

# VILLAGE OF DECATUR COUNCIL REGULAR MEETING AGENDA

Monday,  
March 6, 2023



VILLAGE OF DECATUR  
REGULAR COUNCIL MEETING  
Monday, March 6, 2023 – 7:00PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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

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

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

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

**4. PUBLIC COMMENT**

**5. APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 - Approval of the Regular Council Meeting Agenda for March 6, 2023.

5A.2 - Approval of the Regular Meeting Minutes from February 6, 2023, and Special Meeting Minutes from February 27, 2023.

5A.3 – Approval of Accounts Payable and Payroll for week ending February 28, 2023.

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

**7. PUBLIC HEARING**

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

9A.1 – Request to approve Van Buren District Library Street closure request.

9A.2 – Request to review the written request to Annex into the Village, 84558 Gregory Terrace.

9A.3 – Request to approve proposal from J.C. Sons, Inc for disassembling of debris pile at the Wastewater treatment site at a cost not to exceed \$15,600.00.

9A.4 - Request to approve proposal from Siegfried Crandall PC, to engage services for audit preparation for fiscal year 2023.

**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 – Village Manager Report

**11. PUBLIC COMMENTS – SECOND OPPORTUNITY**

## **12. COUNCIL COMMENTS**

## **13. ADJOURNMENT**

### **PLEASE NOTE**

#### **AUDIENCE PARTICIPATION:**

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

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

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

***Village of Decatur***  
***Village Council Regular Meeting Minutes***

Monday February 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 Gunther, President Pro Tem Jackson, Trustee Mead Jr., Trustee Pachner, Trustee Pelfrey, and President Elwaer in attendance. Also in attendance Village Manager, Christopher Tapper (excused), Village Clerk/Treasurer, Megan Duncan, Chief of Police Thomas VanDerWoude, and DPW Foreman James Ebeling.

III. **Request to approve Village President appointment to serve Village Council**

- a. Trustee Gunther made a motion with support from Trustee Mead Jr to approve Village President appointment of Harvey Beute, to serve as Village Council Trustee, motion carried 6-0.

IV. **Public Comments**

- a. Tina Leary, Van Buren Board of Commissioners, presented updates that have been occurring in Van Buren County.

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

- a. Trustee Pacher made a motion with support from Trustee Mead Jr. to approve the amended agenda for February 6, 2023, along with approval of meeting minutes from January 3, 2023, approval of the Closed Meeting Minutes from January 3, 2023, and accounts payable ending January 31, 2023, in the amount of \$165,431.28, motion carried 7-0.

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

- a. Patrick Creagan, Superintendent of Decatur Public Schools, announced the Decatur Public Schools and Chief of Police VanDerWoude have been working together to get a Grant from the State of Michigan for a School Resource Officer. The Grant was approved. DPS and Decatur Police Department will be working on a Memorandum of Understanding and the School Resource Officer will be in place at the beginning of school year 2023-2024.

**VII. Request to hold a Public Hearing, Increasing Property Taxes Millage to be levied on property in 2023.**

- a. President Pro Tem Jackson made a motion with support from Trustee Gunther to leave the regular meeting and enter into a Public Hearing, increasing property taxes to be levied on property in 2023, motion carried 7-0 at 7:30 PM. No public comments were given. Trustee Pelfrey made a motion with support from Trustee Mead Jr to leave the Public Hearing and reenter the regular meeting, motion carried 7-0 at 7:33 PM.

**VIII. Request to hold a Public Hearing, proposed fiscal year 2024 Budget, annual appropriation bill, Resolution 2023-01.**

- a. Trustee Pelfrey made a motion with support from Trustee Beute to leave the regular meeting and enter into a Public Hearing, proposed fiscal year 2024 budget, annual appropriation bill, Resolution 2023-01, motion carried 7-0 at 7:33 PM. No public comments were given. Trustee Pelfrey made a motion with support from Trustee Beute to leave the Public Hearing and reenter into the regular meeting, motion carried 7-0 at 7:34 PM.
- b. Trustee Pelfrey made a motion with support from Trustee Mead Jr to approve the proposal fiscal year 2024, annual appropriation bill, and Resolution 2023-01, tableing the annual Administrative Appointment List until next council meeting. Roll Call Vote, Trustee Beute, Trustee Gunter, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pachner, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 7-0.

**IX. Unfinished Business**

- a. No current unfinished business.

**X. New Business – Request to adopt ordinance 2023-001 Marihuana Amendments.**

- a. President Pro Tem Jackson made a motion with support from Trustee Pelfrey to adopt ordinance 2023-001 Marihuana Amendments, Roll Call Vote, Trustee Beute, Trustee Gunter, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pachner, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 7-0.

**XI. New Business – Request to adopt ordinance 2023-002 Registration of Rental Housing Amendments.**

- a. President Pro Tem Jackson made a motion with support from Trustee Mead Jr to adopt ordinance 2023-002 Registration of Rental Housing Amentments, Roll Call Vote, Trustee Beute, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pachner, Trustee Pelfrey, and President Elwaer voting yes, Trustee Gunther abstain, motion carried 6-0.

**XII. New Business - Request to adopt Resolution 2023-002 MDOT Funding**

- a. Trustee Pelfrey made a motion with support from Trustee Pachner to adopt Resolution 2023-002 MDOT Funding, Roll Call Vote, Trustee Beute, Trustee Gunter, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pachner, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 7-0.

**XIII. New Business - Request to schedule a special meeting, Monday February 27, 2023.**

- a. Trustee Gunther made a motion with support from Trustee Mead Jr. to schedule a special meeting, Monday February 27, 2023 at 7 PM, motion carried 7-0.

**XIV. New Business - Request to approve proposal from Pyrotechnico Inc, July 3, 2023, Fireworks Display.**

- a. Trustee Beute made a motion with support from Trustee Mead Jr. to approve proposal from Pyrotechnico Inc, Fireworks Display, Roll Call Vote, Trustee Beute, Trustee Gunter, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pachner, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 7-0.

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

- a. Trustee Gunter made a motion with support from Trustee Mead Jr. to approve the Michigan Municipal League Liability & Property insurance renewal, Roll Call Vote, Trustee Beute, Trustee Gunter, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pachner, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 7-0.
- b.

**XVI. 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.

**XVII. Public Comments**

- a. No public comment was given.

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

- a. President Elwaer stated that Manager Tapper and Staff did a good job on the budget, clean and easy to read.
- b. President Pro Tem Jackson thanked DPW for taking down the dead tree on Kinny Rd so quickly.

**XIX.. Adjournment**

- a. Trustee Mead Jr. made a motion with the support of Trustee Beute to adjourn the meeting at 7:56 P.M., motion carried 7-0. Minutes submitted by Megan Duncan, Village Clerk/Treasurer.

***Village of Decatur***  
***Village Council Regular Meeting Minutes***

Monday February 27, 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, President Pro Tem Jackson, Trustee Mead Jr.(excused), Trustee Pachner, Trustee Pelfrey, and President Elwaer in attendance. Also in attendance Village Manager, Christopher Tapper, Village Clerk/Treasurer, Megan Duncan, Chief of Police Thomas VanDerWoude.

III. **Public Comments**

- a. Trustee Mead Jr, asked Manager Tapper, in his absence, if he would hold a moment of silence for the passing of Dortha Benson-Pasley and Paw Paw Fireman Ethan Quillen. A moment of silence was had.

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

- a. Trustee Gunther made a motion with support from Trustee Pelfrey to approve the agenda for February 27, 2023, motion carried 6-0.

V. **Public Hearing**

VI. **Unfinished Business – Request to Approve the Village of Decatur Annual Administrative Appointments list.**

- a. President Pro Tem Jackson made a motion with support from Trustee Pachner to approve the Village of Decatur Annual Administrative Appointments list, motion carried 6-0.

VII. **New Business – Request to adopt Resolution 2023-003 Fiscal Year 2023 Budget Amendments**

- a. Trustee Beute made a motion with support from Trustee Gunther to adopt Resolution 2023-003 Fiscal Year 2023 Budget Amendments, Roll Call Vote, Trustee Beute, Trustee Gunter, President Pro Tem Jackson, Trustee Pachner, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 6-0.

**VIII. New Business – Request to approve contract between the Village of Decatur and MFOPLC for the term of March 1, 2023, to February 28, 2027.**

- a. Trustee Pachner made a motion with support from President Pro Tem Jackson to approve contract between the Village of Decatur and MFOPLC for the term of March 1, 2023, to February 28, 2027. Roll Call Vote, Trustee Beute, Trustee Gunther, President Pro Tem Jackson, Trustee Pachner, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 6-0.

**IX. New Business - Request to approve USDA RBDG Grant Resolution**

- a. President Pro Tem Jackson made a motion with support from Trustee Pachner to approve USDA RBDG Grant Resolution, Roll Call Vote, Trustee Beute, Trustee Gunter, President Pro Tem Jackson, Trustee Pachner, Trustee Pelfrey, and President Elwaer all voting yes, motion carried 6-0.

**X. Department Reports**

- a. Chief of Police VanDerWoude shared with Council an act of Kindness from Officer Frank.

**XI. Public Comments**

- a. No public comment was given.

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

- a. No Council comments given.

**XIX.. Adjournment**

- a. President Pro Tem Jackson made a motion with the support of Trustee Gunther to adjourn the meeting at 7:52 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: March 6, 2023  
  
SUBJECT: Accounts Payable – Payroll – February 2023

### Action Requested:

It is requested that the Village Council approve Accounts Payable and Payroll for period ending February 28, 2023, in the amount of \$222,619.90.

### Background:

Attached is the Accounts Payable and Payroll for the period ending February 28, 2023. It should be noted that the increase in payables for the month of February includes payments for the USDA project already approved by the Village Council.

### Attachments:

Accounts Payable and Payroll

CHECK DATE	VENDOR NAME	CHECK#	AMOUNT PAID	DESCRIPTION
02/06/2023	BLUE CARE NETWORK,	29840	11,731.97	PAYROLL
02/06/2023	MISDU,	29842	54.48	PAYROLL
02/06/2023	BEUTE, HARVEY N	29843	108.50	PAYROLL
02/06/2023	ELWAER, ALI M	29844	167.00	PAYROLL
02/06/2023	GUNTHER, KIM M	29845	108.50	PAYROLL
02/06/2023	MEAD JR, ROBERT H	29846	108.50	PAYROLL
02/06/2023	PACHNER, CYNTHIA A	29847	108.50	PAYROLL
02/06/2023	PELFREY, JESSICA L	29848	108.50	PAYROLL
02/06/2023	INTERNAL REVENUE SERVICE,	EFT964	6,534.75	PAYROLL
02/06/2023	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM,	EFT965	3,868.62	PAYROLL
02/06/2023	STATE OF MICHIGAN,	EFT966	984.59	PAYROLL
02/06/2023	INTERNAL REVENUE SERVICE,	EFT967	260.75	PAYROLL
02/06/2023	STATE OF MICHIGAN,	EFT968	44.76	PAYROLL
02/07/2023	MYERS, GORDY J	29839	1,589.50	PAYROLL
02/07/2023	TAPPER, CHRISTOPHER C	DD437	3,076.80	PAYROLL
02/07/2023	BENSON, JANICE	DD438	331.00	PAYROLL
02/07/2023	DUNCAN, MEGAN M	DD439	1,616.20	PAYROLL
02/07/2023	BUSH, DOMINIC J	DD440	2,069.41	PAYROLL
02/07/2023	DAHLQUIST, THOMAS L	DD441	3,256.10	PAYROLL
02/07/2023	FRANK, ZACKERY A	DD442	2,179.63	PAYROLL
02/07/2023	RIGG, THEODORE A	DD443	2,581.83	PAYROLL
02/07/2023	VANDERWOUDE, THOMAS C	DD444	2,800.00	PAYROLL
02/07/2023	BRIDGES, DEBRA J	DD445	266.00	PAYROLL
02/07/2023	CLENDENIN, KAREN R	DD446	14.00	PAYROLL
02/07/2023	MANN, ELES A F	DD447	280.00	PAYROLL
02/07/2023	BOITNOTT, PATRICK A	DD448	1,365.01	PAYROLL
02/07/2023	DRISCOLL, DAVID J	DD449	1,465.00	PAYROLL
02/07/2023	EBELING, JAMES S	DD450	3,345.00	PAYROLL
02/07/2023	SHROYER, TIMOTHY J	DD451	1,825.00	PAYROLL
02/07/2023	PENTLAND, SHANTEL M	DD452	1,305.00	PAYROLL
02/15/2023	CONSUMERS ENERGY	GEN 1002(E)	1,940.68	HEATING SERVICES
02/15/2023	AMERICAN ELECTRIC POWER	GEN 1001(E)	4,229.27	ELECTRICAL SERVICES
02/15/2023	VC3 INC	GEN 29878	228.00	ADDED LICENSES RESULTING FROM MICROSOFT AUDIT
02/15/2023	THE CURCIO LAW FIRM	GEN 29875	1,102.50	PROFESSIONAL ATTORNEY SERVICES FOR USDA LOAN
02/15/2023	REPUBLIC SERVICES	GEN 29868	942.13	GARBAGE SERVICES
02/15/2023	MICHIGAN MUNICIPAL TREASURERS ASSOC	GEN 29861	599.00	2023 BASIC INSTITUTE YEAR 2 MMTA
02/15/2023	NYE UNIFORM COMPANY	GEN 29863	634.50	UNIFORM PIECES FOR OFFICER BUSH
02/15/2023	FERGUSON WATERWORKS #3386	GEN 29854	178.26	WATER METER ANTENNAS
02/15/2023	UNUM	GEN 1004(E)	921.43	SHORT/LONG/AD&D/LIFE INSURANCE PRIEMIUMS FOR EMPLOYEES

02/15/2023	VERIZON WIRELESS	GEN 1005(E)	268.62	CELL PHONE SERVICES
02/15/2023	INVOICE CLOUD	GEN 1003(E)	198.80	INVOICE PRESENTMENT FOR PAPERLESS CUSTOMERS
02/15/2023	MICHIGAN CHAMBER SERVICES INC	GEN 29860	131.50	MICHIGAN STATE AND FEDERAL LABOR LAW POSTERS
02/15/2023	LINDCO EQUIPMENT SALES	GEN 29859	1,554.25	2 VALLEY BROOM RUBBER CUTTING EDGE FOR DPW TRUCK
02/15/2023	WMACP	GEN 29882	30.00	YEARLY MEMBERSHIP WEST MI ASSOCIATION FOR CHIEF OF POLICE
02/15/2023	VAN BUREN COUNTY CENTRAL DISPATCH	GEN 29876	80.02	MODEM AIRCARD FOR PD
02/15/2023	HYDROCORP, INC	GEN 29857	342.50	CROSS CONNECTION CONTROL PROGRAM
02/15/2023	VAN BUREN COUNTY RD COMM.	GEN 29877	456.95	COLD PATCH MATERIAL FOR ROADS
02/15/2023	REPUBLIC SERVICES	GEN 29868	10,504.32	GARBAGE SERVICES
02/15/2023	LAW OFFICE OF CRYSTAL MORGAN, PLLC	GEN 29858	253.50	PROFESSIONAL ATTORNEY SERVICES FOR BLIGHT
02/15/2023	SIEGFRIED, CRANDALL	GEN 29871	3,220.00	PROFESSIONAL SERVICES FOR W2, 1099, AND BANK RECS
02/15/2023	DECATUR REPUBLICAN	GEN 29852	350.00	PUBLIC NOTICE AD IN THE NEWSPAPER
02/15/2023	HONOR CREDIT UNION	GEN 29856	1,166.75	CREDIT CARD CHARGES
02/15/2023	RC AUTOMOTIVE SUPPLY	GEN 29867	75.19	SAFETY SWITCH FOR DPW TRUCK
02/15/2023	WOLF KUBODA	GEN 29883	206.76	MAINTENANCE REPAIRS
02/15/2023	STEENSMA LAWN & POWER EQUIPMENT	GEN 29872	232.77	FLEX CABLE FOR DPW TRUCK
02/15/2023	PAW PAW LABORATORY	GEN 29865	150.00	DRINKING WATER TESTING
02/15/2023	FERGUSON WATERWORKS #3386	GEN 29854	703.00	BRASS FITTING WATER SUPPLIES
02/15/2023	DECATUR LUMBER COMPANY	GEN 29851	351.34	SUPPLIES FOR PARKS, DPW, AND MOTOR POOL
02/15/2023	DALE MOEN	GEN 29862	27.00	WINDOW CLEANING AT VILLAGE HALL
02/15/2023	PATRICK A. BOITNOTT	GEN 29864	150.00	REIMBURSEMENT FOR BOOTS
02/15/2023	VC3 INC	GEN 29878	24.00	LICENSE FOR EMPLOYEE
02/15/2023	ROOP GURLEEN PATROLEUM	GEN 29869	824.28	GASOLINE FOR PATROL CARS
02/15/2023	TAPPER FORD	GEN 29873	846.20	REISSUED CHECK FOR 2017 PATROL CAR
02/15/2023	QUADIENT LEASING USA, INC	GEN 29866	564.85	UTILITY BILLING FOR RESIDENTS
02/15/2023	DECATUR DO IT CENTER	GEN 29850	167.97	SUPPLIES FOR DPW AND PD
02/15/2023	SAFEBUILT LLC	GEN 29870	1,187.00	BUILDING PERMITS
02/15/2023	BLOOMINGDALE COMMUNICATIONS	GEN 29849	575.86	VOIP AND INTERNET FOR VILLAGE HALL AND DPW
02/15/2023	GORDY MYERS	GEN 29855	150.00	REIMBURSEMENT FOR BOOTS
02/15/2023	QUADIENT LEASING USA, INC	GEN 29866	250.00	POSTAGE FOR MAIL MACHINE
02/15/2023	VC3 INC	GEN 29878	264.00	OFFICE 365 ANNUAL LICENSE FOR EMPLOYEE
02/15/2023	THE CLOTHES BASKET	GEN 29874	181.25	DRY CLEANING FOR PD UNIFORMS
02/20/2023	BLUE CARE NETWORK,	29885	1,303.56	PAYROLL
02/20/2023	MISDU,	29887	54.48	PAYROLL
02/20/2023	FOPLC,	29888	148.00	PAYROLL
02/20/2023	INTERNAL REVENUE SERVICE,	EFT969	6,593.30	PAYROLL
02/20/2023	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM,	EFT970	3,816.83	PAYROLL
02/20/2023	STATE OF MICHIGAN,	EFT971	990.62	PAYROLL
02/21/2023	MYERS, GORDY J	29884	1,470.00	PAYROLL
02/21/2023	TAPPER, CHRISTOPHER C	DD453	3,076.80	PAYROLL

02/21/2023	BENSON, JANICE	DD454	646.50	PAYROLL
02/21/2023	DUNCAN, MEGAN M	DD455	1,591.20	PAYROLL
02/21/2023	BUSH, DOMINIC J	DD456	2,326.57	PAYROLL
02/21/2023	DAHLQUIST, THOMAS L	DD457	2,719.35	PAYROLL
02/21/2023	FRANK, ZACKERY A	DD458	2,712.35	PAYROLL
02/21/2023	RIGG, THEODORE A	DD459	2,283.63	PAYROLL
02/21/2023	VANDERWOUDE, THOMAS C	DD460	2,800.00	PAYROLL
02/21/2023	BRIDGES, DEBRA J	DD461	224.00	PAYROLL
02/21/2023	MANN, ELESIA F	DD462	224.00	PAYROLL
02/21/2023	BOITNOTT, PATRICK A	DD463	1,400.01	PAYROLL
02/21/2023	DRISCOLL, DAVID J	DD464	1,440.00	PAYROLL
02/21/2023	EBELING, JAMES S	DD465	3,255.00	PAYROLL
02/21/2023	SHROYER, TIMOTHY J	DD466	1,630.00	PAYROLL
02/21/2023	PENTLAND, SHANTEL M	DD467	1,280.00	PAYROLL
02/22/2023	DAHLQUIST, THOMAS L	29889	4,762.15	PAYROLL
02/22/2023	RIGG, THEODORE A	29890	5,157.92	PAYROLL
02/22/2023	INTERNAL REVENUE SERVICE,	EFT972	3,394.00	PAYROLL
02/22/2023	STATE OF MICHIGAN,	EFT973	421.60	PAYROLL
02/24/2023	STATE OF MICHIGAN	GEN 29898	25.00	BASIC CROSS CONNECTION WEBINAR FOR P BOITNOTT
02/24/2023	EJ USA, INC	GEN 29894	3,531.75	FIRE HYDRANT AT PINE AND DOUGLAS
02/24/2023	J.C. AND SONS INC.	GEN 29896	600.00	REMOVAL OF DEAD TREE ON PRAIRIE RONDE
02/24/2023	PARRETT COMPANY	GEN 29899	284.71	PRINTER AND COPY SERVICES
02/24/2023	WIGHTMAN & ASSOCIATES	GEN 29903	7,900.00	USDA ROAD IMPROVEMENTS
02/24/2023	WIGHTMAN & ASSOCIATES	GEN 29903	42,000.00	USDA SEWER IMPROVEMENTS
02/24/2023	WIGHTMAN & ASSOCIATES	GEN 29903	17,000.00	USDA DRINKING WATER IMPROVEMENTS
02/24/2023	ROSE PEST SOLUTIONS	GEN 29901	125.00	PEST CONTROL
02/24/2023	MCKENNA	GEN 29897	1,803.75	PROFESSIONAL SERVICES FOR DDA DEVELOPMENT
02/24/2023	HOSSLER, DAVID	GEN 29904	33.53	UB REFUND
02/24/2023	FERGUSON WATERWORKS #3386	GEN 29895	2,268.00	MAINTENANCE PARTS FOR WATER SERVICE
02/24/2023	CERTASITE, LLC	GEN 29892	590.44	ANNUAL FIRE EXTINGUISHER MAINTENANCE
02/24/2023	VB CO. CHIEFS OF POLICE	GEN 29902	45.00	2023 MEMBERSHIP LOCAL CHIEFS ASSOCIATION
02/24/2023	DICKINSON WRIGHT PLLC	GEN 29893	661.50	PROFESSIONAL ATTORNEY SERVICES
02/24/2023	PJ PRINTING	GEN 29900	210.00	PRINTED ENVELOPES FOR VILLAGE HALL
		TOTAL:	222,619.90	



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Megan Duncan, Clerk & Treasurer  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: March 6, 2023

SUBJECT: Request to approve street closure for Van Buren District Library

### Action Requested:

It is requested that the Village Council approve the following street closure for the Van Buren District Library's annual Summer Reading Kickoff, on Saturday, June 10<sup>th</sup>, from 11am-1pm.

### Background:

The Van Buren District Library holds an annual Summer Reading Kickoff event for their summer reading program. This year's kickoff is hosting a touch-a-truck program and the library requested the street closure. Director Elissa Zimmer has put together a map with the marked street closure, and is seeking official approval to close School Street, from E. St. Marys to Eli Street.

### Attachment(s):

Street Closure

Re: For approval at Council

Christopher Tapper <ctapper@decaturmi.us>

Thu 2/16/2023 11:37 AM

To: Elissa Zimmer <ezimmer@vbdl.org>; Thomas VanDerWoude <vanderwoudet@decaturmi.us>

Elissa,

Thank you for the inquiry. I want to confirm the street closure. Please confirm the attachment map.



Christopher Tapper  
Village Manager  
Village of Decatur

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**From:** Elissa Zimmer <ezimmer@vbdl.org>

**Sent:** Thursday, February 16, 2023 11:29 AM

**To:** Christopher Tapper <ctapper@decaturmi.us>

**Subject:** For approval at Council

Hi Chris,

The library is hosting our annual Summer Reading Kickoff on Saturday, June 10th, 11am-1pm. We are going to be hosting a touch-a-truck program and would like to close off School St from St. Marys St to Eli St. Can Village Council please approve this closure?

Thanks,  
Elissa

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Elissa Zimmer (she/her)  
Districtwide Program Coordinator  
Webster Branch Manager  
Van Buren District Library  
200 N Phelps St  
Decatur, MI 49045  
269-423-4771



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Megan Duncan, Clerk/Treasurer  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: March 6, 2023  
  
SUBJECT: Request to review written request to Annex into the Village

### Action Requested:

It is requested that Village Council review the written request from Mr. Stansifer to annex his property, 84558 Gregory Terrace, into the Village.

### Background:

Mr. Stansifer's property is located on the corner of Gregory Terrace and Austin Blvd. The property has a township address. Mr. Stansifer met with Manager Tapper in June 2022, and expressed interested in Village services. In August 2022 Mr. Stansifer's property was tapped into the Village's water and sewer system.

### Attachment(s):

Written request to annex into the Village  
Map with property location  
Letter to township properties

## Megan Duncan

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**From:** Tom Stansifer <tstansifer@yahoo.com>  
**Sent:** Friday, February 17, 2023 10:59 AM  
**To:** Megan Duncan  
**Subject:** Annexation to the village

To whom it may concern:

I, Tom Stansifer, 84558 Gregory Terrace wish to be annexed to the Village of Decatur Michigan. I understand that I will be responsible for any fees that will occur. Please be advised that I will not be returning from Florida until sometime in early April.

Please reply to : [tstansifer@yahoo.com](mailto:tstansifer@yahoo.com)

Sent from my iPhone

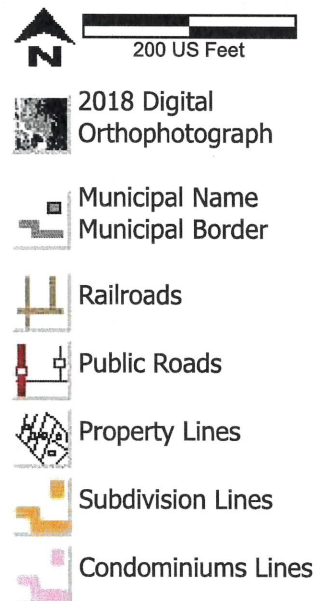
2018 ORTHO AERIAL MAPS  
Showing Parcel Lines and Labels



**2018 Digital Orthophotographs**

The original photographs displayed here were taken in the spring of 2018. The 'best resolution' of these images is 0.5 feet per pixel.

Digital ortho photography consists of images processed by computer to remove the distortions caused by tilt of the aircraft and topographic relief in the landscape. These images are properly scaled and located in the state plane coordinate system (NAD83) thus giving them similar characteristics of a map.





**Village of Decatur**  
114 N Phelps ST  
Decatur, MI 49045  
Phone: (269) 423-6114  
Fax: (269) 423-9047  
decaturmi.org

02/21/2023

<Resident Name>

<Address>

<City, State, and Zip>

**Annexation of Area on Request of Property Owner for Legal Description:  
474-L16 4-14 729-484 801-192 1703-19 \* LOT 16 GREGORY PLACE**

Dear Resident or Property Owner:

This letter serves as notice that on February 17, 2023, the property owner for the above-described property submitted written request to the Village of Decatur to be annexed into the Village's boundary limits. Your property resides within 300 feet of the property listed above. This resident is interested in the services that the Village of Decatur provides.

- Local Village of Decatur Police Department
- Department of Public Works
- Water and Sewer services
- Garbage services
- Yard waste pick-up
- Available staff at Village Hall. Monday thru Friday, 9am-Noon and 1pm-5pm.
- Plowed and salted local roads.

If there are other property owners interested in annexation to the Village of Decatur, please contact Village Hall at 269-423-6114, option 1.

The Village of Decatur will conduct a public hearing TBA at 114 N. Phelps Street, Decatur, Mi 49045 for all persons interested in the above proposed annexation to be given the opportunity to be heard.

Respectfully,

Megan Duncan  
Village Clerk & Treasurer



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY:  
DATE: March 6, 2023  
  
SUBJECT: Request to approve proposal from J.C. Sons, Inc for disassembling of debris piles at the Wastewater Treatment site, for a cost not to exceed \$15,600.00

### Action Requested:

It is requested that the Village Council approve proposal from J.C. Sons, Inc for disassembling of debris piles at the Wastewater Treatment site, for a cost not to exceed \$15,600.00.

### Background:

The Department of Public Works has preform outstanding service with the Village brush, leaf and yard waste. The Department accumulates such debris at the wastewater treatment location off, Carl Wickett Blvd. This site does not have an unlimited amount of space and needs removal, of the debris piles.

The last time such work was performed prior to 2016. The following proposal includes, tub grinding of brush piles and waste wood, additionally, use of a tub grinder, frontend loader and small skidshteer to disassemble debris piles and grind up the waste into compost.

The proposal was included in the FY 24 budget, to be covered by 441 – Department of Public Works, along with 590 – Sewer Fund. Attached to this memo is additional information showing The accumulated debris on site.

### Attachments:

JC and Sons, Inc - proposal



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045



# J. C. AND SONS, INC.

TREE SERVICE SPECIALISTS FOR SOUTHWESTERN MICHIGAN

100 W. South Street, Decatur, MI. 49045 Phone: 269-423-7614 Fax: 269-423-6290

E-mail: jcandsonstrees@yahoo.com

## Q U O T A T I O N

<b>CHARGE:</b> <b>ATTN:</b> <b>ADDRESS:</b>  <b>PHONE:</b> <b>FAX:</b>	Village of decatur	<b>JOB LOCATION IF DIFFERENT</b> Sewer ponds brush dump	
<b>Quotation Date</b>	<b>Sold By</b>	<b>Quote #</b>	
27-Feb-23	JC	0210823Q	
<b>QUANTITY</b>	<b>SERVICE</b>		<b>PRICE</b>
	Tub grinding of brush pile and waste wood  Work will include use of tub grinder, frontend loader and small skidsteer to disassemble debries pile and grind it  All debries left on site for compost  A rate of \$650per hr ESTIMATED time of 24 hrs		

**TOTAL AMOUNT DUE**

**\$15,600.00**

**TERMS: PAYMENT DUE UPON COMPLETION**

**I HAVE RECEIVED A COPY OF THIS QUOTE.**

**SIGNATURE:** \_\_\_\_\_

**I ACCEPT AND APPROVE TERMS & PRICES.**

**PRINTED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLEASE NOTE: If this is covered by insurance, YOU will be responsible for all deductibles and costs above and beyond what your insurance pays**

**ASK TO SEE OUR FULL COVERAGE OF WORKER'S COMPENSATION & LIABILITY INSURANCE  
YOU AND YOUR HOME ARE FULLY COVERED**

**PRICES VALID FOR 30 DAYS**

Copy on file



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY:  
DATE: March 6, 2023  
  
SUBJECT: Request to approve proposal from Siegfried Crandall PC, to engage services for audit preparation for fiscal year 2023.

### Action Requested:

It is requested that the Village Council approve proposal from Siegfried Crandall PC, to engage services for audit preparation for fiscal year 2023.

### Background:

The start of fiscal year 2024, achieves the closure of the prior fiscal year 2023. The following oversight proposal includes preparation of year-end adjustment journal entries and supporting working papers. Additionally, assistances with preparation of the Management's Discussion and Analysis and preparation and filling of forms submission to the State of Michigan, including forms F-65 and F-5047 to be provided to the Village's independent auditor, Gabridge & Company.

The current relationship between the Village and Siegfried Crandall PC, provides accounting assistances and support, as needed throughout the year, which includes: any special projects from staff, review of budgets, cash receipts, cash handling policies, cash disbursement, payroll, human resources aides, etc. Additionally, the relationship provides a stout internal control over the Village's financial standing. The establishment and maintaining of internal controls, monitoring of ongoing accounting activities provides adequacy management responsibilities throughout the fiscal year.

The proposal was included in the FY 24 budget, with expenditures to be assign and determined based upon the services performed.

### Attachments:

Siegfried Crandall PC

February 21, 2023

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

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

### **Engagement Objective**

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

### **Scope of Services**

We will provide the following services, from information you have provided to us, for the fiscal year ending February 28, 2023:

- Preparation of year-end adjusting journal entries and supporting work papers to be provided to the Village's independent auditor
- Assistance with the preparation of the Management's Discussion and Analysis
- Preparation and filing of forms for submission to the State, including Form F-65 and Form 5047

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

### **Limitations**

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

### **Management's Responsibilities**

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

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

**Engagement Administration, Fees, and Other**

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

The hourly rates for our governmental team are as follows:

Shareholder	\$250
Associate	\$170
Other Staff	\$145

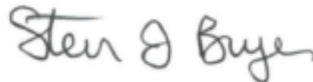
We will be available throughout the contract period to provide the Village with advice and guidance on financial accounting and reporting issues. Steve Bryer and Joel Frederickson will be responsible for responding to the Village's phone calls and e-mail communications, which will not be billed separately,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

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

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

Sincerely,

SIEGFRIED CRANDALL P.C.



Steven J. Bryer, Shareholder

**RESPONSE:**

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

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

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

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



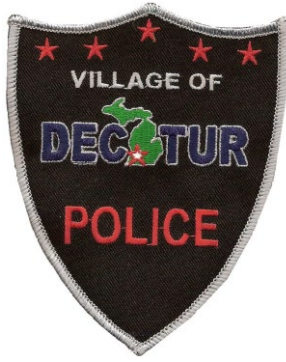
Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## **MEMORANDUM – MONTHLY REPORT**

TO: Village Council  
FROM: Jimmy Ebeling, DPW  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: March 1, 2023  
  
SUBJECT: February 2023 Monthly Report from DPW

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

- Marked 6 Miss Digs
- Completed 9 Work Orders
- Read water meters for billing
- Snow and ice removal throughout Village limits
- Cleaned up after the ice storm
- Worked on road shoulders
- Sidewalk edging
- Cleaned fence area on 45<sup>th</sup> St.
- Repaired snow blower
- Collected waste water preliminary samples
- Worked on Annual Water Reports
- Lagoon maintenance
- Did water samples for Monthly Analysis Report – took to Paw Paw Lab – sent results to Egle
- Equipment maintenance
- Tree trimming
- Patched pot holes throughout Village
- Storm sewer maintenance
- Checked sewer mains
- Meeting with Village Manager & Wightman about S. George St. Improvement Project



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

To: Village Manager Chris Tapper  
Fr: Chief Tom VanDerWoude  
Date: February 28, 2023  
Ref: Monthly Report for the Month of February 2023

**Meetings / Events / Information:**

- Treatment Court Policy Meeting
- Council Meeting x 2
- Meeting with Local Chief's
- Meeting with Superintendent Creagan
- Fire Board Meeting
- School Bond Steering Committee Meeting
- Worked with VM Tapper and Staff for Trash Can Violations

**Training:**

- February 7<sup>th</sup>, Officer Frank and Officer Dahlquist, "Reading People.... Body Language..."
- February 9<sup>th</sup> and 10<sup>th</sup>: Officer Bush, ARIDE Training

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

**Arrests: February 1, 2023, to February 28, 2023**

- 2-10-23, Male, Violation of Conditional Bond, Trespass
- 2-11-23, Male, Domestic Violence, Resist and Obstruct Police
- 2-16-23, Male, Warrants
- 2-19-23, Male, MDOP, Probation Violation
- 2-27-23, Female, Parole Violation

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

- Salvage
- Dog at Large
- Parking Violation

- Blight
- Blight
- Blight
- Salvage
- Assist Medical
- Dog at Large
- General Assist
- Marijuana – Minors
- Check Security
- Salvage
- Salvage
- Salvage
- Found Property
- Salvage
- Alarm
- Alarm
- Dog at Large
- Marijuana – Minor
- Salvage
- Salvage
- General Assist to VBCS
- Assist Medical
- Kidnapping / CSC
- General Assist
- General Assist
- General Assist
- Suspicious Male
- Obstructing – Parole Violation
- Assist Medical
- General Assist
- General Assist
- Juvenile Runaway
- Conditional Bond Violation
- MDOP
- Blight
- Domestic Violence
- Assist Medical
- PDA
- Assist Medical
- Trespass
- Ordinance Violation
- Suspicious Situation
- No Insurance
- Suspicious Situation
- Found Property

- General Assist
- Assist Medical
- Assist VBCS Warrant Arrest
- Salvage
- Salvage
- Larceny
- Ordinance Violation
- Assault
- Drove While License Revoked
- Warrant Arrest
- FOIA
- Background Check
- Assist Medical
- Traffic Crash
- General Assist
- Alarm
- PBT Calibrations
- Suspicious Situation
- Warrant Arrest
- Assist to VBCS
- Assist Medical
- MDOP
- General Assist
- Parking Enforcement
- Parking Enforcement
- Suspicious Person
- MDOP
- General Assist
- Alarm
- MDOP, Drove While License Revoked, Probation Violation
- General Assist
- Found Property
- Ordinance Violation- Blight
- Ordinance Violation- Blight
- Missing Person
- Family Dispute
- Assist Medical
- General Assist – 911 Hangup
- Blight
- Background
- Background
- Blight
- Assist Medical
- Salvage
- Salvage

- Suspicious Situation
- General Assist
- Stolen Vehicle
- Assist Medical
- Mental Investigation
- Dog at Large
- Suspicious Situation
- Larceny
- Ordinance Violation
- Alarm
- Property Inspection
- Blight
- Traffic Violation
- Background
- Traffic Policing
- Parole Violation Arrest
- Assist Medical
- Accident – Non Traffic
- Alarm

Thank you! Please stay safe!

Chief Tom VanDerWoude



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Megan Duncan, Clerk/Treasurer  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: March 6, 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 February 2023.

### Background:

The Decatur-Hamilton Fire & QR Departments met Monday, February 27, 2023. Notable items from the Fire Department include, treasurer's report, officers reports, discussion on building repairs needed, EFT and Membership Policies, and Capitalization.

Notable items from the Quick Response Department include, treasurer's report, officers reports, Credit card limit and EFT Policy, and Capitalization.

### Attachment(s):

Decatur-Hamilton Fire & QR Reports

# DECATUR-HAMILTON FIRE DEPARTMENT

Board Meeting

*February 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. Building Repair
12. New Business

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

13. Public Comment

14. Adjournment

# DECATUR-HAMILTON FIRE BOARD

## MEETING MINUTES

*December 26, 2022*

---

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

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

13. Public Comment N/A

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

# HAMILTON & DECATUR FIRE

## Transactions by Account

As of March 1, 2023

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

# HAMILTON & DECATUR FIRE

## Balance Sheet

As of March 1, 2023

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

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

---

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

# HAMILTON DECATUR FIRE

## Annual Budget vs. Fiscal Year To Date

July 1, 2022 through March 1, 2023

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



# HS FLEET SERVICES LLC. INVOICE

Inv Number 00001-0002157

CLOSED

Vehicle # 00015-DHFD8817

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

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

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

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

Notes:

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



# HS FLEET SERVICES LLC. INVOICE

Inv Number 00001-0002148

CLOSED

Vehicle # 00015-DHFD6920

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

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

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

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

Notes:

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



# **VAN BUREN COUNTY FIRE CHIEF ASSOCIATION**

**417 W. Arlington St. Bangor, MI 49013**



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

January 25, 2023

Dues for Van Buren County Fire Chief's Association 2023

**\$100.00**

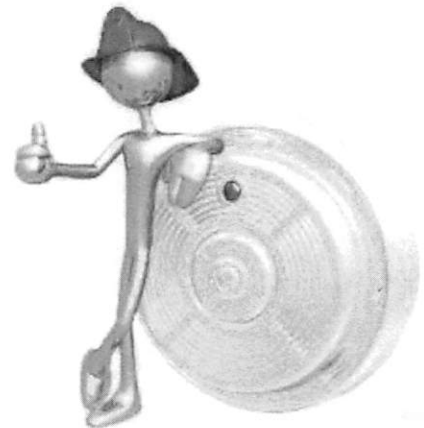
Please Remit to:

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

Thank you.

A handwritten signature in black ink, appearing to read 'Derek Babcock'.

Chief Derek Babcock, Secretary





## STATEMENT OF ACCOUNT

Dinges Fire Company  
243 East Main Street  
Amboy, IL 61310

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

This is not an invoice.

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

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

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

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

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

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

PAGE NO 1

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

TAX: NP NON PROFIT

Received By Karim G VL

# INVOICE

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

616-848-6369

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

269-501-0035  
DHFD1400@gmail.com

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

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

**Total:** \$610.00

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

## Notes / Terms

Thank You!

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

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

Number of runs since last report 2

Lights Check List: Head Lights X Tail Lights X Side Marker X Seat Belts X

Cab lights Exterior X Cab lights Interior X

Radio Check X Emergency Lights: TOP X SIDE X FRONT X REAR X

Horn X Siren X

Tires and pressure: LEFT FRONT X RIGHT FRONT X LEFT REAR X RIGHT REAR X

Tire Wear: Normal X Even      Uneven      Side Walls     

Pump Check List: Drains Left Side X Drains Right Side X

Run Pump: Set relief valve at 100PSI X Transfer valve check X

Water Level Lights Full

Engine Oil Level X Radiator Fluid Level X

Hose Beds X Cross Lays X Speed Lays X

Hydrant fittings X

Air Packs X Alarm Batteries X Jaws X Spare Bottles: 11

Fluid Levels in generator: Gas X Oil X

Portable Lights WORKS PROPERLY

Spare Electric Cables NO DAMAGES

Electric meter covers should be two on each engine and several on rescue

Emergency Flares X Portable Radios X Run Sheets X Maps X

Condition of Truck: Clean Exterior X Clean Interior X

Complaints 6 SPARE BOTTLE DUE in April for Hydro test

1 SPARE BOTTLE DUE in March for Hydro Test

1 SPARE BOTTLE DUE in May for Hydro Test

Needs     

Truck Captain

Building Chief Signature

Date 2-14-23

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

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

Number of runs since last report 0

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒  
Cab lights Exterior ☒ Cab lights Interior ☒  
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒  
Horn ☒ Siren ☒  
Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒  
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒  
Pump Check List: Drains Left Side ☒ Drains Right Side ☒  
Run Pump: Set relief valve at 100PSI ☒ Transfer valve check ☒  
Water Level Lights "full" out  
Engine Oil Level ☒ Radiator Fluid Level ☒  
Hose Beds ☒ Cross Lays ☒ Speed Lays ☒  
Hydrant fittings ☒  
Air Packs ☒ Alarm Batteries P-15 low Jaws NA Spare Bottles: full  
Fluid Levels in generator: Gas ☒ Oil ☒  
Portable Lights ☒  
Spare Electric Cables ☒  
Electric meter covers should be two on each engine and several on rescue ☒  
Emergency Flares ☒ Portable Radios ☒ Run Sheets ☒ Maps ☒  
Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints \_\_\_\_\_

Needs \_\_\_\_\_

Truck Captain

Building Chief Signature

Bill

Bill Arnold

Date 2-17-23

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

Truck number 1422  
Mileage 13 960.2  
Engine Hours 12009  
Pump Hours 213.3  
Fuel Level Full

Number of runs since last report 1

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒

Cab lights Exterior ☒ Cab lights Interior ☒

Radio Check \_\_\_\_\_ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒

Horn ☒ Siren ☒

Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒

Tire Wear: Normal OK Even ☒ Uneven ☒ Side Walls ☒

Pump Check List: Drains Left Side \_\_\_\_\_ Drains Right Side \_\_\_\_\_

Run Pump: Set relief valve at 100PSI ☒ Transfer valve check ☒

Water Level Lights ☒

Engine Oil Level Full Radiator Fluid Level Full

Hose Beds ☒ Cross Lays ☒ Speed Lays \_\_\_\_\_

Hydrant fittings ☒

Air Packs ☒ Alarm Batteries ☒ Jaws N/A Spare Bottles: ☒

Fluid Levels in generator: Gas 3/4 Oil Full

Portable Lights ☒

Spare Electric Cables ☒

Electric meter covers should be two on each engine and several on rescue \_\_\_\_\_

Emergency Flares N/A Portable Radios \_\_\_\_\_ Run Sheets \_\_\_\_\_ Maps \_\_\_\_\_

Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints \_\_\_\_\_

Needs \_\_\_\_\_

Truck Captain

Building Chief Signature

*[Signature]*

Date

2-19-23

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

Truck number 1430  
Mileage 11659.6  
Engine Hours 1110.6  
Pump Hours NA  
Fuel Level Full

Number of runs since last report 1

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒  
Cab lights Exterior ☒ Cab lights Interior ☒  
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒  
Horn ☒ Siren ☒  
Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒  
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒  
Pump Check List: Drains Left Side ☒ Drains Right Side ☒  
Run Pump: Set relief valve at 100PSI Run Pump Transfer valve check ☒  
Water Level Lights ☒  
Engine Oil Level ☒ Radiator Fluid Level ☒  
Hose Beds NA Cross Lays NA Speed Lays NA  
Hydrant fittings ☒  
Air Packs NA Alarm Batteries NA Jaws NA Spare Bottles: NA  
Fluid Levels in generator: Gas ☒ Oil ☒  
Portable Lights NA  
Spare Electric Cables NA  
Electric meter covers should be two on each engine and several on rescue NA  
Emergency Flares ☒ Portable Radios NO Run Sheets ☒ Maps ☒  
Condition of Truck: Clean Exterior ☒ Clean Interior Somewhat

Complaints POSSible power Steering leak  
Portable Pump runs Rough

Needs Portable Radio

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

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

Truck number 1464  
Mileage 12033  
Engine Hours 1171  
Pump Hours 129.9  
Fuel Level Full

Number of runs since last report 0

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

Complaints Head sets still not working

Needs Side marker lights very Dim DR/Pass  
Need Flares

Truck Captain

Building Chief Signature

Jesse Harris (153)

Date 9/15/23

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

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

Number of runs since last report 0

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

Complaints N/A

Needs N/A

Truck Captain  
Building Chief Signature [Signature]

Date 2/17/23 Kenneth Dunkerley

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

Truck number 1471  
Mileage 8278.6  
Engine Hours 1233.9  
Pump Hours N/A  
Fuel Level Full

Number of runs since last report 1

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

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

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

Truck Captain

Building Chief Signature

Dustin Hall

Date 2-18-23

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

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

Number of runs since last report 0

Lights Check List: Head Lights / Tail Lights / Side Marker / Seat Belts /

Cab lights Exterior / Cab lights Interior /

Radio Check / Emergency Lights: TOP / SIDE / FRONT / REAR /

Horn / Siren /

Tires and pressure: LEFT FRONT / RIGHT FRONT / LEFT REAR / RIGHT REAR /

Tire Wear: Normal / Even / Uneven / Side Walls /

Pump Check List: Drains Left Side N/A Drains Right Side N/A

Run Pump: Set relief valve at 100PSI N/A Transfer valve check N/A

Water Level Lights /

Engine Oil Level / Radiator Fluid Level /

Hose Beds / Cross Lays N/A Speed Lays N/A

Hydrant fittings N/A

Air Packs N/A Alarm Batteries N/A Jaws N/A Spare Bottles: N/A

Fluid Levels in generator: Gas / Oil /

Portable Lights N/A

Spare Electric Cables N/A

Electric meter covers should be two on each engine and several on rescue N/A

Emergency Flares / Portable Radios N/A Run Sheets / Maps /

Condition of Truck: Clean Exterior / Clean Interior /

Complaints \_\_\_\_\_

Needs \_\_\_\_\_

Truck Captain

Building Chief Signature [Signature]

Date 2/18/23

[Signature]

Astin & Randy

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

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

Number of runs since last report 2

Lights Check List: Head Lights X Tail Lights X Side Marker X Seat Belts X

Cab lights Exterior X Cab lights Interior X

Radio Check X Emergency Lights: TOP X SIDE X FRONT X REAR X

Horn X Siren X

Tires and pressure: LEFT FRONT X RIGHT FRONT X LEFT REAR X RIGHT REAR X

Tire Wear: Normal X Even    Uneven    Side Walls   

Pump Check List: Drains Left Side X Drains Right Side X

Run Pump: Set relief valve at 100PSI X Transfer valve check X

Water Level Lights Full

Engine Oil Level X Radiator Fluid Level X

Hose Beds X Cross Lays X Speed Lays X

Hydrant fittings X

Air Packs X Alarm Batteries X Jaws X Spare Bottles: 11

Fluid Levels in generator: Gas X Oil X

Portable Lights WORKS PROPERLY

Spare Electric Cables NO DAMAGES

Electric meter covers should be two on each engine and several on rescue

Emergency Flares X Portable Radios X Run Sheets X Maps X

Condition of Truck: Clean Exterior X Clean Interior X

Complaints 6 SPARE BOTTLE DUE in April for Hydro test

1 SPARE BOTTLE DUE in March for Hydro Test

1 SPARE BOTTLE DUE in May for Hydro TEST

Needs   

Truck Captain

Building Chief Signature John P. [Signature]

Date 2-14-23

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

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

Number of runs since last report 0

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒  
Cab lights Exterior ☒ Cab lights Interior ☒  
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒  
Horn ☒ Siren ☒  
Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒  
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒  
Pump Check List: Drains Left Side ☒ Drains Right Side ☒  
Run Pump: Set relief valve at 100PSI ☒ Transfer valve check ☒  
Water Level Lights "full" out  
Engine Oil Level ☒ Radiator Fluid Level ☒  
Hose Beds ☒ Cross Lays ☒ Speed Lays ☒  
Hydrant fittings ☒  
Air Packs ☒ Alarm Batteries P-15 low Jaws NA Spare Bottles: full  
Fluid Levels in generator: Gas ☒ Oil ☒  
Portable Lights ☒  
Spare Electric Cables ☒  
Electric meter covers should be two on each engine and several on rescue ☒  
Emergency Flares ☒ Portable Radios ☒ Run Sheets ☒ Maps ☒  
Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints \_\_\_\_\_

Needs \_\_\_\_\_

Truck Captain

Building Chief Signature

Bill

Bill Arnold

Date 2-17-23

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

Truck number 1422  
Mileage 13 960.2  
Engine Hours 12009  
Pump Hours 213.3  
Fuel Level Full

Number of runs since last report 1

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒

Cab lights Exterior ☒ Cab lights Interior ☒

Radio Check \_\_\_\_\_ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒

Horn ☒ Siren ☒

Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒

Tire Wear: Normal OK Even ☒ Uneven ☒ Side Walls ☒

Pump Check List: Drains Left Side \_\_\_\_\_ Drains Right Side \_\_\_\_\_

Run Pump: Set relief valve at 100PSI ☒ Transfer valve check ☒

Water Level Lights ☒

Engine Oil Level Full Radiator Fluid Level Full

Hose Beds ☒ Cross Lays ☒ Speed Lays \_\_\_\_\_

Hydrant fittings ☒

Air Packs ☒ Alarm Batteries ☒ Jaws N/A Spare Bottles: ☒

Fluid Levels in generator: Gas 3/4 Oil Full

Portable Lights ☒

Spare Electric Cables ☒

Electric meter covers should be two on each engine and several on rescue \_\_\_\_\_

Emergency Flares N/A Portable Radios \_\_\_\_\_ Run Sheets \_\_\_\_\_ Maps \_\_\_\_\_

Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints \_\_\_\_\_

Needs \_\_\_\_\_

Truck Captain

Building Chief Signature



Date

2-19-23

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

Truck number 1430  
Mileage 11659.6  
Engine Hours 1110.6  
Pump Hours NA  
Fuel Level Full

Number of runs since last report 1

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒  
Cab lights Exterior ☒ Cab lights Interior ☒  
Radio Check ☒ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒  
Horn ☒ Siren ☒  
Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒  
Tire Wear: Normal ☒ Even ☒ Uneven ☒ Side Walls ☒  
Pump Check List: Drains Left Side ☒ Drains Right Side ☒  
Run Pump: Set relief valve at 100PSI Run Pump Transfer valve check ☒  
Water Level Lights ☒  
Engine Oil Level ☒ Radiator Fluid Level ☒  
Hose Beds NA Cross Lays NA Speed Lays NA  
Hydrant fittings ☒  
Air Packs NA Alarm Batteries NA Jaws NA Spare Bottles: NA  
Fluid Levels in generator: Gas ☒ Oil ☒  
Portable Lights NA  
Spare Electric Cables NA  
Electric meter covers should be two on each engine and several on rescue NA  
Emergency Flares ☒ Portable Radios NO Run Sheets ☒ Maps ☒  
Condition of Truck: Clean Exterior ☒ Clean Interior Somewhat

Complaints POSSible power Steering leak  
Portable Pump runs Rough

Needs Portable Radio

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

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

Truck number 1464  
Mileage 12033  
Engine Hours 1171  
Pump Hours 129.9  
Fuel Level Full

Number of runs since last report 0

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

Complaints Head sets still not working

Needs Side marker lights very Dim DR/Pass  
Need Flares

Truck Captain

Building Chief Signature

Jesse Harris (153)

Date 9/15/23

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

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

Number of runs since last report 0

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

Complaints N/A

Needs N/A

Truck Captain  
Building Chief Signature [Signature]

Date 2/17/23 Kenneth Dunkerley

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

Truck number 1471  
Mileage 8278.6  
Engine Hours 1233.9  
Pump Hours N/A  
Fuel Level FULL

Number of runs since last report 1

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

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

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

Truck Captain

Building Chief Signature

Dustin Hall

Date 2-18-23

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

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

Number of runs since last report 0

Lights Check List: Head Lights / Tail Lights / Side Marker / Seat Belts /

Cab lights Exterior / Cab lights Interior /

Radio Check / Emergency Lights: TOP / SIDE / FRONT / REAR /

Horn / Siren /

Tires and pressure: LEFT FRONT / RIGHT FRONT / LEFT REAR / RIGHT REAR /

Tire Wear: Normal / Even / Uneven / Side Walls /

Pump Check List: Drains Left Side N/A Drains Right Side N/A

Run Pump: Set relief valve at 100PSI N/A Transfer valve check N/A

Water Level Lights /

Engine Oil Level / Radiator Fluid Level /

Hose Beds / Cross Lays N/A Speed Lays N/A

Hydrant fittings N/A

Air Packs N/A Alarm Batteries N/A Jaws N/A Spare Bottles: N/A

Fluid Levels in generator: Gas / Oil /

Portable Lights N/A

Spare Electric Cables N/A

Electric meter covers should be two on each engine and several on rescue N/A

Emergency Flares / Portable Radios N/A Run Sheets / Maps /

Condition of Truck: Clean Exterior / Clean Interior /

Complaints \_\_\_\_\_

Needs \_\_\_\_\_

Truck Captain

Building Chief Signature

Date

2/18/23

Austin & Randy

Randy

DECATUR-HAMILTON FIRE DEPARTMENT

BUILDING AND GROUNDS REPORT

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

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

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

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

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

Board Meeting

*February 27, 2023*

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

# DECATUR-HAMILTON QUICK RESPONSE BOARD

## MEETING MINUTES

*Monday January 30 2023*

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

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

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

# Decatur-Hamilton Quick Response Check Detail

February 2, 2023 - March 1, 2023

Feb 2 - Mar 1, 23

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

Feb 2 - Mar 1, 23

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

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

**Decatur-Hamilton Quick Response**  
**Profit & Loss**

February 2 through March 1, 2023

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



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Megan Duncan, Clerk/Treasurer  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: March 6, 2023  
  
SUBJECT: Clerk/Treasurer Report – February 2023

### Action Requested:

It is requested that the Village Council review the Clerk/Treasurer monthly activities for February 2023.

### Background:

N/A

### February updates:

- Processed payments, opening, and closing Utility accounts. Applying penalties, shut off notices, and creating the Utility bills.
- Attended Council meeting and prepared meeting minutes.
- Attended DDA meeting.
- Attended Parks and Recreation meeting and prepared meeting minutes.
- Worked with Manager Tapper in General Ledger for educational purposes.
- Processed Tax payments, building permit payments, and revenue deposits in cash receipting.
- Collected data in Tax in preparation for Tax collection 2023.
- Working with Katie from Abonmarche, gathering documents for Grants.
- Attended an Open House with Wightman about the USDA project.
- Created an ordinance violation letter.
- Worked with Chief VanDerWoude on getting ordinance violation letters to residents who were in violation.
- Created a Readiness to Serve letter.
- Working in Utility Billing with Shantel to gather Utilities accounts not paying RTS charges per ordinances 2020-001 and 2020-002.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

- Processed Miscellaneous Receivables and Account Payables for Village Hall, DPW, and PD.
- Processed payroll and remittance checks.
- Attended the treasurer-to-treasurer monthly zoom meeting.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM – MONTHLY REPORT

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
DATE: March 6, 2023  
  
SUBJECT: Monthly Report February 2023

### Updates – February 2022:

#### 2023 Decatur Community Cleanup Date.

Attached to this report is an update from the Van Buren Conservation District. The date for next year's event is scheduled for Saturday, April 29, 2023. **We have received approval of a mini-grant proposal for some additional improvements to the site of the event. The Van Buren Conservation District will fund \$5,000.00 for improvements to events and sites.**

#### UPDATE REGARDING PC – DDA – PARKS & RECREATION COMMITTEES

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

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

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

#### UPDATE REGARDING DPW – EQUIPMENT & OPERATIONS

The 2005 GMC C7500 truck is out of service. Staff has requested an evaluation of the vehicle due to safety concerns. The vehicle does not engage into reverse. HS Fleet Services LLC has performed an examination of the equipment to determine, the torque converter clutch is not working appropriately. Part failure inside the transmission for reverse and possible torque converter. Approximately cost for the transmission replacement is \$6,500.00. Staff is currently reviewing options to determine the best path forward. Jimmy and I are looking into full replacement of the truck. One option was also determining trade in value of the truck. Quotations are being requested and gathered to determine best options for the Department.

The department (sewer & storm water) jetter is out of service. Staff has requested an evaluation of the equipment be performed. Doheny Company Inc is the preferred vendor for these types of evaluations. This equipment is outdated and needs to be address. Staff is currently reviewing

options to determine the best path forward. One option Jimmy and I have been reviewing is the possibility of full replacement of all the miscellaneous pieces of equipment and moved to a combination single engine sewer cleaner with positive displacement vacuum system, mounted on a heavy-duty truck chassis. Attached to this report is an equipment brochure of the equipment. Staff would like to have additional discussion regarding replacement and move towards a new vector impact heavy-duty truck.

#### **UPDATE REGARDING WASTE HAULERS SERVICES**

Staff continues to receive feedback from residents regarding waste haulers and additional services. One topic specifically that is concerning to residents, is the lack of opportunity for bulk service pick up. Under the current contract with Republic Waste Services, this not an available service. Additionally, under the contract, the Village is not able to request other waste haulers to offer this service. This current practice does not provide many choices or opportunities for residents to dispose of "large" bulk items. Many residents do not always have the ability to dispose of large bulk items. This also turns into a code enforcement topic, as many resident will leave "blighted" items gather onto their property. Staff is looking for additional discussion and feedback from the Council to determine additional solutions.

#### **UPDATE REGARDING ECONOMIC DEVELOPMENT PROJECT**

Staff continues to receive inquiries from Decatur & Hamilton Township residents about the possibility of expansion of Village services. Some of those inquiries include water & sewer infrastructure, trash service, brush, leaf and lawn waste services, public safety, streets, elections, cemetery services. Staff met with Decatur Township, Supervisor, Kevin Kusmack regarding the expansion of Village services. This was wonderful first step meeting. Mr. Kusmack will be discussion the opportunity with the Township Board to provide potential direction.

#### **ADDITIONAL ATTACHMENTS**

- **Van Buren County BOC – February 2023**
- **Van Buren County Conservation District**
- **2005 GMC C7500 truck**
- **Brochure – Vector Truck**



**JANUARY 2023**  
**VAN BUREN COUNTY BOARD OF COMMISSION MONTHLY ACTIVITY**

Administration Address  
219 E Paw Paw Street - Suite 305, Paw Paw, MI 49079  
Website: [www.vanburencountymi.gov](http://www.vanburencountymi.gov)

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

**HIGHLIGHTS**

1. **Election of Chair and Vice Chair** – Commissioner Randall Peat was elected as Chair and Commissioner Paul Schincariol was elected Vice Chair during the January 10<sup>th</sup> Organizational Meeting.
2. **County Property Sale** – There was a request to sell the foreclosed property located at 42769 Evergreen Park, Decatur, MI 49045 and to allow the Drug Law Enforcement Fund to capture the proceeds by statute. This request was approved.
3. **Renaming the Board of Commissioners Room to the Donald Hanson Board of Commissioners Room**– Commissioner Hanson has led by example, set the bar, and made a lasting impact that we will cherish forever, the naming of a facility is an appropriate recognition for such a distinguished person. The Van Buren County Board of Commissioners approved the renaming of the Board of Commissioners Room to the Donald Hanson Board of Commissioners Room.
4. **Claims** – Claims in the amount of \$2,358,148.35 were approved for the month of December 2022.
5. **Request to use County property**– The Van Buren Conservation District is requesting the use of County property for the Paw Paw Recycle Roundup event scheduled to take place on June 24<sup>th</sup> from 9:00a.m – 2:00p.m. The Van Buren Conservation District is requesting to also use the restrooms inside the building for their staff/volunteers. This request has been approved.

## **Re-Appointments/Appointments**

- 1. Land Bank Authority Board Re-Appointment – Zach Morris** - There was a vacancy on the Land Bank Authority Board and the request for the appointment of Zach Morris to join the Land Bank Authority Board with an expiration date of 12/31/2026, was approved.
- 2. Parks Commission Appointment – Emily Hickmott** - There was a vacancy on the Parks Commission and Emily Hickmott is seeking appointment. Paul Garrod has been a part of other local Boards, United Christian Services, Former chairperson for the Lawrence Ox Roast and Homecoming Committee for 33 years, and Van Buren Youth Fair Board member for 22 years. The appointment to the Parks Commission was approved with a term ending 12/31/2025.
- 3. Re-Appointment to Building Authority – Wayne Nelson** – The Van Buren County Board of Commissioners are responsible for making appointments to the Building Authority Board and the appointment of Wayne Nelson expires December 31, 2022. It is necessary to make the re-appointment or a new appointment for this position. Wayne Nelson filed an application for his re-appointment for a three-year term to expire on December 31, 2025. The Board approved the re-appointment.
- 4. Appointment to the District Health Board – Donald Hanson** - The Van Buren County Board of Commissioners are responsible for making appointments to the District Health Board. There was a request to review and approve the appointment of Donald Hanson to the District Health Board.
- 5. Appointment to the District Health Board – Tina Leary** - The Van Buren County Board of Commissioners are responsible for making appointments to the District Health Board. There was a request to review and approve the appointment of Tina Leary to the District Health Board.
- 6. Appointment to Kinexus Board – Tina Leary** - The Van Buren County Board of Commissioners are responsible for making appointments to the Kinexus Board. There was a request to review and approve the appointment of Tina Leary to the District Health Board for a three-year term, set to expire on December 31, 2025.
- 7. Appointment to Kinexus Board – Kurt Doroh** - The Van Buren County Board of Commissioners are responsible for making appointments to the Kinexus Board. There was a request to review and approve the appointment of Kurt Doroh to the District Health Board for a three-year term, set to expire on December 31, 2025.

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

Board meeting agendas and minutes: <https://www.vanburencountymi.gov/129/Agendas-Minutes>



## Van Buren Conservation District February 2023 Program Update

*Submitted by Emily Hickmott, Deputy Administrator*

January was a great month for the VBCD staff to prepare for a full year of events! We're looking forward to our farmer-focused conference, Farming for the Future, on March 7 at the Van Buren Conference Center and our Volunteer Appreciation & Recruitment Night on March 22. We ask folks to RSVP for these free events because space is limited and food will be provided. Our tree seedling sale continues through the end of April 7. Species will sell out, so order soon! Keep an eye on our calendar here:

<https://vanburencd.org/my-calendar/>

### Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) – Most staff time in January was occupied with planning future educational events, including the Farming for the Future Conference, which will be held in March. Planning included tasks such as developing the agenda, finding speakers to fill breakout sessions, and designing and mailing invitations and brochures. Staff also collected soil samples from several local farms that will be analyzed and discussed at the conference.
- **SWxSW Corner Cisma (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian*) – In January, the SWxSW Corner Cisma held its 2023 Annual Meeting, where we connected with partners and gave updates on Cisma activities. Cisma staff also attended the 2023 Michigan Invasive Species Coalition annual meeting to learn about updates on invasive species statewide. Strike team job descriptions were posted and promising applications have been received.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) – January was a productive month; the technician attended several planning meetings for the VBCD's Farming for the Future event that is to be held in March, conducted several assessments and reassessments on farms and had two farms get reverified.
- **National Association of Conservation Districts (NRCS) Technical Assistance** (*Lucas Hartman*) – The Inflation Reduction Act will make more funding available to conservation program applicants nationwide.
- **Natural Resource Conservation Service Technical Assistance** (*Gabe Francisco*) – The technician began working on a grant pre-proposal application for a National Fish and Wildlife Federation grant in the conservation practices and regenerative agriculture category.
- **Outreach** (*Jacob Diljak*) – VBCD Calendars are delivered and available to the public. The 2022 Annual Report will be finished soon. 2023 projects and grant preparation saw significant progress.
- **Resource Recovery Recycling** (*Kalli Marshall*) – January was another important month for resource recovery. The Rural Electronic Recycling Grant was received and work was able to start! We got the new year-round permanent electronic collection site opened at South Haven Senior Services Center. This month we also were able to open all nine of the battery recycling drop off stations at most of the libraries in Van Buren County. We were also excited to be able to check in with the Hartford High School Go Green Club who recently was awarded a mini grant to start a school recycling program and are off to a fantastic start!



# HS FLEET SERVICES LLC. I N V O I C E

Inv Number 00001-**0002156**

CLOSED

Vehicle # 00051-**9305**

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

CUSTOMER: 00001	VILDEC	VILDEC
Village of Decatur 114 North Phelps Street Decatur MI 49045		

Odometer/Alt Meter 1	50,901.0 Miles / 0.00 Not In Use	Start	
Make	CHEVY	Close	02/22/2023 11:53
Year Model	2005 C7500	Priority	SCHEDULED WORK
Serial #	1GDJ7C1345F519305	Reason	8 PM
Plate #		Shop ID	All
Department			

LINE	TYPE	COMPLETED	VMRS CODE	MECHANIC/PART NUMBER	DESCRIPTION - OUT PO NUMBER	JOB	HRS / QTY	PRICE / WAGE	TOTAL COST
1	NOTE				CUSTOMER COMPLAINT OF NO REVERSE. TRANS CHECK LIGHT ON DASH IS LIT UP. HOOKED UP SCANNER AND PULLED CODES. P0743 FOR TORQUE CONVERTER CLUTCH. RAN DIAGNOSTICS FOR SOLENOIDS, TCC, INPUT SHAFT AND STATOR SPEEDS. ALL ELECTRICAL DIAGNOSTICS CHECK OUT. PART FAILURE INSIDE TRANSMISSION FOR REVERSE AND POSSIBLE TORQUE CONVERTER. APPROX COST FOR TRANSMISSION REPLACEMENT ISF \$6500. THIS COST WILL DEPEND ON WHETHER OR NOT WE HAVE TO REMOVE THE BELLY PLOW BLADE. IF WE DO IT WILL COST TIME AND MATERIALS TO REMOVE FOR ACCESS.				

Notes:

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

COMPACT DESIGN.  
BIG iMPACT.™



**VACTOR®**  
**iMPACT**

# INTRODUCING iMPACT.

Ergonomic. Economic. Easy-to-operate.



Our newest combination sewer cleaner may be smaller than some of our other models, but it's no less powerful. Built with the same emphasis on performance and reliability, these machines offer outstanding versatility and the ability to maneuver through tight spaces. As with all Vactor® equipment, the iMPACT allows communities to protect, clean and repair their infrastructure. It is also engineered for optimal operator comfort and control. Features contributing to the ease of use include:

- The revolutionary IntuiTouch® control system
- Superior vacuum performance
- Low-maintenance Jet Rodder® water pump
- Exclusive Modul-Flex design
- Quiet engine design, high ground clearance, low water fill point, and twist-and-lock pipe restraints
- Hose reel that can rotate up to 180°
- Precise digital hose footage counter
- Water tanks featuring superior corrosion resistance and backed by a 10-year standard warranty

The new iMPACT makes the innovations of the 2100i more accessible without sacrificing Vactor's high standards.

# STREAMLINE YOUR OPERATION AT THE TOUCH OF A BUTTON.

## IntuiTouch In-Cab Controls

- One-Touch engagement to activate PTO — allowing operators to gain control of all operational systems
- Operator can engage road, combo, and recirculation mode with single push-button ease



## IntuiTouch Control Panel

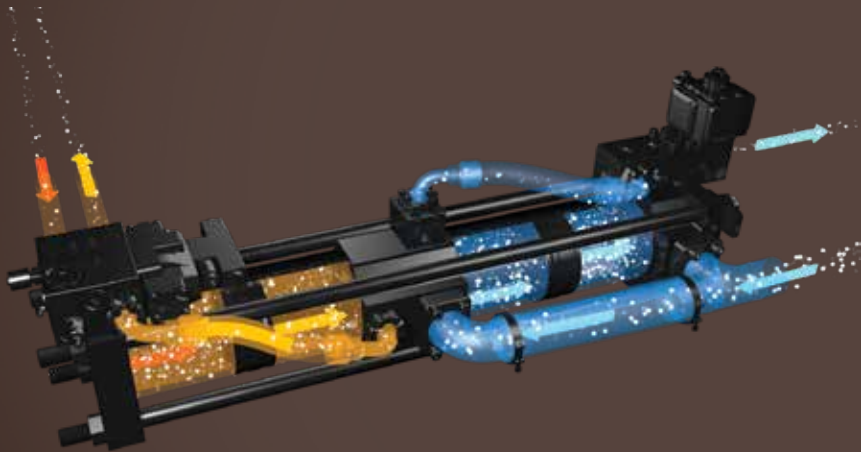
- Rotating controls with up/down adjustment for individualized maximum comfort
- Glove-friendly tactile buttons
- Reliable touch buttons enable the operator to know if a selected function is active
- Hose reel joystick significantly improves response time and pays in and out in the direction of the hose reel
- Boom joystick has a telescoping feature built in, giving the operator full mobility with multiple direction boom movement for quicker set up
- Allows for full proportional boom control with the addition of multiple functions at one time
- Operators have full control of the water system via a single Multi-Flow control dial — enabling them to precisely match the flow and pressure to the job requirements
- E-stops located at all operator control points bring the unit to a safe condition to protect both the operator and the equipment



# ADVANTAGES THAT MAKE AN IMPACT.

## Powerful Positive Displacement (PD) Vacuum

With a unique and operator friendly design, our PD vacuum is great for pulling material long distances. Powered by the chassis engine, the blower is driven hydrostatically, allowing independent control of speed while boosting productivity and reliability.



## Exceptional Jet Rodder Water Pump

Leading the industry in longevity and worry-free maintenance, the Jet Rodder water pump delivers smooth flow at the nozzle for general cleaning and root cutting. Includes the powerful “Jackhammer” action to break up the toughest blockages.

## Robust Aluminum Water Tank

Backed by a 10-year warranty, the water tank on the IMPACT has a non-corrosive, rust- and crack-resistant design. A baffled cylindrical shape adds high strength and durability while the position at the frame rail allows for the best weight distribution.



# CUSTOMIZABLE TO MEET YOUR UNIQUE NEEDS.

## Enhanced Wireless Controls

Updated belly pack and handheld remotes feature two-way data transmission, including active pressure and flow information for the water and the ability to monitor and display essential information like the hose footage being paid out or retracted. Our wireless controls also allow:

- Extensive operation with greater control away from the main operator station
- Multiple control functions including hose reel control, boom control, e-stop and more



## Choose from a wide variety of precision-engineered enhancements, including:

- Cold weather recirculation system
- Digital debris body and water level indicators
- Debris flush-out system
- Expanded storage options including a back of cab toolbox
- Safety warning lighting packages
- Turn and hose reel mounted cameras
- Hydro-excavation kit
- Work-zone lighting packages
- Low water alarm
- Debris splash shield



**Demo the Vactor  
iMPACT today.**

Visit [Vactor.com](http://Vactor.com) to learn more.

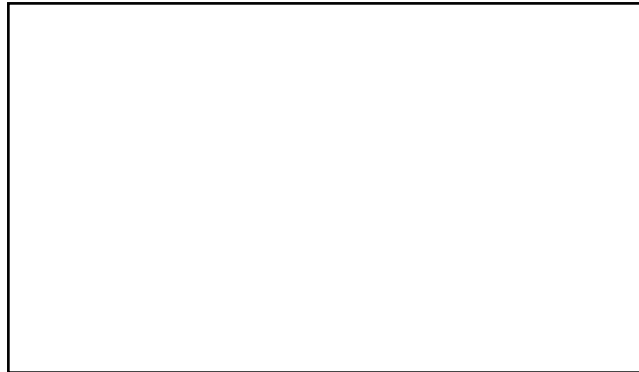
# THE NEW VACTOR iMPACT.

Another innovation from the industry leader.



Powerful enough to tackle virtually any job a big machine can do, the iMPACT is a more affordable option that delivers greater economy and maneuverability. Ideal for municipalities needing a fast response, emergency back-up vehicle, small communities looking to keep up regular maintenance and storm water line problems, and contractors and utilities who prioritize versatility and a lower purchase price.

Vactor has proudly been dedicated to continuously improving combination sewer cleaners for over fifty years, and the compact and powerful iMPACT is just one of the highly customized solutions we offer.



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