		0.00		7,750.00		16.22
248-728-985.000	COMMUNITY SERVICE PROJECTS	20,000.00		33,066.92		0.00		(13,066.92)		165.33
248-728-986.000	DOWNTOWN FLOWERS	4,300.00		1,274.00		0.00		3,026.00		29.63
248-728-995.010	GEN FUND ADMIN TRANSFER	2,500.00		0.00		0.00		2,500.00		0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		40,150.00		42,108.39		0.00		(1,958.39)		104.88
TOTAL EXPENDITURES		40,150.00		42,108.39		0.00		(1,958.39)		104.88
Fund 248:										
TOTAL REVENUES		22,606.00		28,928.80		24.06		(6,322.80)		127.97
TOTAL EXPENDITURES		40,150.00		42,108.39		0.00		(1,958.39)		104.88
NET OF REVENUES & EXPENDITURES		(17,544.00)		(13,179.59)		24.06		(4,364.41)		75.12

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	11/30/2023	MONTH	11/30/2023	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 265 - DRUG FORFEITURE							
Revenues							
Dept 000							
265-000-664.100	INTEREST INCOME	0.00	0.55		0.00	(0.55)	100.00
Total Dept 000		0.00	0.55		0.00	(0.55)	100.00
TOTAL REVENUES		0.00	0.55		0.00	(0.55)	100.00
Fund 265 - DRUG FORFEITURE:							
TOTAL REVENUES		0.00	0.55		0.00	(0.55)	100.00
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.55		0.00	(0.55)	100.00

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	11/30/2023 NORMAL (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 282 - APRA FUND								
Revenues								
Dept 000								
282-000-664.100	INTEREST INCOME	60.00	73.71	0.00		(13.71)	122.85	
Total Dept 000		60.00	73.71	0.00		(13.71)	122.85	
TOTAL REVENUES		60.00	73.71	0.00		(13.71)	122.85	
Fund 282 - APRA FUND:								
TOTAL REVENUES		60.00	73.71	0.00		(13.71)	122.85	
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00	0.00	
NET OF REVENUES & EXPENDITURES		60.00	73.71	0.00		(13.71)	122.85	

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-626.000	TAP IN FEES	1,000.00	1,500.00	0.00	(500.00)	150.00
590-000-628.000	SEWER SERVICE CHARGES	306,000.00	223,156.95	25,128.57	82,843.05	72.93
590-000-629.000	PENALTIES	3,000.00	5,906.09	729.26	(2,906.09)	196.87
590-000-664.000	INTEREST ON CD'S	1,500.00	0.00	0.00	1,500.00	0.00
590-000-664.100	INTEREST ON CHECKING	0.00	(90.10)	0.00	90.10	100.00
590-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	211.96	0.00	(11.96)	105.98
590-000-689.000	CASH OVER AND SHORT	0.00	(2.50)	0.00	2.50	100.00
Total Dept 000		311,700.00	230,682.40	25,857.83	81,017.60	74.01
TOTAL REVENUES		311,700.00	230,682.40	25,857.83	81,017.60	74.01
Expenditures						
Dept 482 - ADMINISTRATION - USDA						
590-482-960.000	USDA - BONDS \$13,130.00	13,130.00	0.00	0.00	13,130.00	0.00
590-482-961.000	USDA - RRI RESERVE - \$11,667.00	11,667.00	0.00	0.00	11,667.00	0.00
590-482-962.000	USDA - ENGINEERING	60,000.00	78,804.75	37,500.00	(18,804.75)	131.34
Total Dept 482 - ADMINISTRATION - USDA		84,797.00	78,804.75	37,500.00	5,992.25	92.93
Dept 483 - ADMINISTRATION						
590-483-703.172	MANAGER SALARY	15,000.00	11,239.93	1,548.02	3,760.07	74.93
590-483-703.215	CLERK SALARY	8,400.00	6,784.86	680.01	1,615.14	80.77
590-483-715.000	FICA/MEDICARE	1,600.00	1,378.88	170.44	221.12	86.18
590-483-718.000	PENSION	1,300.00	1,053.29	105.42	246.71	81.02
590-483-719.000	HEALTH INSURANCE	2,500.00	2,498.01	277.58	1.99	99.92
590-483-807.000	AUDIT	1,500.00	398.00	0.00	1,102.00	26.53
Total Dept 483 - ADMINISTRATION		30,300.00	23,352.97	2,781.47	6,947.03	77.07
Dept 548 - SEWER LINE MAINTENANCE						
590-548-768.000	UNIFORMS/BOOTS/ETC	1,000.00	551.00	476.00	449.00	55.10
590-548-820.000	MISS DIG	800.00	0.00	0.00	800.00	0.00
590-548-822.000	CONTRACTUAL SERVICES	1,200.00	8,300.00	8,300.00	(7,100.00)	691.67
590-548-853.020	CELL PHONE	500.00	470.42	0.00	29.58	94.08
590-548-864.000	CONFERENCES/WORKSHOPS	1,000.00	0.00	0.00	1,000.00	0.00
590-548-874.000	LAB TESTING	1,700.00	1,665.00	0.00	35.00	97.94
590-548-934.000	MAINTENANCE	8,000.00	10,614.88	0.00	(2,614.88)	132.69
590-548-936.000	TECH SERVICES	200.00	162.22	0.00	37.78	81.11
590-548-963.000	LIABILITY INSURANCE	4,700.00	4,615.05	0.00	84.95	98.19
Total Dept 548 - SEWER LINE MAINTENANCE		19,100.00	26,378.57	8,776.00	(7,278.57)	138.11
Dept 549 - MAINTENANCE-LIFT STATIONS						
590-549-703.000	SALARIES-MAINTENANCE	40,000.00	34,628.79	3,233.99	5,371.21	86.57
590-549-703.010	OVERTIME PAY	3,000.00	4,817.57	756.00	(1,817.57)	160.59
590-549-717.000	WORKMAN'S COMP	300.00	286.34	0.00	13.66	95.45
590-549-719.000	HEALTH INSURANCE	5,000.00	6,847.88	248.30	(1,847.88)	136.96
590-549-719.500	DISABILITY INSURANCE	400.00	732.42	75.94	(332.42)	183.11
590-549-720.000	LIFE INSURANCE	500.00	147.90	15.30	352.10	29.58

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GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2023 NORMAL (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Expenditures						
590-549-807.000	AUDIT	1,200.00	597.00	0.00	603.00	49.75
590-549-822.000	CONTRACTUAL SERVICES	700.00	694.80	0.00	5.20	99.26
590-549-853.000	TELEPHONE	600.00	515.33	51.57	84.67	85.89
590-549-853.020	CELL PHONE	400.00	312.68	25.02	87.32	78.17
590-549-921.000	ELECTRIC	3,000.00	1,930.09	0.00	1,069.91	64.34
590-549-931.000	MAINTENANCE SERVICE	2,600.00	1,880.96	0.00	719.04	72.34
590-549-931.010	COUNTY DRAIN MAINTENANCE	570.00	532.89	532.89	37.11	93.49
590-549-934.000	MAINTENANCE EQUIPMENT	0.00	2,223.16	0.00	(2,223.16)	100.00
590-549-943.000	EQUIPMENT RENTAL	13,000.00	10,385.43	399.83	2,614.57	79.89
590-549-963.000	LIABILITY INSURANCE	4,800.00	4,615.05	0.00	184.95	96.15
Total Dept 549 - MAINTENANCE-LIFT STATIONS		76,070.00	71,148.29	5,338.84	4,921.71	93.53
Dept 550 - COLLECTION						
590-550-703.000	SALARIES	35,000.00	24,513.07	2,744.88	10,486.93	70.04
590-550-703.010	OVERTIME PAY	0.00	68.02	0.00	(68.02)	100.00
590-550-715.000	FICA/MEDICARE	3,000.00	1,865.16	208.08	1,134.84	62.17
590-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	42.55	0.00	(32.55)	425.50
590-550-717.000	WORKMAN'S COMP.	400.00	286.34	0.00	113.66	71.59
590-550-718.000	PENSION	1,000.00	1,462.90	163.20	(462.90)	146.29
590-550-719.000	HEALTH INSURANCE	10,000.00	0.00	0.00	10,000.00	0.00
590-550-719.500	DISABILITY INSURANCE	400.00	732.42	75.94	(332.42)	183.11
590-550-720.000	LIFE INSURANCE	500.00	147.90	15.30	352.10	29.58
590-550-728.000	OFFICE SUPPLIES	600.00	292.83	0.00	307.17	48.81
590-550-730.000	POSTAGE	1,700.00	1,449.93	89.81	250.07	85.29
590-550-807.000	AUDIT	2,000.00	796.00	0.00	1,204.00	39.80
590-550-808.000	PAYMENT PROCESSING FEES	2,000.00	2,075.80	0.00	(75.80)	103.79
590-550-853.000	TELEPHONE	800.00	515.33	51.57	284.67	64.42
590-550-864.000	CONFERENCES/WORKSHOPS	0.00	360.00	0.00	(360.00)	100.00
590-550-901.000	PRINTING	200.00	0.00	0.00	200.00	0.00
590-550-934.000	SERVICE CONTRACTS	4,000.00	13,070.97	0.00	(9,070.97)	326.77
590-550-936.000	TECH SERVICES	6,000.00	6,245.15	0.00	(245.15)	104.09
590-550-964.000	NSF CHECK CHARGES	0.00	7.50	0.00	(7.50)	100.00
590-550-968.000	DEPRECIATION	58,000.00	0.00	0.00	58,000.00	0.00
Total Dept 550 - COLLECTION		125,610.00	53,931.87	3,348.78	71,678.13	42.94
TOTAL EXPENDITURES		335,877.00	253,616.45	57,745.09	82,260.55	75.51
Fund 590 - SEWER FUND:						
TOTAL REVENUES		311,700.00	230,682.40	25,857.83	81,017.60	74.01
TOTAL EXPENDITURES		335,877.00	253,616.45	57,745.09	82,260.55	75.51
NET OF REVENUES & EXPENDITURES		(24,177.00)	(22,934.05)	(31,887.26)	(1,242.95)	94.86

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		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-539.000	STATE GRANTS	0.00	38,686.27	16,936.27	(38,686.27)	100.00
591-000-608.000	NSF CHECK FEE	50.00	195.00	35.00	(145.00)	390.00
591-000-629.000	PENALTIES	3,500.00	7,542.82	905.44	(4,042.82)	215.51
591-000-642.000	WATER TURN ONS	2,600.00	2,925.00	150.00	(325.00)	112.50
591-000-643.000	METERED SALES	414,575.00	301,525.92	33,368.80	113,049.08	72.73
591-000-645.000	WATER TAP FEES	1,000.00	1,500.00	0.00	(500.00)	150.00
591-000-664.000	INTEREST ON CD'S-RECEIVING	100.00	0.00	0.00	100.00	0.00
591-000-664.100	INTEREST-WATER OPERATING	100.00	(87.88)	0.00	187.88	(87.88)
591-000-664.120	INTEREST ON CHECKING-RECEIVING	100.00	263.34	0.00	(163.34)	263.34
591-000-689.000	CASH OVER AND SHORT	0.00	(2.50)	0.00	2.50	100.00
Total Dept 000		422,025.00	352,547.97	51,395.51	69,477.03	83.54
TOTAL REVENUES		422,025.00	352,547.97	51,395.51	69,477.03	83.54
Expenditures						
Dept 482 - ADMINISTRATION - USDA						
591-482-960.000	USDA - BONDS \$8,240.00	8,240.00	0.00	0.00	8,240.00	0.00
591-482-961.000	USDA - RRI RESERVE \$16,000.00	16,000.00	0.00	0.00	16,000.00	0.00
591-482-962.000	USDA - ENGINEERING	30,000.00	23,504.75	0.00	6,495.25	78.35
Total Dept 482 - ADMINISTRATION - USDA		54,240.00	23,504.75	0.00	30,735.25	43.33
Dept 483 - ADMINISTRATION						
591-483-703.172	MANAGER SALARY	15,000.00	11,240.20	1,548.05	3,759.80	74.93
591-483-703.215	CLERK SALARY	8,400.00	6,784.66	679.99	1,615.34	80.77
591-483-715.000	FICA/MEDICARE	1,500.00	1,378.89	170.45	121.11	91.93
591-483-718.000	PENSION	1,500.00	1,053.28	105.42	446.72	70.22
591-483-719.000	HEALTH INSURANCE	3,000.00	2,498.01	277.58	501.99	83.27
Total Dept 483 - ADMINISTRATION		29,400.00	22,955.04	2,781.49	6,444.96	78.08
Dept 550 - COLLECTION						
591-550-703.000	SALARIES-CLERICAL	35,600.00	24,514.51	2,745.12	11,085.49	68.86
591-550-703.010	OVERTIME PAY	0.00	67.98	0.00	(67.98)	100.00
591-550-715.000	FICA/MEDICARE	1,600.00	1,865.26	208.08	(265.26)	116.58
591-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	42.55	0.00	(32.55)	425.50
591-550-717.000	WORKMAN'S COMP	100.00	28.64	0.00	71.36	28.64
591-550-718.000	PENSION	2,000.00	1,462.91	163.20	537.09	73.15
591-550-719.000	HEALTH INSURANCE	5,900.00	0.00	0.00	5,900.00	0.00
591-550-719.500	DISABILITY INSURANCE	500.00	732.48	75.95	(232.48)	146.50
591-550-720.000	LIFE INSURANCE	500.00	147.90	15.30	352.10	29.58
591-550-728.000	OFFICE SUPPLIES	600.00	292.83	0.00	307.17	48.81
591-550-730.000	POSTAGE	1,500.00	1,449.93	89.81	50.07	96.66
591-550-807.000	AUDIT	800.00	796.00	0.00	4.00	99.50
591-550-808.000	PAYMENT PROCESSING FEES	2,000.00	425.80	0.00	1,574.20	21.29
591-550-853.000	TELEPHONE	1,000.00	515.33	51.57	484.67	51.53
591-550-864.000	CONFERENCES/WORKSHOPS	0.00	935.00	0.00	(935.00)	100.00
591-550-901.000	PRINTING	700.00	940.00	0.00	(240.00)	134.29
591-550-931.000	MAINT-SERVICES	1,500.00	4,268.20	0.00	(2,768.20)	284.55
591-550-934.000	SERVICE CONTRACTS	1,800.00	1,308.98	0.00	491.02	72.72

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		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2023	MONTH 11/30/2023	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 591 - WATER FUND						
Expenditures						
591-550-936.000	TECH SERVICES	5,000.00	5,684.89	0.00	(684.89)	113.70
591-550-964.000	NSF CHECK CHARGES	0.00	7.50	0.00	(7.50)	100.00
591-550-968.000	DEPRECIATION	54,000.00	0.00	0.00	54,000.00	0.00
Total Dept 550 - COLLECTION		115,110.00	45,486.69	3,349.03	69,623.31	39.52
Dept 551 - UTILITY						
591-551-921.000	POWER PUMPING-ELECTRIC	10,000.00	5,681.29	0.00	4,318.71	56.81
Total Dept 551 - UTILITY		10,000.00	5,681.29	0.00	4,318.71	56.81
Dept 552 - DISTRIBUTION						
591-552-703.000	SALARIES-DISTRIBUTION	50,000.00	41,465.40	3,637.56	8,534.60	82.93
591-552-703.010	OVERTIME PAY	6,000.00	8,617.30	850.50	(2,617.30)	143.62
591-552-717.000	WORKMAN'S COMP	1,300.00	859.02	0.00	440.98	66.08
591-552-719.000	HEALTH INSURANCE	7,000.00	7,907.69	510.33	(907.69)	112.97
591-552-719.500	DISABILITY INSURANCE	1,000.00	710.34	75.95	289.66	71.03
591-552-720.000	LIFE INSURANCE	500.00	170.09	15.30	329.91	34.02
591-552-768.000	UNIFORMS/BOOTS/ETC	100.00	551.00	476.00	(451.00)	551.00
591-552-776.000	SUPPLIES & MAINTENANCE	10,000.00	11,835.69	0.00	(1,835.69)	118.36
591-552-807.000	AUDIT	1,000.00	796.00	0.00	204.00	79.60
591-552-812.000	ENGINEERING	0.00	54,250.00	0.00	(54,250.00)	100.00
591-552-822.000	CONTRACTUAL SERVICES	6,000.00	6,749.40	0.00	(749.40)	112.49
591-552-853.020	CELL PHONE	1,700.00	1,522.90	101.53	177.10	89.58
591-552-864.000	CONF/WORKSHOPS	500.00	25.00	0.00	475.00	5.00
591-552-874.000	WATER TESTING	5,000.00	4,667.33	0.00	332.67	93.35
591-552-936.000	TECH SERVICES	1,500.00	722.47	0.00	777.53	48.16
591-552-943.000	EQUIPMENT RENTAL-WATER FUND	15,000.00	12,089.29	814.44	2,910.71	80.60
591-552-958.001	DUES/MEMBERSHIPS	1,000.00	800.00	0.00	200.00	80.00
591-552-963.000	LIABILITY INSURANCE	5,000.00	4,615.05	0.00	384.95	92.30
Total Dept 552 - DISTRIBUTION		112,600.00	158,353.97	6,481.61	(45,753.97)	140.63
Dept 553 - WELLS/TOWER						
591-553-963.000	LIABILITY INSURNACE	4,700.00	4,615.05	0.00	84.95	98.19
591-553-968.000	DEPRECIATION	54,000.00	0.00	0.00	54,000.00	0.00
Total Dept 553 - WELLS/TOWER		58,700.00	4,615.05	0.00	54,084.95	7.86
TOTAL EXPENDITURES		380,050.00	260,596.79	12,612.13	119,453.21	68.57
Fund 591 - WATER FUND:						
TOTAL REVENUES		422,025.00	352,547.97	51,395.51	69,477.03	83.54
TOTAL EXPENDITURES		380,050.00	260,596.79	12,612.13	119,453.21	68.57
NET OF REVENUES & EXPENDITURES		41,975.00	91,951.18	38,783.38	(49,976.18)	219.06

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 11/30/2023

% Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 11/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 596 - GARBAGE COLLECTION						
Revenues						
Dept 000						
596-000-628.000	TRASH SERVICE CHARGES	130,000.00	96,029.38	10,956.69	33,970.62	73.87
596-000-629.000	PENALTIES	500.00	2,273.59	320.68	(1,773.59)	454.72
596-000-664.100	INTEREST INCOME	0.00	(59.25)	0.00	59.25	100.00
596-000-664.120	INTEREST ON CHECKING-RECEIVING	60.00	36.49	0.00	23.51	60.82
Total Dept 000		130,560.00	98,280.21	11,277.37	32,279.79	75.28
TOTAL REVENUES		130,560.00	98,280.21	11,277.37	32,279.79	75.28
Expenditures						
Dept 528 - RUBBISH COLLECTION/DISPOSAL						
596-528-819.000	WASTE AND RUBBISH DISPOSAL	118,000.00	85,284.42	0.00	32,715.58	72.27
596-528-995.596	ADMIN TRANSFER TO GF	6,500.00	6,500.00	0.00	0.00	100.00
Total Dept 528 - RUBBISH COLLECTION/DISPOSAL		124,500.00	91,784.42	0.00	32,715.58	73.72
TOTAL EXPENDITURES		124,500.00	91,784.42	0.00	32,715.58	73.72
Fund 596 - GARBAGE COLLECTION:						
TOTAL REVENUES		130,560.00	98,280.21	11,277.37	32,279.79	75.28
TOTAL EXPENDITURES		124,500.00	91,784.42	0.00	32,715.58	73.72
NET OF REVENUES & EXPENDITURES		6,060.00	6,495.79	11,277.37	(435.79)	107.19

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 11/30/2023

% Fiscal Year Completed: 75.14

		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 11/30/2023	BALANCE	% BDGT USED
Fund 661 - MOTOR POOL						
Revenues						
Dept 000						
661-000-664.100	INTEREST INCOME	100.00	61.11	0.00	38.89	61.11
661-000-668.100	RENTAL EQUIPMENT-POLICE	10,000.00	0.00	0.00	10,000.00	0.00
661-000-668.200	RENTAL EQUIPMENT PARKS	14,000.00	12,657.62	209.56	1,342.38	90.41
661-000-668.300	RENTAL EQUIPMENT-LOCAL	60,000.00	37,280.20	6,747.19	22,719.80	62.13
661-000-668.310	EQUIP RENTAL L/R ICE/SNOW	1,000.00	461.55	0.00	538.45	46.16
661-000-668.400	RENTAL EQUIPMENT-MAJOR	10,000.00	7,283.69	490.05	2,716.31	72.84
661-000-668.410	EQUIP RENTAL M/R ICE/SNOW	6,000.00	1,042.28	0.00	4,957.72	17.37
661-000-668.500	RENTAL EQUIPMENT-WATER	16,000.00	11,962.83	814.44	4,037.17	74.77
661-000-668.600	RENTAL EQUIPMENT-SEWER LINE	1,000.00	0.00	0.00	1,000.00	0.00
661-000-668.605	LS MAINT. EQUIP RENTAL	13,000.00	10,322.20	399.83	2,677.80	79.40
661-000-668.700	RENTAL EQIPMENT-PUBLIC WORKS	12,000.00	13,122.45	603.42	(1,122.45)	109.35
661-000-673.000	SALE OF FIXED ASSETS	5,000.00	500.00	0.00	4,500.00	10.00
661-000-675.000	MISCELLANEOUS	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000		153,100.00	94,693.93	9,264.49	58,406.07	61.85
TOTAL REVENUES		153,100.00	94,693.93	9,264.49	58,406.07	61.85
Expenditures						
Dept 301 - POLICE DEPARTMENT						
661-301-870.000	GAS	10,000.00	8,000.67	0.00	1,999.33	80.01
661-301-872.000	TIRES	2,000.00	861.48	0.00	1,138.52	43.07
661-301-930.000	REPAIRS	3,000.00	1,285.56	45.00	1,714.44	42.85
661-301-963.000	MULTI-PERIL INSURANCE	8,000.00	6,153.40	0.00	1,846.60	76.92
661-301-981.000	CAPITAL OUTLAY	54,000.00	3,462.26	3,462.26	50,537.74	6.41
Total Dept 301 - POLICE DEPARTMENT		77,000.00	19,763.37	3,507.26	57,236.63	25.67
Dept 441 - DPW						
661-441-807.000	AUDIT	1,000.00	958.22	0.00	41.78	95.82
661-441-870.000	GAS	25,000.00	13,760.55	0.00	11,239.45	55.04
661-441-872.000	TIRES	2,500.00	4,991.92	0.00	(2,491.92)	199.68
661-441-930.000	REPAIRS & MAINTENANCE	0.00	11,228.84	176.60	(11,228.84)	100.00
661-441-963.000	MULTI-PERIL INSURANCE	8,000.00	6,153.40	0.00	1,846.60	76.92
661-441-968.000	DEPRECIATION	67,000.00	0.00	0.00	67,000.00	0.00
661-441-970.000	EQUIPMENT PURCHASED	10,000.00	0.00	0.00	10,000.00	0.00
661-441-981.000	CAPITAL OUTLAY	0.00	11,369.52	0.00	(11,369.52)	100.00
Total Dept 441 - DPW		113,500.00	48,462.45	176.60	65,037.55	42.70
Dept 483 - ADMINISTRATION						
661-483-703.172	MANAGER SALARY	4,000.00	3,211.24	442.28	788.76	80.28
661-483-703.215	CLERK SALARY	2,100.00	1,696.30	169.99	403.70	80.78
661-483-715.000	FICA/MEDICARE	400.00	375.41	46.84	24.59	93.85
661-483-718.000	PENSION	300.00	286.37	28.66	13.63	95.46
661-483-719.000	HEALTH INSURANCE	700.00	624.56	69.40	75.44	89.22
661-483-995.010	GEN FUND ADMIN TRANSFER	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 483 - ADMINISTRATION		15,500.00	6,193.88	757.17	9,306.12	39.96

REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 11/30/2023
% Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	11/30/2023 NORMAL (ABNORMAL)	MONTH	11/30/2023 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 661 - MOTOR POOL								
Expenditures								
TOTAL EXPENDITURES		206,000.00	74,419.70		4,441.03		131,580.30	36.13
Fund 661 - MOTOR POOL:								
TOTAL REVENUES		153,100.00	94,693.93		9,264.49		58,406.07	61.85
TOTAL EXPENDITURES		206,000.00	74,419.70		4,441.03		131,580.30	36.13
NET OF REVENUES & EXPENDITURES		(52,900.00)	20,274.23		4,823.46		(73,174.23)	38.33
TOTAL REVENUES - ALL FUNDS		3,188,771.00	3,001,195.90		746,661.77		187,575.10	94.12
TOTAL EXPENDITURES - ALL FUNDS		2,911,035.74	2,281,675.76		58,167.12		629,359.98	78.38
NET OF REVENUES & EXPENDITURES		277,735.26	719,520.14		688,494.65		(441,784.88)	259.07



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM – MONTHLY REPORT

TO: Village Council
FROM: Natalie Davis, Deputy Clerk/Treasurer
REVIEWED BY: Megan Duncan, Village Clerk/Treasurer
DATE: November 30, 2023

SUBJECT: November 2023 Monthly Report from Natalie

November 2023 – Jobs completed

- Took payment for utility Bills
- Calculated bills
- Took rental registration payments
- Ran report for Shut offs
- Took tax payments
- Set up new customer accounts
- Took permit applications
- Called customers about high usage
- Continued DWAM Distribution System Material Inventory
- Worked on RRC project
- Attended Safety Meeting
- Continued creating spreadsheet documenting water loss
- Helped prepare for Christmas parade
- Helped set up for first responder Christmas Toy Giveaway



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: December 4, 2023

SUBJECT: Monthly Report November 2023

Updates – November 2023:

UPDATE REGARDING PC – DDA – PARKS & RECREATION - SAFETY 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](#)

Safety Committee meeting minutes and agenda - [here](#)

UPDATE REGARDING BUDGET COMMITTEE

Staff met with the Budget Committee, Friday November 10, 2023. Topic discussed included proposed capital improvement projects, equipment needs, salaries, wages, and fringe benefits. The next Budget Committee meeting is scheduled for Monday, December 4, 2023.

UPDATE REGARDING CHRISTMAS IN THE VILLAGE

I would like to bring to the attention of the events scheduled for the month of December 2023. The DDA has sponsored from December 4th – 24th a window decorating contest for local businesses. The DDA has also sponsored a Christmas Parade, Sunday, December 3rd starting at 6:00 P.M. Shortly thereafter the parade, the Police Department with support from the First Responders Children's Foundation and the Decatur Ministerial Association, will hold a Christmas Toy Giveaway at Village Hall 114 N. Phelps Street.

Over the past few decades, first responders and the communities they serve have lost their common connection. Children are literally the future of any community, and therefore building positive relationships between youth and first responders is more important than ever to the safety and vitality of towns and cities across America. They do not realize just how important these brave men and women are to their communities—that they are the everyday superheroes

among us, here to ensure our safety.

FRCF helps first responders make those connections with our nationwide Toy Express program, which delivers toys to children during the holidays. Distributed by firefighters, police officers, EMTs, paramedics and hospitals, toys from FRCF bring holiday cheer to first responder children as well as children in first responder communities. It's also a time of joy for the first responders themselves. Our distribution events provide first responders an opportunity to bring joy into communities and give them a much-needed reprieve from the daily stress and trauma that comes with the job.

The Village of Decatur, employee appreciation event is scheduled for Tuesday, December 12, 2023, at 6:00 at the Webster Memorial Community Library. Council members are welcome to attend. Please be aware that only three members of the Council can be present at one time.

UPDATE REGARDING INFRASTRUCTURE GRANT – VB CONSERVATION DISTRICT

Kalli Marshall, Recycling & Materials Management Coordinator, Van Buren Conservation District is finishing up details with the infrastructure grant. Council will recall at the [May 1, 2023](#) meeting a presentation was received regarding the opportunity to create a MOU between Decatur Village, Decatur Township and Hamilton Township. Accordingly, since all three partners are considerate of one another, to simplify the grant award, the Village of Decatur is designated to be the point of contact for receipt of funds. The final budget for the grant will be awarded soon.

UPDATE REGARDING VAN BUREN INTERMEDIATE SCHOOL DISTRICT – JENNIFER KORINEK

I'm writing to you on behalf of the Van Buren Intermediate School District. Our staff serves students in all of our local communities, both within their home districts and at our Van Buren ISD programs. To honor their dedication and hard work in supporting students, families, and fellow staff members, we would like to do something fun and unique for them this holiday season. We will be developing a virtual "12 Days of Holiday Cheer" for the over 560 educators at Van Buren ISD. Each day will feature coupons or special offers from businesses across Van Buren County. We are hoping that you can help get this message to business owners in your community. Not only will our staff have the fun of opening a new "door" on our cheer calendar each day, but your local businesses will also gain exposure to 560 potential customers! Those interested in submitting a coupon/special offer for us to use in our 12 Days of Holiday Cheer: please contact Jennifer Korinek jkorinek@vbisd.org

UPDATE REGARDING LOCAL ORDINANCE 2023-005 – DDA TIF PLAN

Staff is happy to report, the State of Michigan, Office of the Great Seal, has acknowledge the receipt and filing of the Village of Decatur Downtown Development Authority local ordinance number 2023-005, that was adopt. This is fantastic news, congratulations to the DDA for all of their due diligence with completing this project.

UPDATE REGARDING THE DEPARTMENT OF PUBLIC WORKS

It is with great excitement to report, Jimmy Ebling, Foreman, DPW along with myself have interview and have agreed to offer the open DPW Technician position to Joesph Whipple. Please welcome Joe to the community!

ADDITIONAL ATTACHMENTS

- [Van Buren County BOC – November 2023](#)
- **Van Buren Conservation District – November 2023**
- **State of Michigan – Office of the Great Seal**



Van Buren Conservation District November 2023 Program Update

Submitted by Emily Hickmott, Executive Director

Our Team has been hard at work in October and November submitting grant applications and filing grant reports! In eight weeks, we submitted seven grant applications to bring funds into Van Buren County to address scrap tire disposal, best grazing practices, upstream water quality, invasive species treatment and education, and on-the-field nutrient management. We're excited to hear back from the grantors in the next several months on these grants.

In the meantime, staff is continuing their usual work and planning the CISMA Annual Meeting, Backyard Symposium virtual speaker series, and the Farming for the Future conference. Additionally, our annual spring Tree Seedling Sale will be live on our website as of January 1, 2024 – more details to come on that. If there is a service, information, or event that you're hoping to see from the District, please don't hesitate to reach out and share your ideas and questions. Have a great December!

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) – In September, Van Buren Conservation District staff completed a three-year grant project with Xylem Inc. and the University of Notre Dame. The project explored innovative approaches to managing farm runoff from tile lines. The team installed sensors in water control structures at the edge of a farm field to track nutrient loss and soil moisture levels. The research provides support for a real-time control system that will enable farmers to monitor and control their tile runoff which would ultimately reduce nutrient loss and provide optimal soil moisture for crops. This project was funded by the Great Lakes Protection Fund.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian, Jena Johnson*) – This month, the CISMA team wrote applications for three grants, one to the Forest Service's Great Lakes Restoration Initiative (GLRI) Cooperative Weed Management Area grant program, and two to the Michigan Invasive Species Grant Program (MISGP). Management of Phragmites and Japanese knotweed along Van Buren County rights-of-way concluded for 2023. Spotted lanternfly traps were checked and removed from survey locations. No spotted lanternfly were detected in our service area.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) – The specialist started reaching out to farmers that were due for Re-verification towards the end of last fiscal year, which allowed him to start with Re-Assessments at the start of FY24. The specialist has some of those farms already scheduled for Re-Verification in November along with some new Verifications. The state is setting a base goal of 12 New MAEAP Verifications for each technician. This would get MAEAP to its statewide goal of 500 new Verifications for the FY.
- **National Association of Conservation Districts (NRCs) Technical Assistance** (*Lucas Hartman*) – New application processing protocol for the Environmental Quality Incentives Program (EQIP) will allow conservation district staff to drastically reduce wait time for Farm Bill conservation program applicants. The EQIP application deadline was November 17.
- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) – The technician and the MAEAP specialist worked together to verify Tending Tilth LLC, a prescribed grazing business. Tending Tilth is now one of the very first contracted grazing businesses in the state to be

1035 E. Michigan Avenue, Paw Paw, Michigan 49079

269.657.4030 x5 ♦ www.VanBurenCD.org ♦ info@vanburencd.org



Van Buren Conservation District November 2023 Program Update

Submitted by Emily Hickmott, Executive Director

environmentally verified through the MAEAP program. This partnership with Tending Tilth started at our yearly grazing day at Windshadow farm this past summer. Since then, Lauren and her Tending Tilth interns have become a common face at many of our field days and community events. One of the most important sites that we were able to get MAEAP verification for Tending Tilth was at the Mill at Vicksburg. This former paper mill located along Portage Creek is a designated brownfield site by the state of Michigan. Through amazingly hard work and dedication by everyone involved, it has risen and grown past that damaging moniker and is now a model of sustainability and environmental success.

- **Outreach** (*Jacob Diljak*) - Publications and projects are underway for public outreach: the annual report; calendar; Food, Farm, & Fun Guide; Tree Sale; and Backyard Symposium. Stay tuned for more updates on these fun, impactful projects!
- **Resource Recovery Recycling** (*Kalli Marshall, Jacob Diljak*) - We wrapped the recycling event season in October with the Lawrence Recycle Roundup on Saturday October 14. It was a cold and rainy day, but we served 185 households to collect household hazardous waste, tires, electronics, paper for shredding, and foam. Kalli ended the month with a presentation to the South Haven Rotary Club titled "Beyond the Bin".



STATE OF MICHIGAN
JOCELYN BENSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

November 16, 2023

McKenna
Attn: Danielle Bouchard
124 East Fulton Street
6th Floor, Ste B
Grand Rapids, MI 49503

RE: Local Ordinance (No. 2023-005) under PA 57 of 2018 for Village of Decatur

Dear Danielle Bouchard:

This letter acknowledges receipt and filing November 14, 2023, of a copy of the Village of Decatur's Downtown Development Authority local ordinance (No. 2023-005) that was adopted at the November 6, 2023 Village Council meeting, in accordance with the provisions of Act 57, Public Acts of 2018.

Sincerely,

Michigan Department of State
Office of the Great Seal
1.888.767.6424