

# VILLAGE OF DECATUR COUNCIL REGULAR MEETING AGENDA

Tuesday  
July 5, 2022



VILLAGE OF DECATUR  
REGULAR COUNCIL MEETING  
Tuesday, July 5, 2022 – 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 July 5, 2022.

5A.2 - Approval of the Regular Meeting Minutes from June 6, 2022.

5A.3 – Approval of Accounts Payable and Payroll for week ending June 30, 2022.

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

6A - Mandy M. Reed, PHP Manager, Human Resources - MML

**7. PUBLIC HEARING**

**8. UNFINISHED BUSINESS**

8A – Updates USDA – Water System Improvements, Wastewater System Improvements.

8B – Request to approve demolition bid for 312 School Street, Decatur, MI 49045

**9. NEW BUSINESS**

9A.1 – Request to approve proposal from Abonmarche Predesign Phase Development

9A.2 – Request to approve Classification & Compensation Study - MML

9A.3 – Request to adopt Ordinance 2022-002 Amendment Noxious Weeds

9A.4 – Request to approve appointment of Parks & Recreation Committee

**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

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### **11. PUBLIC COMMENTS – SECOND OPPORTINUTY**

### **12. COUNCIL COMMENTS**

### **13. ADJOURNMENT**

#### **PLEASE NOTE**

#### **AUDIENCE PARTICIPATION:**

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

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

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

Monday, June 6, 2022, at 7:00 P.M  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

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

II. **Roll Call**

Clerk/Treasurer, Duncan provided roll call; Trustee Benson, Trustee Gunther, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pelfrey, Trustee Verran (excused), and President Elwaer in attendance. Also in attendance Village Manager, Christopher Tapper, Village Clerk/Treasurer, Megan Duncan, Chief of Police Thomas VanDerWoude, and Decatur Public Works Forman James Ebeling.

III. **Public Comments**

- a. Matt Nilson, 2022 Michigan Candidate for the 39<sup>th</sup> District made public comments discussing challenges in the community and his plan of action.

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

- a. Trustee Gunther made a motion with support from Trustee Mead Jr. to approve the amended agenda for June 6, 2022, along with approval of meeting minutes from May 2, 2022, and accounts payable in the amount of \$189,850.58, motion carried 6-0.

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

- a. Chief of Police VanDerWoude introduce Decatur's New Police Officer Zackery Frank. Clerk/Treasurer Duncan swore in Officer Frank in the presence of Family and Council.
- b. Evan LeDuc, Project Manager Architecture and Jason Ficklen, Architecture Designer, Abonmarche presented the Building Assessments of Village Hall, Police Department, and Public Works Facilities. A general discussion ensued regarding the presentation. It was the consensus of the Council to direct staff to proceed with additional information regarding the facilities study. Staff will report back to Council on the next phase and address timelines regarding the facilities study.



**VI. Unfinished Business**

- a. Manager Tapper presented updates on the USDA – Water System Improvements and Wastewater System Improvements.

**VII. New Business – Request to Adopt 2022 Tax Rates L-4029 and Authorize the President and Clerk to execute.**

- a. President Pro Tem Jackson made a motion with the support from Trustee Pelfrey to adopt 2022 Tax Request Rates L-4029, millage rates 11.4166 for general operations, 4.5664 for general streets, 1.8262 for the Downtown Development Authority, and authorize the President and Clerk to execute. Roll Call Vote: Trustee Benson, Trustee Gunther, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pelfrey, and President Elwaer, all voting yes, motion carried 6-0.

**VIII. New Business – Request to Approve Special Events & Festival Application from Kevin Christensen, Midwest Fest.**

- a. Trustee Gunther made a motion with the support from Trustee Mead Jr, to approve Special Events & Festival application from Kevin Christensen, Midwest Fest. The 100 block of N. Phelps Street closure from Friday, July 29<sup>th</sup> at 8:00 PM, through July 30<sup>th</sup> at 11:00 PM with the following conditions being met:
  - 1. Police Department approval, including Incident Action Plan.
  - 2. Department of Public Works approval.
  - 3. Fire & Quick Response Department approval.
  - 4. Van Buren County Health Department approval.
  - 5. Submittal of additional security services for the event
  - 6. Submittal of complete map outlining event fencing, entertainment stage, dumpster/trash container locations, portable toilet facilities, utility services requested, proof of insurance certification, disclosure of charitable non-profit organization.
  - 7. Applicant to be responsible for any additional cost associated and or incurred by the Village of Decatur employees time, wages, salaries, materials (including but not limited to cones, barricade fencing), equipment and any other overhead provided by the Village of Decatur for this purpose event.

Roll Call Vote: Trustee Benson, Trustee Gunther, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pelfrey, and President Elwaer, all voting yes, motion carried 6-0.

**IX. New Business - Request to Adopt Resolution 2022-004 Property Taxes**

- a. Trustee Benson made a motion with the support from President Pro Tem Jackson to approve adoption of 2022-004 Property Taxes. Roll Call Vote: Trustee Benson, Trustee Gunther, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pelfrey, and President Elwaer, all voting yes, motion carried 6-0.

**X New Business – Request to Adopt Resolution 2022-005 Public Act 51**

- a. Trustee Gunther made a motion with the support from President Pro Tem Jackson to adopt Resolution 2022-005 Public Act 51. Roll Call Vote: Trustee Benson, Trustee Gunther, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pelfrey, and President Elwaer, all voting yes, motion carried 6-0.

**XI New Business – Request to Approve License Transfer/Initial Application for 107 W. Delaware Street**

- a. President Pro Tem Jackson made a motion with the support from Trustee Gunther to approve license transfer/initial application for 107 W. Delaware. Currently operating as a microbusiness and holding a single license and transferring to an integrated retailer/grower with two separate licenses (one retail and one class B grower). Roll Call Vote: Trustee Benson, Trustee Gunther, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pelfrey, and President Elwaer, all voting yes, motion carried 6-0.

**XII New Business – Request to Approve License Transfer Application for 413 W. Delaware Street**

- a. President Pro Tem Jackson made a motion with the support from Trustee Mead Jr to approve license transfer application for 413 W. Delaware. Currently operating as a microbusiness wanting to transfer to a retailer (one operating license). Roll Call Vote: Trustee Benson, Trustee Gunther, President Pro Tem Jackson, Trustee Mead Jr, Trustee Pelfrey, and President Elwaer, all voting yes, motion carried 6-0.

**XIII Department Reports**

- a. Manager Tapper, Chief of Police, Thomas VanDerWoude, and DPW Foreman Ebeling provided Department Reports to the Council. Each department report was provided in the agenda packet. A general discussion ensued regarding the department reports.
- b. Manager Tapper presented to the Chief of Police a letter special thanks from the Decatur Hamilton Quick Response Team.

- c. Manager Tapper thanked DPW Foreman Ebeling and the DPW crew for all their hard work on spring cleanup.
- d. Manager Tapper announces the Retirement date, July 8<sup>th</sup>, for Evelyn Avery and thanked her for her many years of dedication and hard work.

#### **XIV Council Comments & Additional Public Comments**

- a. Trustee Benson expressed concern about the speed of traffic on N. Phelps Street. Trustee Benson encouraged the idea of putting up a stop sign, making a three way stop at N. Phelps and Pine Streets.

#### **XV Adjournment**

- a. Trustee Mead Jr. made a motion with the support from Trustee Benson to adjourn the meeting at 8:18 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: July 5, 2022  
  
SUBJECT: Accounts Payable - Payroll – June 2022

### Action Requested:

It is requested that Village Council approve Accounts Payable and Payroll for period ending June 30, 2022, in the amount of \$148,748.80.

### Background:

Attached is the Accounts Payable and Payroll for period ending June 30, 2022.

### Attachment(s):

Accounts Payable and Payroll

Check Date	Vendor Name	Check #	Amount Paid	Description
6/1/2022	INTERNAL REVENUE SERVICE,	EFT893	1,051.82	PAYROLL
6/1/2022	STATE OF MICHIGAN,	EFT894	151.54	PAYROLL
6/2/2022	STRICKLIN, TAYLOR C	DD205	3,565.60	PAYROLL
6/6/2022	SOUTHWEST MICHIGAN ASSET MANAGEMENT	GEN 29302	50.00	UB REFUND
6/6/2022	THE CURCIO LAW FIRM	GEN 29310	297.50	PROFESSIONAL ATTORNEY SERVICES
6/6/2022	CREATIVE VINYL SIGNS	GEN 29305	980.00	VINYL SIGNS FOR DOWNTOWN
6/6/2022	UNUM	GEN 951(E)	807.66	SHORT/LONG/AD&D/LIFE INSURANCE PREMIUM
6/6/2022	CONSUMERS ENERGY	GEN 950(E)	510.11	HEATING SERVICES
6/6/2022	AMERICAN ELECTRIC POWER	GEN 949(E)	2,071.03	ELECTRICAL SERVICES
6/6/2022	AMERICAN ELECTRIC POWER	GEN 949(E)	1,693.84	ELECTRICAL SERVICES
6/6/2022	REPUBLIC SERVICES	GEN 29308	827.54	GARBAGE SERVICES
6/6/2022	VAN BUREN CO SHERIFF DEPT	GEN 29311	80.02	MODEM AIRCARD FOR PD
6/6/2022	ALTERATIONS BY LINDA	GEN 29304	90.00	UNIFORM ALTERATIONS
6/6/2022	LAW OFFICE OF CRYSTAL MORGAN, PLLC	GEN 29307	980.50	ATTORNEY SERVICES FOR BLIGHT
6/6/2022	WIGHTMAN & ASSOCIATES	GEN 29312	717.50	WATER RELIABILITY STUDY
6/6/2022	BENSON, JANICE	29295	108.50	PAYROLL
6/6/2022	ELWAER, ALI M	29296	167.00	PAYROLL
6/6/2022	GUNTHER, KIM M	29297	108.50	PAYROLL
6/6/2022	MEAD JR, ROBERT H	29298	108.50	PAYROLL
6/6/2022	PELFREY, JESSICA L	29299	108.50	PAYROLL
6/6/2022	VERRAN, MICHAEL D	29300	108.50	PAYROLL
6/9/2022	HONOR CREDIT UNION	GEN 29321	389.08	CREDIT CARD CHARGES
6/9/2022	BEST WAY DISPOSAL	GEN 29314	5,880.00	GARBAGE SERVICES FOR DUMP DAY
6/9/2022	CUMMINS SALES & SERVICE	GEN 29316	3,042.81	ANNUAL GENERATOR MAINTENANCE
6/9/2022	REPUBLIC SERVICES	GEN 29326	10,286.40	GARBAGE SERVICES
6/9/2022	PEERLESS-MIDWEST	GEN 29324	975.00	ANNUAL WELL AND PUMP STATION MAINTENANCE
6/9/2022	RC AUTOMOTIVE SUPPLY	GEN 29325	19.59	SUPPLIES FOR DPW
6/9/2022	THOMAS DAHLQUIST	GEN 29317	243.79	REIMBURSEMENT FOR DAMAGED COMPUTER SCREEN
6/9/2022	HYDROCORP, INC	GEN 29322	342.50	CROSS CONNECTION PROGRAM
6/9/2022	NYE UNIFORM COMPANY	GEN 29323	176.49	UNIFORM HAT FOR Z. FRANK
6/9/2022	WEST MICHIGAN CRIMINAL	GEN 29327	99.26	SPRING PAYMENT FOR PA 9302 MCOLES
6/9/2022	BRONSON HEALTHCARE GROUP	GEN 29315	305.00	PHYSICAL SCREENINGS (FRANK) DOT PHYSICAL (BOITNOTT)
6/9/2022	DECATUR LUMBER COMPANY	GEN 29319	400.39	SUPPLIES FOR DPW/PARKS/WATER/SEWER
6/9/2022	DECATUR DO IT CENTER	GEN 29318	3.39	KEY FOR PD
6/9/2022	DECATUR PLBM. & HEATING	GEN 29320	6.23	MAINTENANCE PART FOR WATER
6/13/2022	AFLAC ,	29332	89.29	PAYROLL
6/13/2022	BLUE CARE NETWORK,	29333	8,404.67	PAYROLL
6/13/2022	DELTA DENTAL,	29334	470.39	PAYROLL
6/13/2022	MISDU,	29336	54.48	PAYROLL
6/13/2022	VANDERWOUDE, THOMAS C	29337	1,365.00	PAYROLL
6/13/2022	INTERNAL REVENUE SERVICE,	EFT895	6,819.00	PAYROLL
6/13/2022	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM,	EFT896	3,211.83	PAYROLL

Check Date	Vendor Name	Check #	Amount Paid	Description
6/13/2022	STATE OF MICHIGAN,	EFT897	1,013.31	PAYROLL
6/13/2022	INTERNAL REVENUE SERVICE,	EFT898	344.66	PAYROLL
6/13/2022	STATE OF MICHIGAN,	EFT899	58.01	PAYROLL
6/14/2022	MYERS, GORDY J	29331	1,465.00	PAYROLL
6/14/2022	TAPPER, CHRISTOPHER C	DD206	2,500.00	PAYROLL
6/14/2022	DUNCAN, MEGAN M	DD207	1,616.20	PAYROLL
6/14/2022	DAHLQUIST, THOMAS L	DD208	3,133.84	PAYROLL
6/14/2022	FRANK, ZACKERY A	DD209	2,164.60	PAYROLL
6/14/2022	RIGG, THEODORE A	DD210	3,263.67	PAYROLL
6/14/2022	VANDERWOUDE, THOMAS C	DD211	2,800.00	PAYROLL
6/14/2022	BRIDGES, DEBRA J	DD212	345.60	PAYROLL
6/14/2022	MANN, ELES F	DD213	345.60	PAYROLL
6/14/2022	BOITNOTT, PATRICK A	DD214	1,401.00	PAYROLL
6/14/2022	DRISCOLL, DAVID J	DD215	1,535.50	PAYROLL
6/14/2022	EBELING, JAMES S	DD216	3,105.00	PAYROLL
6/14/2022	SHROYER, TIMOTHY J	DD217	1,805.00	PAYROLL
6/14/2022	AVERY, EVELYN M	DD218	1,428.00	PAYROLL
6/14/2022	PENTLAND, SHANTEL M	DD219	1,024.00	PAYROLL
6/17/2022	BLOOMINGDALE COMMUNICATIONS	GEN 29339	575.86	VOIP AND INTERNET FOR ALL DEPARTMENTS
6/17/2022	DECATUR ONE STOP	GEN 29341	908.14	GASOLINE FOR PD
6/17/2022	MICHIGAN ASSOC OF CHIEFS OF POLICE	GEN 29352	115.00	2022 DUES FOR MI ASSOCIATION OF CHIEF OF POLICE
6/17/2022	KROGEL'S AUTO SERVICE	GEN 29342	47.25	OIL CHANGE FOR 2017 PATROL CAR
6/17/2022	MICHIGAN RURAL WATER ASSN	GEN 29353	780.00	MEMBERSHIP DUES 2022
6/17/2022	QUADIENT LEASING USA, INC	GEN 29349	618.73	UTILITY BILLING AND POSTAGE
6/17/2022	DAVE'S CONCRETE PRODUCTS	GEN 29340	320.00	SMOOTH FLOW RISER/CULVERT WITH BELL X 20 (WATER)
6/17/2022	BERESFORD	GEN 29338	64.00	POLICE ID FOR Z. FRANK
6/17/2022	LIFELC TECHNOLOGIES	GEN 29344	35.00	SUPPLIES FOR PD
6/17/2022	PRI MAR PETROLEUM INC	GEN 29348	2,971.24	GASOLINE FOR DPW
6/17/2022	PRI MAR PETROLEUM INC	GEN 29348	3,570.79	DIESEL FOR DPW
6/17/2022	VERIZON WIRELESS	GEN 953(E)	258.86	CELL PHONE SERVICES
6/17/2022	INVOICE CLOUD	GEN 952(E)	170.75	INVOICE PRESENTMENT FOR PAPERLESS CUSTOMERS
6/17/2022	KSS ENTERPRISES	GEN 29343	141.59	CLEANING SUPPLIES FOR VILLAGE HALL AND PD
6/17/2022	SAFEBUILT LLC	GEN 29350	1,928.00	BUILDING PERMITS AND RENTAL INSPECTIONS
6/17/2022	PARRETT COMPANY	GEN 29346	220.22	PRINTING SERVICES
6/17/2022	PAULETTE'S POTTING SHED	GEN 29347	2,878.00	FLOWERS FOR DOWNTOWN - DDA
6/17/2022	NUTRIEN AG SOLUTIONS	GEN 29345	252.50	HERBICIDE FOR PARKS
6/17/2022	WIGHTMAN & ASSOCIATES	GEN 29351	236.98	S. WILLIAMS REHABILITATION PROJECT
6/17/2022	WIGHTMAN & ASSOCIATES	GEN 29351	5,447.95	PRAIRIE RONDE IMPROVEMENTS
6/27/2022	AFLAC,	29355	89.29	PAYROLL
6/27/2022	BLUE CARE NETWORK,	29356	935.55	PAYROLL
6/27/2022	DELTA DENTAL,	29357	52.28	PAYROLL
6/27/2022	MISDU,	29359	54.48	PAYROLL

Check Date	Vendor Name	Check #	Amount Paid	Description
6/27/2022	FOPLC,	29360	111.00	PAYROLL
6/27/2022	INTERNAL REVENUE SERVICE,	EFT900	6,193.60	PAYROLL
6/27/2022	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM,	EFT901	3,119.23	PAYROLL
6/27/2022	STATE OF MICHIGAN,	EFT902	911.31	PAYROLL
6/27/2022	THIEDE, LORI ESTATE	GEN 29361	47.58	UB REFUND
6/27/2022	DALE MOEN	GEN 29365	50.00	WINDOW CLEANING AT VILLAGE HALL
6/27/2022	STATE OF MICHIGAN	GEN 29369	95.00	RENEWAL OF MUNICIPAL WASTEWATER TREATMENT CERT
6/27/2022	RIGG, TED	GEN 29368	16.10	POSTAGE REIMBURSEMENT
6/27/2022	NIEUWENHUIS BUILDERS LLC	GEN 29366	396.90	VALVE FOR URINAL IN RESTROOM
6/27/2022	ABONMARCHE CONSULTANTS INC	GEN 29363	400.00	FACILITIES ASSESSMENT FINAL PROJECT
6/27/2022	PAW PAW LABORATORY	GEN 29367	325.00	DRINKING AND WASTEWATER TESTING
6/27/2022	MEGAN DUNCAN	GEN 29364	1,265.70	REIMBURSEMENT FOR HOTEL SUMMER CONFERENCE
6/27/2022	MEGAN DUNCAN	GEN 29364	250.38	MILEAGE REIMBURSEMENT FOR SUMMER CONFERENCE
6/28/2022	MYERS, GORDY J	29354	1,440.00	PAYROLL
6/28/2022	TAPPER, CHRISTOPHER C	DD220	2,500.00	PAYROLL
6/28/2022	DUNCAN, MEGAN M	DD221	1,591.20	PAYROLL
6/28/2022	DAHLQUIST, THOMAS L	DD222	3,329.25	PAYROLL
6/28/2022	FRANK, ZACKERY A	DD223	1,885.12	PAYROLL
6/28/2022	RIGG, THEODORE A	DD224	2,793.23	PAYROLL
6/28/2022	VANDERWOUDE, THOMAS C	DD225	2,800.00	PAYROLL
6/28/2022	BOITNOTT, PATRICK A	DD226	1,280.00	PAYROLL
6/28/2022	DRISCOLL, DAVID J	DD227	1,537.50	PAYROLL
6/28/2022	EBELING, JAMES S	DD228	2,962.50	PAYROLL
6/28/2022	SHROYER, TIMOTHY J	DD229	1,810.00	PAYROLL
6/28/2022	AVERY, EVELYN M	DD230	1,428.00	PAYROLL
6/28/2022	PENTLAND, SHANTEL M	DD231	1,020.00	PAYROLL
Total			148,748.80	



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
  
DATE: July 5, 2022  
  
SUBJECT: Presentations & Guest – Mandy Reed, MML

### Action Requested:

It is requested that Village Council receive a presentation from Mandy M. Reed, PHP Manager, Human Resources - MML

### Background:

The Village of Decatur is dedicated to recruitment and retaining of highly qualified and competent staff within an internally equitable and market competitive compensation system. During the approval process of the FY 23 Annual Appropriation Bill, the Village Council approved the request for a Classification & Compensation Study. The Michigan Municipal League (MML) was enlisted to provide assistances with the review.

### Attachments:

Classification & Compensation Study June 2022





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

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

DATE: June 6, 2022

SUBJECT: Request to approve bid for 312 School Street, Decatur, MI 49045

### Action Requested:

It is requested that Village Council approve and aware the bid received from Ritschard Bros., Inc to perform demolition and site clean-up at a cost not to exceed \$512,339.00

### Background:

Wednesday, May 25, 2022, bids were received for the 312 Schools Street, Decatur, MI 49045  
The following bids were received.

1) Ritschard Bros., Inc - \$512,339.00

### Attachments:

Bid tabs sheet



PROPOSAL TO: VILLAGE OF DECATUR, CLERK  
114 N. PHELPS STREET  
DECATUR, MI 49045

PROPOSAL FROM: RITSCHARD BROS., INC.  
1204 W. SAMPLE STREET  
SOUTH BEND, IN 46619  
574-288-4777

PROPOSAL FOR: DEMOLITION AND SITE CLEAN-UP  
312 SCHOOL STREET  
DECATUR, MI 49045

PROPOSAL DUE DATE: MAY 25, 2022 at 1:00 PM

E.A. 5/25/22  
11:25 AM



## BID FORM

### VILLAGE OF DECATUR DEMOLITION AND SITE CLEAN-UP

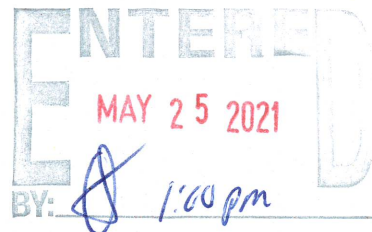
The undersigned having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for the project in accordance with the specifications as prepared by the Village of Decatur, Michigan, for, including Addenda No. \_\_\_\_ issued thereto, the following unit prices:

COMPANY Ritschard Bros., Inc.  
ADDRESS 1204 W. Sample Street  
CITY South Bend STATE IN ZIP CODE 46619  
SIGNATURE [Signature] TITLE Vice President  
TELEPHONE 574-288-4777 DATE 5/25/2022

**To acknowledge receipt and review of inspection report, check this box: ☒**

A. 312 School Street, Decatur, MI 49045

Lump Sum 512,339.00





**RITSCHARD  
BROS., INC.**  
EXCAVATING AND DEMOLITION

May 25, 2022

RE: Demolition and Site Clean-up  
312 School Street, Decatur, MI 49045

**CLARIFICATIONS**

Our asbestos abatement pricing is based on the quantities provided in the asbestos report. Additional asbestos will be removed at the following rates:

Transite Board	\$ 8.70 per square foot
Aircell	\$ 28.75 per linear foot
Mag Insulation on Pipe	\$ 28.75 per linear foot
Insulation on Tank	\$ 35.00 per square foot
Grey Window Glazing	\$ 30.00 per linear foot
Fire Doors	\$750.00 per door

There appears to be asbestos on the boiler and the boiler breeching. If this is asbestos and needs to be abated add \$12,925.00.

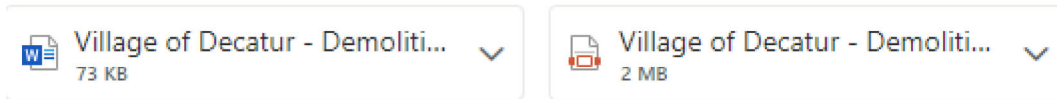
We will start the project within 30 days of notification and be complete in 90 days after starting.

Katie Saintz <ksaintz@abonmarche.com>

Mon 5/9/2022 3:31 PM



To: Christopher Tapper; Tony McGhee <tmcghee@abonmarche.com>



2 attachments (2 MB) Save all to OneDrive - Village of Decatur Download all

Hey, Chris.

I have attached the draft RFP in both Word Doc (in case you need to edit the content) and PDF (this version includes the Asbestos Survey Report). Also, below is a list of contractors to send the RFP – they are all reputable and good fits for the project.

<https://pitschcompanies.com/>

<https://specializeddemolition.com/>

<https://mackenzieco.com/>

<http://www.acedemolitioninc.com/>

<https://www.ritschardbrosinc.com/>

<https://www.fultonexcavating.com/>

<https://balkemaexc.com/>

<https://www.lounsburyexcavating.com/>

Let me know if you need anything else from our end on this – thanks!



VILLAGE COUNCIL  
REGULAR MEETING

Monday August 3, 2015

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COUNCIL MEMORANDUM

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**TO:** VILLAGE PRESIDENT & VILLAGE COUNCIL  
**FROM:** JAMES KRIZAN, VILLAGE MANAGER  
**ITEM #:** UNFINISHED BUSINESS ITEM B  
**SUBJECT:** SCHOOL STREET PROPERTY  
**DATE:** 7/30/2015

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**Background:** The direction from Council at the special meeting was to get an updated asbestos survey completed. I received quotes from Wightman's (\$5,000), Pro Demo (\$900), and Analytical Testing and Consulting Services (\$900). I requested quotes from Flies and Vanderbrink (they don't do surveys) and DeLisle (wouldn't do it due to the building condition).

I had Pro-Demo do the survey (we didn't actually receive the quote from ATCS until the 28<sup>th</sup> though it was requested at the same time as the other 4) since we wanted to get things rolling as quickly as possible. I met with Case from Pro Demo on 7/22 and we entered the building.

He looked through the building and his professional opinion is that it is not safe to abate the asbestos and that it will have to be treated as entirely hazardous. His report is attached.

I have sent the report to each company that has bid on the project to see if they'd like to update their proposal.

As we stand today (July 30) here are the proposals:

Company	Demolition	Asbestos	Total
Pro Demo	\$41,000	\$48,000 (\$500 for survey)	\$89,500
Fulton	\$293,000	Included	\$293,000
Kal-trek	\$43,550	TBD	\$43,440 + TBD Asbestos Quote
Pitsch	\$44,000	Included	\$44,000

Pro Demo believes they can begin work in October with the building being demolished by year-end. Pitsch has informed me that they are scheduling out about 3 weeks.



# Proposal

Page No. of Pages

- Demolition Engineers
- Asbestos Abatement
- Salvaged Building Materials
- Excavating & Underground Services



- Landfill Operation
- Dumpster Service
- Portable Toilet Service
- Land Development
- Concrete Recycling

## HOME OFFICE

675 Richmond NW, Grand Rapids, MI 49504

PHONE: (616) 363-4895 • FAX: (616) 363-5585

www.pitschco.com

## SANITARY DIVISION

7905 Johnson Rd., Belding, MI 48809

PROPOSAL SUBMITTED TO	City of Decatur	PHONE	269-423-6114	DATE	7/30/15
STREET	114 N Phelps St	JOB NAME	312 School St		
CITY, STATE AND ZIP CODE	Decatur, MI 49045	JOB LOCATION	School Annex Bldg		
CONTACT NAME	James Krizan	FAX	269-423-9047	EMAIL	jkrizanvm@comcast.net
				CELL	

We hereby submit specifications and estimates for:

We will provide permit, equipment, labor and disposal cost for the demolition and removal of the old school annex bldg at the above mentioned address as an ordered demolition.

The building will be demolished and all debris will be handled as asbestos containing material in accordance with State & Federal regulations and properly disposed.

The concrete slab and foundations will be removed from the site.

The area will be backfilled with sand and graded to match existing grade.

We Propose to hereby furnish material and labor — complete in accordance with above specifications, for the sum of:

Forty Four Thousand ----- dollars (\$ **44,000** )

Payment to be made as follows:

In full upon completion. 1 1/2 % finance charge will be added to any unpaid balance over 45 days. 18% annually.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance. We are not responsible for damage caused to driveways, walks, and/or yards as a result of our demolition operations.

Authorized Signature

Lewis Pitsch, Vice President

Note: This proposal may be withdrawn by us if not accepted within 60 days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance

8-4-15

Signature

Signature

*Vanderwelden Inc.*

*252 Goldeneye Court*

*Holland MI 49424*

*616-928-8694*

Page 1

## Inspection for Asbestos Containing Materials

Prepared by : Case Vandervelden  
Asbestos Inspector  
Accreditation Number : A34207

Prepared for : James Krizan  
Village Manager  
114 N. Phelps Street  
Decatur MI 49045

Project : Old Bergen Middle School Annex building  
118 Eli Street  
Decatur Michigan

Date: 07-23-2015



Vandervelden Inc. Surveyed the annex building at the referenced site.

The survey was conducted on 07-022-2015

By Mr. Case Vandervelden.

Mr. Vandervelden is accredited by the State of Michigan Department of Consumers and Industry Services and is a qualified asbestos building inspector, Accreditation Number – A34207.

A total of 0 suspect ACM samples were collected for laboratory analysis. Suspect materials collected during the survey are not listed

All findings and conclusions stated in this report are based upon facts as they existed at the time this report was prepared. A change in facts or circumstances upon which this report is based may adversely affect the findings and conclusions contained in this report.

### **ASBESTOS CONTAINING MATERIALS**

Individual types of building materials encountered during the survey can be assigned to be homogeneous only if they are similar in appearance, were located within the same building and represent construction and / or renovation events which were completed by the same contractor.

Minimum sampling requirements have met requirements of OSHA Regulations for Construction, Subpart D – Occupational Health and Environmental Controls, 29 CFR 1926.1101- Asbestos.

These OSHA regulations require in order for a material to be considered

Non-asbestos containing, that analysis of thermal systems insulations and surfacing materials consist of a minimum of three bulk samples and miscellaneous materials consist of a minimum of one bulk sample.

Analyzing must be done by a laboratory which participates in a nationally Recognized testing program such as the national Voluntary Laboratory Accreditation Program ( NVLAP) of the National Institute for Standards and Technology ( NIST) or the Round Robin for bulk samples administered by the American Industrial Hygiene Association ( AIHA) or an equivalent nationally recognized round robin test program

### **PROJECT DESCRIPTION**

<b>Name of Building: Annex building 118 Eli street decatur MI</b>			
<b>Year built: 1930's</b>			
<b>Exterior Construction</b>		<b>Interior Construction</b>	
Structure	Brick	Project Number of Floors	2
Roof	Shingles	Type of Flooring	Wood/Cement / Linoleum
Façade	Brick	Type of Ceilings	Plaster/ Tile
Project Square Footage	10000	Type of Heat	Steam
Basement	No	Type of Building	School

**ASBESTOS CONTAINING MATERIALS IDENTIFIED( in earlier Survey)**

Asbestos pipe insulation ( Air o Cell)	<b><u>Friable</u></b>
Boiler Gasket	<b><u>Non Friable</u></b>
Linoleum Flooring	<b><u>Non Friable</u></b>
Fire board	<b><u>Non Friable</u></b>
Water tank insulation	<b><u>Friable</u></b>
Kiln	<b><u>Friable</u></b>
Fire doors	<b><u>Non Friable</u></b>

**CONCLUSION**

Currently the building is not occupied

The center roof is collapsed onto the second floor and partial onto the first floor.

Part of the pipe insulation is buried into the debris.

Most of it is in bad shape and falling apart.

It is unsafe to enter the building to do additional sampling or to remove the Friable asbestos containing materials prior to demolition.

By definition all interior debris is currently considered contaminated with friable asbestos.

Only an asbestos certified demolition contractor can take down the building at this point.

There is a considerable safety hazard to the public.

More collapses are likely at any time.

Another collapse will release asbestos fibers in the air.

The building does have a chain-link fence around it to keep the public out.

This is only a short term solution but does not relieve the owner from having to take the building down as soon as possible.

TM

P.O. Box 2363 Holland MI 49422

# ProDemo

case.vandervelden@gmail.com

Demolition Abatement Surveys

616-928-8694 Fax: 616-399-3002

Date : 7/29/2015

## PROPOSAL

### Customer:

### Project:

James Krizan  
Village Manager  
114 North Phelps  
Decatur MI 49045

Old School Building  
312 School  
Decatur MI 49045

Phone: 269 -423-6114

Email: jkrizanvm@comcast.net

### Proposed scope of work

### Price

Asbestos Survey		\$500
Asbestos Abatement as needed	Including air monitoring and disposal.	\$41,000
Demolition of the building.		\$48,000
Backfill with on site materials	Included.	

### Exclusions

Sidewalks / Parking lot removal

### Terms

- \* ProDemo propose to furnish all labor, equipment and labor for the above work.
- \* The Customer agrees to pay the above price for the work listed in full when the invoice is received.
- \* ProDemo will notify the Michigan department of consumers & Industry Services and the
- \* Michigan department of Environmental Quality 10 working days before commencement of work
- \* as required by Federal , State and local regulations.
- \* All scrap metals become ProDemo's property.
- \* Customer agrees to pay collection cost & legal fees if payment is not received within 30 days.
- \* This proposal is valid for 90 days.

Customer Authorized Signature

Date

ProDemo

Case vander Velden , President.

Date

7/29/2015



## James Krizan

---

**From:** Lewis Pitsch <lewis@pitschco.com>  
**Sent:** Thursday, July 30, 2015 10:16 AM  
**To:** jkrizanvm@comcast.net  
**Subject:** demolition

James

We will provide permit, equipment, labor and disposal cost for the demolition and removal of the old school annex bldg. at 118 Eli St. Decatur Mi. as ordered demolition.

The building will be demolished and all debris will be handled as asbestos containing material in accordance with State Regulations and properly disposed.

The concrete slab and foundations will be removed from the site.

The area will be backfilled with sand and graded to match existing grade.

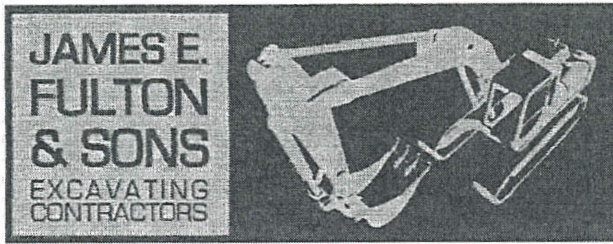
The cost for this work is \$44,000

Best regards.

**Lewis Pitsch**  
Vice President



675 Richmond NW  
Grand Rapids, MI 49504  
Phone (616) 363-4895  
Fax (616) 363-5585  
[www.pitschco.com](http://www.pitschco.com)



2516 MILLER ROAD  
KALAMAZOO, MICHIGAN 49001  
TELEPHONE (269) 385-3311  
FACSIMILE (269) 385-1005

## Proposal

To: Village of Decatur  
Attn: James Krizan  
Address: 144N. Phelps St.  
Decatur, MI 49045  
Email: [jkrizanvm@comcast.net](mailto:jkrizanvm@comcast.net)  
Fax: 269-423-9047  
Phone: 269-423-6114

Proposal # **VOD71615**  
Date: July 16, 2015  
Job: 312 School Street Demo, Decatur, MI  
Cell #: **269-207-1253**  
Project #:  
From: John Nichols  
Email: [john@fultonexcavating.com](mailto:john@fultonexcavating.com)

We propose to furnish the equipment, labor and material to complete the demo located at 312 School Street Decatur, MI we have the following included in our bid.

- 1) Demo permit
- 2) Air Monitoring
- 3) Watering of material
- 4) Removal of structure and foundation as ACM and haul to landfill
- 5) Fill the excavation with sand

Cost: \$293,000

Date:	July 16, 2015	Date:	July 16, 2015
Sent to:	James Krizan	Sent By:	John Nichols
Approved by:		Approved By:	



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
  
DATE: July 5, 2022  
  
SUBJECT: Request to approve proposal from Abonmarche for Predesign Phase Development

### Action Requested:

It is requested that Village Council approve the proposal from Abonmarche for Predesign Phase Development, Village Hall and DPW facilities.

### Background:

At the June 6, 2022, Village Council meeting. The Council received a presentation from Evan LeDuc, Project Manager, Abonmarche regarding the Building Assessments of both Village Hall/Police Department and Department of Public Works facilities. The facilities assessment study outlined several concerning areas of the public facilities.

After this presentation it was the consensus of the Council to direct staff to proceed with the next phase of the facilities assessment study. The following project scope change, predesign and structural proposal is included with this report. The proposal changes of \$2,400.00 is requested for consideration.

### Attachments:

Predesign and Structural Development

### Project Scope Change Directive No. 1

<b>Date of Issuance:</b>	<b>Effective Date:</b> 6/24/2022		
<b>Owner:</b> Village of Decatur	<b>Owner's Contract No.:</b>		
<b>Engineer:</b>	<b>Abonmarche Project No.:</b> 22-0215		
<b>Project:</b> Facilities Assessment Project			
<b>Contract:</b> Chris Tapper	<b>Phase of Contract:</b> Predesign and Structural		
<b>Abonmarche is directed to proceed promptly with the following change(s):</b>			
Description: 100 Predesign Phase: Development of a design program 900 Structural Engineering: Structural review of Salt Storage/Garage			
Reason for Change:			
<input type="checkbox"/> Client Request <input type="checkbox"/> Unknown/Unforeseen Issue			
Explanation/Supporting Documentation:			
<b>Estimated Change in Professional Fees/Times:</b>			
Professional Service Fees:	\$ 2,400	[increase] [decrease].	
Est. Impact on Schedule:		days	[increase] [decrease].
Est. Impact to Regulatory or Administrative Requirements, including schedule:			
<b>Basis of change in Professional Fees:</b>			
<input type="checkbox"/> Lump Sum		<input type="checkbox"/> Time and Materials	
<input type="checkbox"/> % of Construction		<input type="checkbox"/> Other:	
<b>Estimated Change in Construction Cost/Times (preliminary):</b>			
Est. Construction Cost Change:	\$	[increase] [decrease].	
Est. Construction Contract Time Change:		days	[increase] [decrease].
<b>Basis of estimated change in Contract Cost:</b>			
<input type="checkbox"/> Lump Sum		<input type="checkbox"/> Unit Price	
<input type="checkbox"/> Cost of the Work		<input type="checkbox"/> Other:	
<b>SUBMITTED BY:</b>		<b>AUTHORIZED BY:</b>	
By:		By:	
Abonmarche (Authorized Signature)		Client (Authorized Signature)	
Title:		Title:	
Date:		Date:	





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
  
DATE: July 6, 2022  
  
SUBJECT: Request to approve Classification & Compensation Study, June 2022

### Action Requested:

It is requested that Village Council approve Classification & Compensation Study, June 2022 and authorize the Village Manager to implement the combined system pay range administration.

### Background:

The Village of Decatur is dedicated to recruitment and retaining of highly qualified and competent staff within an internally equitable and market competitive compensation system. During the approval process of the FY 23 Annual Appropriation Bill, the Village Council approved the request for a Classification & Compensation Study. The Michigan Municipal League (MML) was enlisted to provide assistances with the review.

The project reviewed, current job descriptions, pay plans, benefits information and other related materials from comparable communities. The job analysis process helps ensure consistent comparison in the market survey and serves as the basis for reviewing each position, updating job descriptions and completing the internal point factor job evaluation. While there are no “perfect matches” in terms of organization or position; there are positions that are close enough to each other that they serve as a good comparison.

The following report attached to this memo provides detailed analysis of the market data and specific recommendations for pay system design and administration. While the report makes recommendations based on the data, Villag officials are ultimately responsible for determining the best course of action for the Village of Decatur. The intent of this report was to provide research, various scenarios, and different implementation options to help facilitate the decision-making process.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

Table 1: Communities Surveyed

COMPARABLES FOR USE IN MARKET STUDY							
			Sq.	FT	2020 (in millions)		
Community	County	Pop	Miles	EEs	Taxable Value	Revenue	Expenses
Bangor (city)	Van Buren	1,885	1.00	8	\$34.90	\$3.17	\$2.48
Berrien Springs	Berrien	1,800	1.00	11	\$49.70	\$5.05	\$4.79
Cassopolis	Cass	1,774	2.20	16	\$29.83	\$5.27	\$4.17
Constantine	St. Joseph	2,076	1.70	12	\$38.61	\$4.04	\$4.09
Dimondale	Eaton	1,234	1.00	3	\$35.41	\$1.36	\$1.12
Homer	Calhoun	1,668	1.00	7	\$24.49	\$2.03	\$1.68
Jonesville (city)	Hillsdale	2,258	2.00	14	\$52.86	\$3.99	\$3.54
Leslie (city)	Ingham	1,851	1.00	12	\$37.91	\$3.68	\$4.06
Mattawan	Van Buren	1,997	4.10	14	\$112.43	\$4.49	\$3.69
Nashville	Barry	1,628	2.10	7	\$23.95	\$1.59	\$1.58
Parchment (city)	Kalamazoo	1,804	1.00	6	\$42.25	\$2.10	\$2.59
Paw Paw	Van Buren	3,534	2.50	25	\$84.85	\$11.23	\$9.23
Three Oaks	Berrien	1,622	1.00	8	\$39.97	\$2.64	\$1.96
Vicksburg	Kalamazoo	2,906	1.00	14	\$98.96	\$5.23	\$4.46
<b>Average</b>		<b>2,003</b>	<b>1.61</b>	<b>11</b>	<b>\$50.44</b>	<b>\$3.99</b>	<b>\$3.53</b>
<b>Decatur</b>	<b>Van Buren</b>	<b>1,819</b>	<b>1.40</b>	<b>13</b>	<b>\$38.18</b>	<b>\$1.94</b>	<b>\$2.03</b>

Sources: MML membership database, micommunityfinancials.michigan.gov, State of MI Treasury.

Classification and Compensation Study  
Salary Survey Results, April 2022  
Decatur Village

Village Manager										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Bangor (city)	City Manager					67,500	FT	40		
Berrien Springs	N/A									
Cassopolis	Village Manager					100,000	FT	40		
Constantine	Village Manager					86,700	FT	40		
Dimondale	Village Manager	Also serves as clerk, treasurer, zoning administrator, and oversees WWTP operator and budget.	54,857	63,086	71,315	55,706	FT	40	4	as reported in the 2021/22 W&S survey Also has a heavy hand in sewer utility administration. Performs all HR functions. Advises 4 boards, and 4 standing committees.
Homer	Village Manager					62,200	FT	40		
Jonesville (city)	City Manager	Similar	68,560	79,009	89,457	86,850	FT	40	8	Also receive car and phone allowance.
Leslie (city)	City Manager					75,400	FT	40		as reported in the 2021/22 W&S survey
Mattawan	Village Manager	Also Clerk and carries out most duties of Treasurer				61,838	FT	40	8	
Nashville	N/A									
Parchment (city)	City Manager					65,000	FT	40		
Paw Paw	Village Manager					84,000	FT	40	<1	
Three Oaks	Village Manager					70,000	FT	40		as reported in the 2021/22 W&S survey
Vicksburg	Village Manager					91,021	FT	40	7	30 years in profession
Market Average			insufficient data			75,518				
2021/22 MML Statewide Data *			68,143	74,423	80,702	81,824				18%
Decatur Village						65,000	FT	40	<1	

\* 2021/22 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 5,000 for position of City Manager or City Administrator (range: n=11; actual: n=75).

## Attachments:

Classification & Compensation Study June 2022

# CLASSIFICATION & COMPENSATION STUDY

June 2022

**Prepared by:**

The Michigan Municipal League  
1675 Green Road  
Ann Arbor, MI 48105

**Contact:**

Mandy M. Reed, PHR  
Manager, Human Resources  
[mreed@mml.org](mailto:mreed@mml.org)  
734.669.6361



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## **EXECUTIVE SUMMARY**

### **Project Description & Methodology**

The Village of Decatur enlisted the assistance of the Michigan Municipal League (referred to as the League in this document) to conduct a classification and compensation study, including a detailed market survey of pay and benefits. Undertaking this project will help the Village recruit and retain highly qualified and competent staff within an internally equitable and market competitive system.

At the onset of the project, current job descriptions, pay plans, benefits information, and other related materials were collected and reviewed. The Village identified the positions to include in the scope of this project, which included the six positions listed below.

- |                    |                    |                   |
|--------------------|--------------------|-------------------|
| 1. Village Manager | 3. Police Chief    | 5. DPW Foreman    |
| 2. Clerk-Treasurer | 4. Police Sergeant | 6. DPW Technician |

All six positions underwent a thorough review of job analysis, were included in the market study, and had point factor job evaluation performed to establish an internally equitable pay system. Each position also had updated job descriptions prepared.

To begin the project, an onsite meeting was held with the Village Manager to review project methodology and discuss the comparable communities to be used in the market study. During the same visit, an orientation session was conducted with Village employees to review the project methodology and discuss their completed Job Analysis Questionnaires to gather more detailed information on positional duties and requirements. One-on-one teleconference meetings were held with two employees on a later date due to scheduling conflicts.

The job analysis process helps ensure consistent comparisons in the market survey and serves as the basis for reviewing each position, updating job descriptions, and completing the internal point factor job evaluation. Point factor job evaluation provides an objective approach to comparing positions internally based on a variety of critical factors and helps determine grade placement within the overall compensation structure.

The customized market survey was sent to the selected comparable communities and included a summary of primary job functions for each position, as well as asked respondents to provide pay information and feedback on how the positions within their organization were similar or different. This level of detail promotes the most accurate positional level match and provides a basis for determining the appropriateness of comparisons. We further validated the survey data against the League's statewide database of municipal salaries.

Table 1 on the following page provides details on the 14 comparable communities that were surveyed. Eleven communities responded to our survey request, which is impressive given the extent of the survey. Multiple attempts were made to obtain responses from all communities; however, we were unable to obtain the requested data from three employers. While Constantine, Leslie, and Three Oakes did not respond to our customized survey, they did participate in the League's 2021/22 Wage & Salary Survey, so data is incorporated from this resource as appropriate.

Table 1: Communities Surveyed

COMPARABLES FOR USE IN MARKET STUDY							
			Sq.	FT	2020 (in millions)		
Community	County	Pop	Miles	EEs	Taxable Value	Revenue	Expenses
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<b>Decatur</b>	<b>Van Buren</b>	<b>1,819</b>	<b>1.40</b>	<b>13</b>	<b>\$38.18</b>	<b>\$1.94</b>	<b>\$2.03</b>

Sources: MML membership database, micommunityfinancials.michigan.gov, State of MI Treasury.

As seen in Table 1, a balanced group of communities was analyzed for this project. In considering a labor market, geography is quite important as are size of organization and organizational structures, along with other factors. The focus of our market analysis was to identify positions in other organizations with a similar scope of responsibilities, requiring similar levels of knowledge, skill, and expertise.

It should be noted that each organization surveyed in this study is unique, with different organizational structures and in some cases, alternative allocation of duties among employees. Further, not every comparable community delivers the exact mix of services found in the Village of Decatur. For example, the Village is unique compared to the custom market in that it utilizes a combined Clerk/Treasurer position. Most respondents reported having separate positions for these roles and reported data for each. Under circumstances with little or no data to refer to, we must heavily rely on the point factor job evaluation process to determine appropriate placement in the recommended compensation structure and evaluate current salaries against the recommended ranges.

While there are no “perfect matches” in terms of organization or position; there are positions that are close enough to each other that they serve as a good comparison. One consistent characteristic of all of the comparable communities is that employees are asked to “wear many hats,” do more with less, and take on greater responsibility. Even with these variations in operations and positional duties, we are confident the survey results represent a fair, objective, and reasonable comparison to the market.

This report provides detailed analysis of the market data and specific recommendations for pay system design and administration. While we make recommendations based on this data, Village officials are ultimately responsible for determining the best course of action for their organization. Our intent is to provide this research, various scenarios, and differing implementation options to help facilitate the decision-making process.

## **Key Findings**

### **Classification**

The job analysis process allowed us to gather in-depth information on each position, including job requirements and the knowledge, skills, and abilities needed to perform each job successfully. This process supported the development of updated job descriptions, which were provided to the Village Manager for review and distribution.

Job analysis also provided essential information to complete the point factor job evaluation process, which can be found in Appendix C with a summary starting on page 5.

### **Compensation**

The Village of Decatur does not currently utilize pay ranges for its employees. So, to evaluate the pay levels in the Village to the market, we compared Decatur's current salary for each position to the market minimum, midpoint, or maximum depending on the position incumbent's years of service.

When comparing the Village to the communities surveyed, the Village's pay levels, taken in total, are 3% above the market.

In looking at the market data, it is important to consider the following:

- ⇒ While there are variations among all individual positions, being above or below market does not necessarily mean that someone is "overpaid" or "underpaid," but rather shows the overall comparability to the market.
- ⇒ Most non-union public sector pay ranges are around 30% wide. The recommended pay ranges developed within this report reflect ranges that are 30% wide.
- ⇒ There is one "green-circled" employee within the Village, meaning that this individual is currently earning a rate below the recommended range minimum.
- ⇒ There are no "red-circled" employees within the Village, meaning there are no employees earning more than the recommended range maximum.

Detailed market data on each position is available in Appendix A, with the recommended pay structure presented on page 13 of this report.

Benefits

In addition to pay, the customized survey asked about the scope of benefits offered in order to provide a more complete picture of comparability between the Village of Decatur and the market.

Overall, the Village's benefits are within a similar range of the surveyed market for many benefits. However, the Village is less generous than the combined market with vacation sick leave accruals, as well as not offering a payment for those who opt out of the Village's health insurance plan. Additional variations to the market are described within the benefits analysis section of this report.

On a statewide level, we are seeing public employers slowly shifting from traditionally rich, high-cost benefit programs to more progressive programs that shift some responsibility to the employee, allowing the employer to have more control over current and future costs. In this respect, the Village of Decatur is ahead of the trend on some benefit areas, such as offering a defined contribution retirement system rather than a defined benefit retirement system.

Detailed benefits data can be found in Appendix B, with a qualitative analysis presented on page 9 of this report.



## **CLASSIFICATION & JOB EVALUATION**

As discussed within the methodology section, the process of identifying job duties, positional responsibilities, and minimum job requirements is called “job analysis.” To perform an effective job analysis, employees were asked to complete a questionnaire relating to job duties, positional responsibilities, minimum requirements, and other criteria of their position. These questionnaires, along with existing job descriptions, provided the basis for personal interviews wherein additional detail and insight about each job was obtained.

Once positions are thoroughly analyzed, “job evaluation” is performed. This is a process that rates, or evaluates, each position against specific, job-related criteria contained within a customized point factor plan. The complete point factor plan is included in Appendix C, and can be summarized as follows:

### **Factor 1: Education & Relevant Experience**

This factor rates the minimum qualifications of a position as determined by the level of education required to be adequately prepared for the duties and responsibilities of the position and the minimum number of years of relevant experience necessary to adequately perform the job. The factor plan provides for additional points for special licensing, certification, and other requirements beyond education and experience.

### **Factor 2: Judgment & Independence of Action**

This factor rates the level of judgment and independence of action exercised in determining proper courses of action on the job. In evaluating a position against this factor, the extent to which policies, procedures, rules and so forth guide and restrict judgment and independence of the position is considered, as well as whether peers and/or supervisors are available for collaboration in decision making. Lastly, the degree to which the employee is empowered to use discretion and how work and authority is “checked,” is measured within this factor; for example, whether work is checked through a formal check/balance system or on an exception basis only.

### **Factor 3: Internal & External Relations**

This factor examines the types and frequency of internal and external contacts a position encounters, and the communication skills needed to successfully handle these contacts. The highest level, or most complicated form of communication skill required of a position is determined, then the frequency is measured. For example, responding to questions and explaining procedures versus negotiating contracts or resolving disputes in a formal setting are varying levels of communication. Some employees may engage in many levels with varying frequency. The highest level is rated and the frequency of that level is applied.

### **Factor 4: Supervisory or Managerial Responsibility**

This factor reflects the supervision exercised and management or leadership role assigned to a position. Both the level of authority exercised and the span of control as determined by the size of the supervisor’s staff are measured. Roles range from occasional leader to formal supervisor (with the authority to hire, discipline, and discharge employees.) The number of employees is determined by counting full and part-time staff as well as seasonal or volunteer staff, although these different types of staff are weighted differently.

*Factor 5: Job Complexity & Analytic Demands*

This factor measures the degree of complexity which is characteristic of a position's duties and responsibilities. Complexity is defined as the level of "thinking process" or analytic ability required of a position. Included in the analysis for this factor are issues like whether processes and work tasks are redundant, how much problem solving is required of the job, whether the employee makes choices from an established set of options or must originate new policy or procedure and whether the position has strategic planning responsibility for operational areas.

*Factor 6: Responsibility for the Safety and Convenience of Others*

This factor is concerned with the impact the position's duties have on the safety of others. In considering the potential impact of a position, *probable* errors that may occur in the regular course of performing a job are considered rather than the most extreme consequences. Similar to other factors, the highest, but still probable, consequence of error is measured along with the frequency with which the opportunity for error presents itself.

*Factor 7: Technology & Equipment Use*

This factor measures the level of knowledge and expertise required in a position with respect to utilizing, developing, fabricating, and implementing various technology or equipment. Ratings include basic, intermediate, and complex use levels. The highest levels are attributed to positions with development, programming, and other advanced applications along with research, development, and implementation of systems.

*Factor 8: Impact on Programs, Services, and Operations*

This factor measures the impact a position has on programs, services, or operations of various units of the organization. Impact includes effects on organizational efficiency, effectiveness, financial implications, public perception, and other tangible and intangible resources. Whether positions impact multiple "service areas" within an operating unit or other departments across the organization is considered.

*Factor 9: Intensity & Demand for Concentration*

This factor measures the frequency of three environmental components: mental concentration, focus, and intensity. Mental concentration captures the extent to which an employee works on high-detail tasks such as data entry; focus captures the extent to which a position is subjected to distracting influences; and intensity captures the extent to which a position must regularly meet deadlines and alter priorities.

*Factor 10: Work Environment*

This factor measures the degree and frequency with which a position is subjected to unpleasant or adverse working conditions as a function of the job, and the type and frequency of physical demands placed on a position. Office "climate control" issues are *not* considered an unpleasant or adverse condition, nor are standard requirements for lifting and/or moving light weight items in a normal office setting considered a physical demand. Rather, this factor accounts for positions that are required to work in the field under hazardous conditions or regularly encounter life-threatening situations. As well, the physical exertion required of a position is measured within this factor, both in terms of level and frequency.

Each of these point factors has an associated numeric point matrix that is used to rate each position. It is important to note that this is an evaluation of the job content and requirements of the position; it is not an assessment of the individual currently holding the position, nor is it a performance evaluation. Using this method, different positions across the organization are assessed on an “even playing field” and internal equity is achieved.

The total points then serve as a guide for determining grade placement. Two different positions can have similar point totals, indicating that grouping within the same pay grade is appropriate. Table 2 contains the point factoring results for the Village of Decatur.

*Table 2: Point Factor Job Evaluation Results*

<b>Position</b>	<b>Point Total</b>
DPW Technician	<b>1,550</b>
Clerk-Treasurer	<b>1,899</b>
Police Sergeant	<b>2,048</b>
DPW Foreman	<b>2,112</b>
Chief of Police	<b>2,477</b>
Village Manager	<b>2,863</b>

## **COMPENSATION & MARKET COMPARABILITY**

To determine appropriate pay rates, we utilized a customized market survey to gather information on what the competitive labor market pays for similar positions. To enhance the survey's reliability, our survey document included positional summaries of each position, rather than simply matching job title to job title. Therefore, respondents were able to report pay based on job content rather than job title alone.

The customized survey also gathered information on how positions are similar or different in other comparable communities to aide in making "apples-to-apples" comparisons with regard to pay data. The survey tool collected information on pay ranges and current actual salaries in the event no range was available.

It should be noted again that each organization surveyed in this study is unique, with different organizational structures and in some cases, alternative allocation of duties among employees. Further, not every comparable employer delivers the exact mix of services found in the Village of Decatur. The focus of our market analysis was to identify positions in other organizations with a similar scope of responsibilities, requiring similar levels of knowledge, skill, and expertise.

In addition to the customized salary survey sent to the identified comparable employers, we also included data from the League's statewide database of municipal salaries to further validate the survey. In some instances where there was little market data available from the comparable communities, data analysis was done using information obtained from the statewide database.

Table 3 below provides a summary of the market survey results and shows how each position studied compares. Again, because the Village of Decatur doesn't currently utilize pay ranges, we compared current pay levels to either the market minimum, midpoint, or maximum based on the incumbent's years of service.

In reviewing the data in Table 3, the compa-ratios shown on the right is a simple ratio of the Village's pay rate divided by the market average for minimum, midpoint, or maximum pay rates depending on the incumbent's years of service. So, the total average compa-ratio of 103% can be read as "the Village of Decatur's pay levels, taken in total, are 3% above the market."

*Table 3: Market Data Summary*

Current Title	Decatur Current Pay	Market Average				Compa-Ratio		
		Min	Mid	Max	Actual	Min	Mid	Max
Village Manager *	65,000	68,143	74,423	80,702	75,518	105%	n/a	n/a
Clerk-Treasurer *	41,371	44,471	49,829	55,186	54,963	107%	n/a	n/a
Chief of Police *	72,800	61,402	67,062	72,721	63,347	n/a	109%	n/a
Police Sergeant *	52,936	56,030	58,770	61,510	57,928	n/a	90%	n/a
DPW Foreman *	62,400	52,370	59,414	66,457	57,707	n/a	105%	n/a
DPW Technician	41,600	35,305	39,744	44,183	43,743	n/a	105%	n/a
<b>AVERAGE</b>						<b>106%</b>	<b>102%</b>	<b>n/a</b>
<b>AVERAGE ALL</b>						<b>103%</b>		

\* Insufficient data obtained from customized survey; range data reported above reflects the 2021/22 MML Wage & Salary Survey.

In reviewing the individual position results, keep in mind that being above or below market does not necessarily mean someone is “overpaid” or “underpaid.” Rather, this is a simple way to gauge overall comparability to market. Most public sector pay ranges are around 30% wide, so a likely range minimum would be 15% lower than the midpoint and maximums 15% above. As such, market comparisons with comp-ratios of 85% to 115% are considered within normal limits.

Detailed market data on each position is available in Appendix A.

## **BENEFITS ANALYSIS**

Benefits are a critical component in a total compensation package. As such, the study included a benefits survey to provide Decatur with a full picture of the comparability of the Village’s overall compensation system.

Benefits data was collected from six survey respondents. Taken in total, the Village’s benefits are within a similar range of the surveyed market for many benefits. However, the Village is less generous than the combined market with vacation sick leave accruals, as well as not offering a payment for those who opt out of the Village’s health insurance plan. There are also other variations to market in some areas as described on the following pages.

### **Paid Time Off & Bonus Pay**

- ❖ The surveyed market shows an average of 11 paid holidays, the same amount provided in the Village.
- ❖ Five respondents indicate using separate leave banks for vacation, sick, and personal time, as does the Village of Decatur. Of those using separate banks, the market averages for vacation accruals are:

<b>Years of Service</b>	<b>Market Average</b>	<b>Village of Decatur</b>
1 Year	8 days	5 days
5 Years	12 days	10 days
10 Years	17 days	15 days
15 Years	18 days	15 days
20 Years	19 days	20 days

- ❖ The Village of Decatur’s vacation accruals are less generous than market until employees meet the maximum accrual level at 20 years of service.

One survey respondent offers a combined paid time off (PTO) system, where there is more discretion in how an employee uses their PTO days. The trade-off is fewer total days for more flexibility. Combined PTO is a progressive approach to paid time off and is one technique for controlling banked time off and corresponding cash-outs at separation, while providing employees with sufficient flexibility to balance the demands of both life and work.

- ❖ The Village provides three annual sick days, which is six less than the market average among those who offer separate sick banks.
- ❖ The Village provides three personal days annually, which is the same as the market average among those who offer separate leave banks.
- ❖ Overall, the paid time off program in the Village of Decatur is less generous than the surveyed market. Paid time off, whether using a combined or separate approach, is a key benefit offering that can influence the attraction of new employees as well as the retention of current staff. Consideration might be given to enhance the Village's paid time off benefits in order to be more competitive in its recruitment and retention efforts.
- ❖ Of the six responding communities, none provide longevity pay. The Village of Decatur does not offer longevity pay. On a statewide level, we are seeing communities discontinue or grandfather their longevity pay programs.

### Insurance Benefits

- ❖ Of the six respondents, all but two require some form of employee contribution to insurance premiums with employer contributions range from 0% to 20% of the total premium. The Village of Decatur requires employees to contribute 20% of the premium.
- ❖ Four respondents provide some form of payment in lieu of health insurance, with varying payment amounts as outlined below. The Village of Decatur does not provide a payment in lieu of health insurance.

Breakdown of Responses for Payment In Lieu of Health Insurance	
\$1,800	\$2,125
\$3,500	\$6,188

- ❖ Four respondents report having a high deductible health plan (HDHP), with deductibles ranging from \$1,500/\$3,000 to \$2,800/\$5,600. Two of these respondents offer some form of a health savings account with contributions made by the employer. The Village of Decatur does not have a high deductible plan, nor does it offer a health savings account.
- ❖ All respondents offer some form of employer-paid dental insurance, and four offer some form of employer-paid vision insurance. The Village of Decatur provides both dental and vision insurance.
- ❖ All respondents provide life insurance with the benefit level ranging from \$20,000 to \$50,000. Five respondents also indicated that short-term disability, long-term disability, or both are also provided. The Village of Decatur offers both short- and long-term disability benefits and a life insurance benefit of \$25,000 for non-union full-time staff, and \$50,000 for the full-time unionized Police staff.

Retirement Benefits

- ❖ Three of the surveyed respondents provide a defined benefit retirement program for their non-union employees, with one of these respondents indicating this benefit is a closed plan.  
It should be noted that many public employers are shifting away from a traditional defined benefit pension plan and moving to defined contribution programs where costs are more controllable. In that regard, the Village of Decatur is ahead of the curve.
- ❖ All respondents offer a defined contribution program and provide an employer contribution ranging from 0% to 15% of salary. The Village of Decatur offers a defined contribution retirement plan with a 6% match for non-union full-time staff and a 10% match for the unionized police full-time staff.
- ❖ No respondents provide retiree health insurance, nor does the Village of Decatur.

The legacy costs associated with retiree healthcare are creating a trend in the municipal sector which is moving away from 100% employer-paid retiree healthcare. Costs are considerable for this benefit given the relatively low retirement age in the public sector (some allow retirement as early as age 50, many at age 55 or 60) and the uncontrolled increases in the cost of healthcare premiums.

To better control their budgets, long-range financial plans, and future liabilities, many municipal employers are moving toward a flat dollar cap for their retiree healthcare premium or are implementing a “defined contribution” style savings program which allows employees to save for the cost of healthcare in retirement, with or without employer contribution. Many retiree health savings plans allow for the conversion of unused paid time off, which is advantageous to both the employee and the employer, which saves the payroll tax that would otherwise be incurred through paying out time-off banks.

Full details on benefit offerings within the customized market can be found in Appendix B.

## **CLASSIFICATION & COMPENSATION STRUCTURE**

As previously discussed, point factoring was used to determine the placement of each position within the organization's pay structure, and market data guided the recommended pay ranges.

### **Impact of Recommended Ranges**

As mentioned earlier, the suggested pay structure reflects ranges that are 30% wide. Table 4 on the following page provides a suggested pay structure based on market findings from all surveyed communities for the positions included in this study.

Positions with salaries below range minimums are considered "**green circled.**" There is one employee currently earning a rate below the suggested minimum.

When considering these recommendations, we strongly suggest that green circled individuals be prioritized and moved as quickly as possible to at least the minimum of the recommended pay range. Additionally, consideration might be given to address any long-serving employees or those with considerable experience who have pay levels below the range midpoint. However, individual performance will guide decisions regarding pay adjustments. It is advisable to suspend pay increases, even those for green circled positions, until such time as any ongoing performance issues are resolved.

Positions with salaries above range maximums are considered "**red circled.**" There are no employees currently earning a rate above the suggested maximum.

Red circled positions are not uncommon for long-serving staff or positions that are difficult to recruit and/or retain. Additionally, employees who are asked to take on a heavier workload may warrant placement at the higher end of the pay scale, and over time, may have exceeded the maximum of their established range.

With regard to red circled employees, we strongly caution against reducing pay or otherwise penalizing an employee with a salary level above the suggested maximum. This can be counter-productive and devastating to morale and the overall success of a pay program. Rather, "grandfathering" red circled employees or increasing salaries at a slower pace are more constructive approaches.

A more progressive approach to addressing red circled employees, or employees who have reached the maximum of their pay range, is to offer a merit bonus rather than a pay increase. This bonus would be tied to performance to recognize outstanding service. This can be done by offering up to a maximum amount, such as a flat dollar amount, or percentage of pay based on the employee's level of performance. This type of program positions the Village to recruit, retain, and reward top talent to serve its public. Keep in mind, however, that an exceptional performance evaluation tool should be in place, used accurately, reliably, and consistently, and the organization itself must have a culture that would support such an approach to pay.



Table 4: Suggested Pay Structure

Grade	Position Title	Decatur Current Pay	RECOMMENDED PAY RANGES		
			Minimum	Midpoint	Maximum
A	DPW Laborer	41,600	\$34,782.61 \$16.72	\$40,000.00 \$19.23	\$45,217.39 \$21.74
B	Clerk-Treasurer	41,371	\$42,608.70 \$20.48	\$49,000.00 \$23.56	\$55,391.30 \$26.63
C	Police Sergeant	52,936	\$47,391.30 \$22.78	\$54,500.00 \$26.20	\$61,608.70 \$29.62
D	DPW Foreman	62,400	\$51,304.34 \$24.67	\$59,000.00 \$28.37	\$66,695.65 \$32.07
E	Chief of Police	72,800	\$56,086.96 \$26.96	\$64,500.00 \$31.01	\$72,913.04 \$35.05
F	Village Manager	65,000	\$62,173.91 \$29.89	\$71,500.00 \$34.38	\$80,826.09 \$38.86

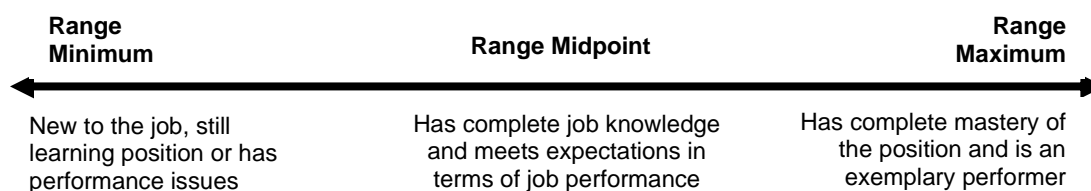
### **Implementing Recommended Ranges**

In determining its compensation policy, organizations have much to consider. For example:

- ❖ Some organizations strive to lead the market in either pay or benefits, or both. Others utilize below-average compensation programs which may result in short-term savings; however, that is often offset by the high cost of turnover and the indirect costs of poor morale, inconsistent customer service, and overall compromised operational performance.
- ❖ Most organizations seek a middle ground, establishing market competitive compensation programs that are fair to employees and fiscally responsible.
- ❖ Benefits may influence the stance an employer takes relative to the market. Depending on organizational priorities, some employers maintain employee wages low in relation to the market while maintaining a relatively generous benefit program, or vice versa.
- ❖ In moving employees through pay ranges, compensation systems ideally incorporate performance in some way.
- ❖ Staffing levels and organizational structures can influence the position an employer takes relative to the competitive market. Where employees are asked to do more with less, an organization may be inclined to meet or even exceed the market with regard to pay, benefits or both.

In considering how pay ranges might be utilized over time, job mastery and performance history are important factors that may guide upward adjustments for employees. The continuum provided in Chart 1 illustrates how compensation levels within the recommended ranges may be considered with regard to job knowledge and performance.

*Chart 1: Continuum of Job Mastery*



Newer employees who are not yet functioning on a completely independent level, or employees who are not meeting performance standards, may be appropriately placed at or near the range minimum. Over time, training and experience on the job will typically lead to competency for most employees. These employees will likely fall somewhere in the middle of their range, near the midpoint. An employee with complete mastery of their position and a history of exceptional performance may command a salary toward the top of their range near the recommended maximum.

### **Range Options**

There are a few popular options for pay range administration, including a traditional step system, an open range, or a combined approach. Tables 5 and 6 on the following page provide examples of both a traditional and combined pay system.

#### **Traditional Step System**

A traditional step system simply breaks a pay range into increments. In a system with ranges that are 30% wide, nine steps are typical and provide for increments of about 3% to 3.75% between steps.

In a traditional step system, pay increases are awarded based on time on the job, conditioned upon satisfactory performance (i.e., move from step 1 to step 2 after one year on the job with a satisfactory or better performance review). Table 5 on the following page provides a step progression based on a Traditional Step System.

#### **Open Range System**

Some employers prefer to use a percentage-based, open range approach to progressing employees through their ranges. Under this plan, a set percent is used for employees' annual pay increases. This provides the most flexibility to the employer, or maximum discretion.

#### **Combined System**

A combined system uses both formal steps and a flexible, open range. With this method, step increases based on longevity are utilized initially (provided the employee is evaluated at a minimum level of satisfaction) with merit-based progression after a certain tenure level is achieved. This combined system recognizes the "learning curve" found in early years of employment and focuses on performance once longer tenure and associated job mastery is achieved. Table 6 on the following page provides a step progression based on a Combined System.

Table 5: Traditional Step System

Grade	Minimum Step 1	Step 2	Step 3	Step 4	Midpoint Step 5	Step 6	Step 7	Step 8	Maximum Step 9
A	\$34,783 \$16.72	\$36,087 \$17.35	\$37,391 \$17.98	\$38,696 \$18.60	\$40,000 \$19.23	\$41,304 \$19.86	\$42,609 \$20.48	\$43,913 \$21.11	\$45,217 \$21.74
B	\$42,609 \$20.48	\$44,207 \$21.25	\$45,804 \$22.02	\$47,402 \$22.79	\$49,000 \$23.56	\$50,598 \$24.33	\$52,196 \$25.09	\$53,793 \$25.86	\$55,391 \$26.63
C	\$47,391 \$22.78	\$49,168 \$23.64	\$50,946 \$24.49	\$52,723 \$25.35	\$54,500 \$26.20	\$56,277 \$27.06	\$58,054 \$27.91	\$59,832 \$28.77	\$61,609 \$29.62
D	\$51,304 \$24.67	\$53,228 \$25.59	\$55,152 \$26.52	\$57,076 \$27.44	\$59,000 \$28.37	\$60,924 \$29.29	\$62,848 \$30.22	\$64,772 \$31.14	\$66,696 \$32.07
E	\$56,087 \$26.96	\$58,190 \$27.98	\$60,293 \$28.99	\$62,397 \$30.00	\$64,500 \$31.01	\$66,603 \$32.02	\$68,707 \$33.03	\$70,810 \$34.04	\$72,913 \$35.05
F	\$62,174 \$29.89	\$64,505 \$31.01	\$66,837 \$32.13	\$69,168 \$33.25	\$71,500 \$34.38	\$73,832 \$35.50	\$76,163 \$36.62	\$78,495 \$37.74	\$80,826 \$38.86

Table 6: Combined Step System

Grade	Minimum Step 1	Step 2	Step 3	Step 4	Midpoint Step 5	Open Range: Performance Based	Maximum Step 9
A	\$34,783 \$16.72	\$36,087 \$17.35	\$37,391 \$17.98	\$38,696 \$18.60	\$40,000 \$19.23	variable	\$45,217 \$21.74
B	\$42,609 \$20.48	\$44,207 \$21.25	\$45,804 \$22.02	\$47,402 \$22.79	\$49,000 \$23.56	variable	\$55,391 \$26.63
C	\$47,391 \$22.78	\$49,168 \$23.64	\$50,946 \$24.49	\$52,723 \$25.35	\$54,500 \$26.20	variable	\$61,609 \$29.62
D	\$51,304 \$24.67	\$53,228 \$25.59	\$55,152 \$26.52	\$57,076 \$27.44	\$59,000 \$28.37	variable	\$66,696 \$32.07
E	\$56,087 \$26.96	\$58,190 \$27.98	\$60,293 \$28.99	\$62,397 \$30.00	\$64,500 \$31.01	variable	\$72,913 \$35.05
F	\$62,174 \$29.89	\$64,505 \$31.01	\$66,837 \$32.13	\$69,168 \$33.25	\$71,500 \$34.38	variable	\$80,826 \$38.86

### **System Administration**

It is suggested that the Village establish a compensation policy for moving employees through pay ranges over time. As outlined above, there are many methods for progressing employees through a pay range; for example, time on the job (longevity), merit or performance-based pay, or some combination of the two. Further, if using a step system, increases can be applied based on fractions of a step; full step increases are not required of the system options presented within this report.

Many employers are interested in linking pay to performance. To succeed in implementing a merit pay environment, there must be an exceptional performance evaluation tool in place that is used accurately and reliably, and the organization itself must have a culture that would support such an approach to pay. With those two linchpins in place, the employer then must have the financial resources to support the pay for performance program.

Well-designed and properly administered pay-for-performance programs that are tied closely to overarching organizational missions, goals, and objectives, can add substantial value to an organization. However, pay for performance is *not* a cost-of-living adjustment. Cost of living is something that should be applied to the pay system at-large. Individual performance rewards are separate and distinct from that and lose their impact and credibility when overlapped with other types of adjustments.

When considering performance rewards, an organization can utilize either a performance increase that becomes part of an employee's annual pay; or a one-time reward that does not automatically renew each year. The reward that becomes part of regular pay is typically in recognition of sustained exceptional performance, assuming additional duties, achieving additional education or training, etc. The non-renewable reward is usually associated with achievement of specific goals or in recognition of a special project or some other finite accomplishment. Some systems incorporate both types of rewards to accommodate varying circumstances.

Should the Village incorporate pay-for-performance tied to performance evaluation, careful consideration will need to be given to whether rewards are integrated into base pay or treated as a bonus subject to renewal, or some combination of the two.

#### Placing New Employees Within Established Ranges

To preserve internal equity, original appointment to any position would ideally be made at the minimum rate of the suggested pay range. Advancement could then proceed through successive increases as prescribed in the Village's compensation policy.

However, each new hire will inevitably be unique, and may in fact represent a situation in which greater experience and expertise are objectives in recruitment. The labor market may also dictate the need to offer a higher salary. Therefore, new hires should be assessed individually and placed at a range level consistent with Village needs and market demands.

#### Maintaining the System Over Time

A classification and compensation program, once designed and implemented, is not self-sustaining. It needs proper maintenance to continue to serve its purpose. Maintaining the program requires reviewing, adjusting, and controlling both the classification and salary structures so they continue to be effective.

The Village should determine the standard process that will be used to maintain the classification plan going forward. For example, how will changes to job descriptions be handled? How will new positions be placed within the system? Who will review requests and what appeals mechanism, if any, will be provided?

The Village should carefully consider its options and lay out the methodology best suited to its needs and culture.

#### Classifying New Positions

As a result of reorganization, new programs, or changes in management procedures, new jobs may be established and the complexity of existing jobs may change. To maintain internal equity and the usefulness of the pay system, the following procedures are recommended:

1. For new positions, a standard job analysis questionnaire should be used to define the particular duties, responsibilities, and requirements of the position.
2. A current and accurate job description should then be developed.
3. The position should be evaluated based on the point factor plan. This approach ensures internal equity for the new position in terms of skill, effort, responsibility and working conditions as compared to existing positions.
4. Verification of market pay rates through the statewide survey, or a customized survey, will validate the appropriate pay rate for a new position.

#### Updating the Compensation Plan

Economic conditions, the availability of people, and the prevailing labor market rates will all impact salary structures. To accurately reflect the labor market, the compensation plan must be reviewed and adjusted annually.

Pay adjustments are a two-step process. The first is a general adjustment of the entire pay system to reflect inflationary or cost-of-living increases. And the second is individual-level adjustments based on performance, longevity or whatever measures the Village choose to reflect its compensation philosophy.

Various sources exist for inflation figures, cost-of-living estimates, and other economic indicators such as the Consumer Price Index (CPI). One of these could be applied to the compensation structures provided within this report to make the annual cost-of-living adjustment.

When making annual adjustments to the overall system, consideration should be given to local economic factors and the posture the organization chooses to take relative to the labor market. Every five to seven years a full study should be conducted to check the adequacy of present pay rates and internal ranking of jobs.

In devising a pay and benefits system, an employer is well-served to consider its mission and organizational goals and align its compensation policy accordingly. The data and objective analysis provided within this report will help position the Village of Decatur for these important policy considerations.

## **APPENDIX A**

### **Market Survey Data: Pay**

**Classification and Compensation Study**  
**Salary Survey Results, April 2022**  
**Decatur Village**

<b>Village Manager</b>										
<b>Comparable Community</b>	<b>Title Used</b>	<b>How Do Duties Compare</b>	<b>Range (Base Pay)</b>			<b>Actual Pay or Max</b>	<b>FT / PT</b>	<b>Hrs / Week</b>	<b>Yrs of Svc</b>	<b>Other Details</b>
			<b>Min</b>	<b>Mid</b>	<b>Max</b>					
Bangor (city)	City Manager					67,500	FT	40		
Berrien Springs	N/A									
Cassopolis	Village Manager					100,000	FT	40		
Constantine	Village Manager					86,700	FT	40		as reported in the 2021/22 W&S survey
Dimondale	Village Manager	Also serves as clerk, treasurer, zoning administrator, and oversees WWTP operator and budget.	54,857	63,086	71,315	55,706	FT	40	4	Also has a heavy hand in sewer utility administration. Performs all HR functions. Advises 4 boards, and 4 standing committees.
Homer	Village Manager					62,200	FT	40		
Jonesville (city)	City Manager	Similar	68,560	79,009	89,457	86,850	FT	40	8	Also receive car and phone allowance.
Leslie (city)	City Manager					75,400	FT	40		as reported in the 2021/22 W&S survey
Mattawan	Village Manager	Also Clerk and carries out most duties of Treasurer				61,838	FT	40	8	
Nashville	N/A									
Parchment (city)	City Manager					65,000	FT	40		
Paw Paw	Village Manager					84,000	FT	40	<1	
Three Oaks	Village Manager					70,000	FT	40		as reported in the 2021/22 W&S survey
Vicksburg	Village Manager					91,021	FT	40	7	30 years in profession
<b>Market Average</b>			<b>insufficient data</b>			<b>75,518</b>				
<b>2021/22 MML Statewide Data *</b>			<b>68,143</b>	<b>74,423</b>	<b>80,702</b>	<b>81,824</b>				<b>18%</b>
<b>Decatur Village</b>						<b>65,000</b>	<b>FT</b>	<b>40</b>	<b>&lt;1</b>	

\* 2021/22 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 5,000 for position of City Manager or City Administrator (range: n=11; actual: n=75).

**Classification and Compensation Study**  
**Salary Survey Results, April 2022**  
**Decatur Village**

<b>Clerk-Treasurer</b>										
<b>Comparable Community</b>	<b>Title Used</b>	<b>How Do Duties Compare</b>	<b>Range (Base Pay)</b>			<b>Actual Pay or Max</b>	<b>FT / PT</b>	<b>Hrs / Week</b>	<b>Yrs of Svc</b>	<b>Other Details</b>
			<b>Min</b>	<b>Mid</b>	<b>Max</b>					
Bangor (city)	Treasurer					48,000	FT	40		City Clerk Current Salary: \$42,000.
Berrien Springs	Village Clerk	Similar	45,760	56,160	66,560	65,998	FT	40	20.5	Holds a Master Clerk certification from IIMC and MiPMC from MAMC. Reports to Village Council (no Village Manager).
Cassopolis	Village Clerk					63,598	FT	40		Village Treasurer Current Salary: \$36,254.
Constantine	N/A									
Dimondale	N/A									Village Manager performs duties.
Homer	Village Clerk					39,968	FT	40		Village Treasurer Current Salary: \$35,858.
Jonesville (city)	Finance Director		51,340	59,163	66,985	66,985	FT	40	20	City Clerk also shares duties with Finance Director, but Clerk also serves as the Recreation Director and earns an additional \$4,200/year. Clerk Salary Range: \$44,425-\$57,964; Current Salary: \$53,046
Leslie (city)	Clerk					54,080	FT	40		as reported in the 2021/22 W&S survey
Mattawan	N/A									Treasurer is for signatory purposes only.
Nashville	Clerk					42,411	FT			Village Treasurer Current Salary: \$36,878.
Parchment (city)	Clerk-Treasurer					45,000	FT	40		
Paw Paw	Clerk-Treasurer					52,000	FT	40	8	
Three Oaks	N/A									
Vicksburg	Treasurer					71,594	FT	40	5	30 years in profession. Village Clerk is FT (1YOS), Salary) \$50,003.20.
<b>Market Average</b>			<b>insufficient data</b>			<b>54,963</b>				
<b>2021/22 MML Statewide Data *</b>			<b>44,471</b>	<b>49,829</b>	<b>55,186</b>	<b>53,660</b>				<b>24%</b>
<b>Decatur Village</b>						<b>41,371</b>	<b>FT</b>	<b>40</b>	<b>&lt;1</b>	

\* 2021/22 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 5,000 for positions of Clerk/Treasurer, Clerk, and Treasurer (range: n=18; actual: n=77).



**Classification and Compensation Study**  
**Salary Survey Results, April 2022**  
**Decatur Village**

Chief of Police										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Bangor (city)	Police Chief					60,000	FT	40		
Berrien Springs	N/A									
Cassopolis	Police Chief					57,000	FT	40		
Constantine	N/A									
Dimondale	N/A									
Homer	N/A									Contract police services with County.
Jonesville (city)	Police Chief	Public Safety Director is the Police and Fire Department Head.	55,190	63,600	72,009	60,307	FT	40	4	Police Chief also serves as Public Safety Director and earns an additional \$9,500/year.
Leslie (city)	Police Chief					65,922	FT	40		as reported in the 2021/22 W&S survey
Mattawan	Police Chief					69,971	FT	40	7	
Nashville	Police Chief					51,168	FT	40		
Parchment (city)	N/A									Contract police services with Kalamazoo Twp.
Paw Paw	Police Chief	Similar; MCOLES Certified				79,082	FT	40	11	
Three Oaks	Police Chief					52,000	FT	40		as reported in the 2021/22 W&S survey
Vicksburg	Police Chief					74,672	FT	40	5	30 years in profession.
<b>Market Average</b>			insufficient data			<b>63,347</b>				
<b>2021/22 MML Statewide Data *</b>			<b>61,402</b>	<b>67,062</b>	<b>72,721</b>	<b>67,441</b>				<b>18%</b>
<b>Decatur Village</b>						<b>72,800</b>	<b>FT</b>	<b>40</b>	<b>4</b>	

\* 2021/22 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 5,000 for positions of Police Chief (range: n=9; actual: n=63).

**Classification and Compensation Study**  
**Salary Survey Results, April 2022**  
**Decatur Village**

<b>Police Sergeant</b>										
<b>Comparable Community</b>	<b>Title Used</b>	<b>How Do Duties Compare</b>	<b>Range (Base Pay)</b>			<b>Actual Pay or Max</b>	<b>FT / PT</b>	<b>Hrs / Week</b>	<b>Yrs of Svc</b>	<b>Other Details</b>
			<b>Min</b>	<b>Mid</b>	<b>Max</b>					
Bangor (city)	Police Sergeant					55,000	FT	40		
Berrien Springs	N/A									
Cassopolis	N/A									
Constantine	Police Sergeant					56,368	FT	40		as reported in the 2021/22 W&S survey
Dimondale	N/A									
Homer	N/A									
Jonesville (city)	Police Sergeant	Similar	41,326	47,623	53,920	51,501	FT	40	>1	
Leslie (city)	N/A									
Mattawan	Police Sergeant					59,592	FT	40		
Nashville	N/A									
Parchment (city)	N/A									
Paw Paw	Police Sergeant	Similar; MCOLES Certified.				67,267	FT	40	9	
Three Oaks	N/A									
Vicksburg	Police Sergeant					57,841	FT	40		
<b>Market Average</b>			<b>insufficient data</b>			<b>57,928</b>				
<b>2021/22 MML Statewide Data *</b>			<b>56,030</b>	<b>58,770</b>	<b>61,510</b>	<b>61,601</b>				<b>10%</b>
<b>Decatur Village</b>						<b>52,936</b>	<b>FT</b>	<b>40</b>	<b>7</b>	

\* 2021/22 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 8,000 for position of Police Sergeant (range n=5; actual: n=30).

**Classification and Compensation Study**  
**Salary Survey Results, April 2022**  
**Decatur Village**

DPW Foreman										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Bangor (city)	DPW Foreman					55,000	FT	40		
Berrien Springs	DPW Superintendent	Similar. Also serves as Water Superintendent. Must hold all licenses required for Water Superintendent responsibilities.					FT	40	29	position is more complex earning salary of \$77,251/yr; Reports to Village Council (no Village Manager).
Cassopolis	DPW Superintendent					53,000	FT	40		DPW Foreman Current Salary: \$39,457.
Constantine	Streets Foreman					53,685	FT	40		as reported in the 2021/22 W&S survey
Dimondale	DPW Supervisor		36,483	41,985	47,486	45,386	FT	40	4	DPW Superintendent position no longer exists in Village
Homer	DPW Supervisor					48,268	FT	40		
Jonesville (city)	DPW Superintendent	CDL Class B License, S-3 water distribution certification. Oversee DPW Department and serves as Zoning Administrator.	51,340	59,163	66,985	66,985	FT	40	39	
Leslie (city)	Streets Foreman		46,862	52,998	59,134	57,408	FT	40		as reported in the 2021/22 W&S survey
Mattawan	Public Works Superintendent	Must possess D-2 and S-3 water certifications, and CDL.				68,266	FT	40	23	Receives additional \$500 annual bonus for each license for water/sewer system.
Nashville	DPW Director					59,027	FT	40		
Parchment (city)	DPW Superintendent					58,000	FT	40		
Paw Paw	DPS Deputy Director	CDL License Required.				69,680	FT	40	1	DPS Director Current Salary: \$72,114
Three Oaks	DPW Superintendent					47,000	FT	40		as reported in the 2021/22 W&S survey
Vicksburg	DPW Director					68,481	FT	40	24	5 years exp in director role and 7 years exp in assistant director role
<b>Market Average</b>			insufficient data			<b>57,707</b>				
<b>2021/22 MML Statewide Data *</b>			<b>52,370</b>	<b>59,414</b>	<b>66,457</b>	<b>59,847</b>				<b>27%</b>
<b>Decatur Village</b>						<b>62,400</b>	<b>FT</b>	<b>40</b>	<b>6</b>	

\* 2021/22 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 5,000 for positions of Public Works/Streets Superintendent and Public Works Deputy Director (range: n=6; actual: n=29).

Classification and Compensation Study  
Salary Survey Results, April 2022  
Decatur Village

DPW Technician										
Comparable Community	Title Used	How Do Duties Compare	Range (Base Pay)			Actual Pay or Max	FT / PT	Hrs / Week	Yrs of Svc	Other Details
			Min	Mid	Max					
Bangor (city)	DPW Laborer		35,360	38,480	41,600		FT	40		Laborers w/o CDL earn minimum of range; laborers with CDL earn maximum of range.
Berrien Springs	DPW	Similar - CDL required.	24,960	33,280	41,600	38,563	FT	40	4	Two employees
Cassopolis	DPW Laborer	Similar - CDL required.	29,120	34,289	39,458		FT	40		
Constantine	Maintenance Worker		40,019	44,044	48,069		FT	40		as reported in the 2021/22 W&S survey
Dimondale	DPW Laborer	Similar - Performs all DPW functions and must have a CDL.	28,621	32,906	37,190	39,520	FT	40	2	
Homer	DPW Laborer	Similar - CDL required.	30,160	31,200	32,240		FT	40		
Jonesville (city)	Maintenance I and II	Similar - CDL Class B license with air brake endorsement and S-3 water distribution certification.	38,442	44,300	50,158		FT	40		Three employees: 34 YOS \$50,158; 5 YOS \$40,783; 4 YOS \$35,596
Leslie (city)	Maintenance Worker					52,458	FT	40		as reported in the 2021/22 W&S survey
Mattawan	DPW Technician	CDL Class B required.				48,547	FT	40	2.5	Receives additional \$500 annual bonus for each license for water/sewer system.
Nashville	DPW Worker					42,515	FT	40		
Parchment (city)	DPW Laborer					43,000	FT	40		
Paw Paw	Public Works Employee I - IV	CDL required.	51,542	53,903	56,264		FT	40	<1	
Three Oaks	Heavy Equipment Operator					41,600	FT	40		as reported in the 2021/22 W&S survey
Vicksburg	DPW Laborer	Similar	39,520	45,292	51,064		FT	40		DPW Laborers also receive \$55.00 additional pay each PP for being on-call.
<b>Market Average</b>			<b>35,305</b>	<b>39,744</b>	<b>44,183</b>	<b>43,743</b>				<b>25%</b>
<b>2021/22 MML Statewide Data *</b>			<b>38,182</b>	<b>42,991</b>	<b>47,799</b>	<b>42,337</b>				<b>25%</b>
<b>Decatur Village</b>						<b>41,600</b>	<b>FT</b>	<b>40</b>	<b>7</b>	

\* 2021/22 MML Statewide Survey includes regions 1-6 with populations between 1,500 and 5,000 for positions of Public Works Maintenance Worker and Heavy Equipment Operator (range: n=64; actual: n=43).

## **APPENDIX B**

### **Market Survey Data: Benefits**

**DECATUR VILLAGE**  
**BENEFITS SURVEY, APRIL 2022**

	<b>Decatur Village Non-Union</b>	<b>Decatur Village Police Union</b>	<b>Berrien Springs</b>	<b>Dimondale</b>	<b>Jonesville (City)</b>	<b>Mattawan</b>
<b>PAID TIME OFF &amp; BONUSES</b>						
Scheduled Working Hours Per Day (i.e. 8, 7.5, 12)	8	12	8	8	8	8
# Annual Paid Holidays	11	11	11	12	12	12
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	Separate	Separate	Separate	Separate	Separate	Separate
# Vacation / PTO <b>Days</b> Earned:						
@ 1 year	5	5	10	5	general staff 6 / department heads 10.5	5
@ 5 years	10	10	15	12	general staff 10.5 / department heads 15	10
@ 10 years	15	15	20	15	general staff 15 / department heads 20	15
@ 15 years	15	15	21	15	general staff 15 / department heads 20	15
@ 20 years	20	20	25	15	general staff 15 / department heads 20	15
Maximum Carry Over of Vacation/PTO Allowed (in days) <b>or</b> Use-It or Lose-It policy?	10	10	Use it or lose it	Use it or lose it	Capped at 15 days for general staff / 20 for dept heads - Lose it after capped amount	5
Is accrued Vacation/PTO time paid out upon separation or retirement? If so, what is the a maximum payout?	50%	50%	No max on vacation - since no carry over	no	Yes	Yes, up to 40 hours
# Annual Sick <b>Days</b>	3	3	6	6	12	5
Maximum Carry Over of Sick Days allowed (in days) <b>or</b> Use-It or Lose-It policy?	Pre 2013 - 90 / Post 2013 - 30	No Cap	90 days	480 hour max accumulation	Capped at maximum of 63 sick days. Anything beyond cap is lost.	Use-it or lose-it
Is accrued Sick time paid out upon separation or retirement? If so, what is the a maximum payout?	Pre 2013-50% Post 2013-0%	50% up to 480 hours	Upon retirement: 10 yrs of service - up to 5 days; 15 yrs - 10 days ; 20+ yrs - 15 days	no	No	Yes, up to 40 hours
# Annual Paid Personal <b>Days</b>	3	3	1 day from sick time	3	2	5
Longevity Pay	N/A	N/A	N/A	N/A	N/A	N/A
@ 5 years						
@ 10 years						
@ 15 years						
@ 20 years						
Maximum						

**DECATUR VILLAGE**  
**BENEFITS SURVEY, APRIL 2022**

	Decatur Village Non-Union	Decatur Village Police Union	Berrien Springs	Dimondale	Jonesville (City)	Mattawan
<b>INSURANCE</b>						
Insurance Plan Type (i.e. PPO, HMO, etc.)	BCBS PPO	BCBS PPO	BCBS PPO	PPO	HMO - HDHP	BCBS
Is your plan a high deductible plan? (yes or no)	No	No	Yes	No	Yes	Yes
Does the employ <del>ER</del> contribute to a Health Savings Plan? If so, what is the annual contribution?	No	No	100%	No	No	\$250 / \$500
Annual Employee Contribution to Healthcare Premium	20%	20%	0%	20%	10%	20%
Annual Deductible (single/family)			\$2,800 / \$5,600	\$1,500	\$1,500 / \$3,000	\$2,000 / \$4,000
Annual Payment in Lieu of Insurance	No	No	No	\$1,800	\$2,125	No
Employer-Paid Dental (yes or no)	Yes	Yes	Yes	Yes	Yes	Yes
Employer-Paid Vision (yes or no)	Yes	Yes	Yes	No	Yes	Yes
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	\$25K	\$50K	\$25K	\$20K	\$50K	Yes
Employer-Paid Disability (short term, long term, or both)	Both	Both	No	ST	LT	Both
<b>PENSION / RETIREMENT</b>						
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid, etc.)	DC	DC	DB	DC	DC	DC
<u>Pension Plan:</u>						
Pension Plan Type (i.e. MERS B2)			MERS C-1 Old			
Multiplier (i.e. 2.25%)			1.2% times the first \$4,200 of FAC, plus 1.7% times the portion of FAC over \$4,200			
Employ <del>EE</del> Contribution to Pension				0%		
<u>Defined Contribution Plan (i.e. 401, 457)</u>	457	457	457		401, 457	401 and 457
Employ <del>ER</del> Match / Contribution	6%	10%	0%	10%	5%	6%
Employ <del>EE</del> Contribution	3%	5%	Voluntary	Voluntary	5%, 7% or 10%	3% - 6%
Retiree Health Insurance (yes or no)	No	No	No	No	No	No
Employ <del>ER</del> Pays						
Age or other eligibility criteria						

**DECATUR VILLAGE**  
**BENEFITS SURVEY, APRIL 2022**

	Decatur Village Non-Union	Decatur Village Police Union	Paw Paw Non-Union	Paw Paw Police Union	Vicksburg
<b>PAID TIME OFF &amp; BONUSES</b>					
Scheduled Working Hours Per Day (i.e. 8, 7.5, 12)	8	12	8	12	8
# Annual Paid Holidays	11	11	10	9	10
Do you offer <u>combined</u> paid time off (PTO) or <u>separate</u> Vacation / Sick / Personal time off?	Separate	Separate	Separate	Separate	Combined
# Vacation / PTO <b>Days</b> Earned:					
@ 1 year	5	5	10	5	19.5
@ 5 years	10	10	15	15	26
@ 10 years	15	15	15	20	32.5
@ 15 years	15	15	20	25	39
@ 20 years	20	20	25	30	45.5
Maximum Carry Over of Vacation/PTO Allowed (in days) <b>or</b> Use-It or Lose-It policy?	10	10	15	15	Up to 1040 hours (130 days)
Is accrued Vacation/PTO time paid out upon separation or retirement? If so, what is the a maximum payout?	50%	50%	50% accrued	All accrued if worked 6 months +	Up to 1040 hours (130 days)
# Annual Sick <b>Days</b>	3	3	12	12	N/A
Maximum Carry Over of Sick Days allowed (in days) <b>or</b> Use-It or Lose-It policy?	Pre 2013 - 90 / Post 2013 - 30	No Cap	20	30	N/A
Is accrued Sick time paid out upon separation or retirement? If so, what is the a maximum payout?	Pre 2013-50% Post 2013-0%	50% up to 480 hours	50% accrued	After 10 years 50% up to 240	N/A
# Annual Paid Personal <b>Days</b>	3	3	2	3	N/A
Longevity Pay	N/A	N/A	N/A	N/A	N/A
@ 5 years					
@ 10 years					
@ 15 years					
@ 20 years					
Maximum					



**DECATUR VILLAGE**  
**BENEFITS SURVEY, APRIL 2022**

	Decatur Village Non-Union	Decatur Village Police Union	Paw Paw Non-Union	Paw Paw Police Union	Vicksburg
<b>INSURANCE</b>					
Insurance Plan Type (i.e. PPO, HMO, etc.)	BCBS PPO	BCBS PPO	PPO	PPO	HMO
Is your plan a high deductible plan? (yes or no)	No	No	No	No	Yes
Does the employ <del>ER</del> contribute to a Health Savings Plan? If so, what is the annual contribution?	No	No	No	No	No - Silver Plan
Annual Employee Contribution to Healthcare Premium	20%	20%	15%	12%	0%
Annual Deductible (single/family)			\$250 / \$500	\$250 / \$500	\$2,000 / \$4,000
Annual Payment in Lieu of Insurance	No	No	No	\$6,188.78	\$3,500
Employer-Paid Dental (yes or no)	Yes	Yes	Yes	Yes	Yes
Employer-Paid Vision (yes or no)	Yes	Yes	No	No	Yes
Employer-Paid Life Insurance (benefit level - i.e. \$25K, 1 X Salary)	\$25K	\$50K	\$40K	\$40K	\$30K
Employer-Paid Disability (short term, long term, or both)	Both	Both	ST	ST	Both
<b>PENSION / RETIREMENT</b>					
What type(s) of retirement programs do you offer? (i.e. Defined Benefit Pension, Defined Contribution, Hybrid, etc.)	DC	DC	DB & DC	DB & DC	DB & DC
Pension Plan:					closed plan
Pension Plan Type (i.e. MERS B2)			MERS	MERS	
Multiplier (i.e. 2.25%)			2.5	2.5	2%
Employ <del>EE</del> Contribution to Pension			8%	8%	5%
Defined Contribution Plan (i.e. 401, 457)	457	457	457	457	401
Employ <del>ER</del> Match / Contribution	6%	10%	0%	0%	Village Manager: 15% / Other Staff: 6% + 2% match
Employ <del>EE</del> Contribution	3%	5%	Voluntary	Voluntary	Voluntary
Retiree Health Insurance (yes or no)	No	No	No	No	No
Employ <del>ER</del> Pays					
Age or other eligibility criteria					

## **APPENDIX C**

### **Point Factor Job Evaluation**

**VILLAGE OF DECATUR**  
**2022 POINT FACTOR JOB EVALUATION**

<b>Position</b>	<b>TOTAL</b>	<b>Ed &amp; Exp</b>	<b>Judg &amp; Ind</b>	<b>Int &amp; Ext Rel</b>	<b>Supv</b>	<b>Job Complex</b>	<b>Safety</b>	<b>Tech</b>	<b>Impact on Ops</b>	<b>Mental Work</b>	<b>Work Environ</b>
DPW Technician	<b>1,550</b>	173	277	174	0	277	95	100	204	130	120
Clerk-Treasurer	<b>1,899</b>	290	309	195	148	309	60	130	258	200	0
Police Sergeant	<b>2,048</b>	267	342	195	176	342	130	110	231	165	90
DPW Foreman	<b>2,112</b>	267	374	195	204	277	113	120	312	130	120
Chief of Police	<b>2,477</b>	360	471	237	232	406	148	110	258	165	90
Village Manager	<b>2,863</b>	407	568	258	288	535	130	110	437	130	0

## FACTOR 1: EDUCATION AND RELEVANT EXPERIENCE

In using this factor, two separate yet related judgments must be made. First, identify the minimum level of education required to be adequately prepared for the duties and responsibilities of the position. Second, determine the minimum years of relevant experience necessary to adequately perform the job. (Typically found on the position's job description.) **NOTE:** Rate the MINIMUM requirements of the *position*, not the attainment of the position incumbent; these may differ.

### Special Circumstances:

- In many cases experience may substitute for formal education and vice versa. Rate the minimum qualifications of the position, or a combination thereof.
- Positions requiring professional certifications or licensure should be rated at "somewhat more than" the minimum educational and experience level required.
- If a position has both a minimum requirement and a "preferred" level (i.e. BA req'd, MA preferred), rate it at "somewhat more than" for the minimum educational and experience level required.

MINIMUM EDUCATION REQUIRED	MINIMUM RELATED WORK EXPERIENCE REQUIRED					
	Degree	1	2	3	4	5
		Entry Level, No Exp. Req'd	1 – 2 Yrs.	3 – 4 Yrs.	5 – 6 Yrs.	Over 7 years
A. No formal education required.	Almost exactly like =	25	50	75	100	125
B. High school diploma or equivalent.	Almost exactly like = Somewhat more than =	150 173	173 197	197 220	220 243	243 267
C. Vocational or trade school, or some community college, business school or other specialized training.	Almost exactly like = Somewhat more than =	197 220	220 243	243 267	267 290	290 313
D. Associates degree or equivalent.	Almost exactly like = Somewhat more than =	243 267	267 290	290 313	313 337	337 360
E. Bachelor's degree or equivalent.	Almost exactly like = Somewhat more than =	290 313	313 337	337 360	360 383	383 407
F. Master's degree or additional specialized training and experience.	Almost exactly like = Somewhat more than =	337 360	360 383	383 407	407 430	430 453
G. PHD or other post-Master's level education.	Almost exactly like = Somewhat more than =	383 407	407 430	430 453	453 477	477 500

## FACTOR 2: JUDGMENT AND INDEPENDENCE OF ACTION

This factor describes the level of judgment and independence of action exercised in determining proper courses of action. In evaluating a position against this factor, think about the extent to which policies, procedures, rules and so forth either guide or restrict judgment and independence of the position. Consider also whether peers and/or supervisors are available for collaboration in decision making, and the degree to which the employee is empowered to use discretion.

LEVEL OF JUDGMENT AND INDEPENDENCE REQUIRED	Degree	Point Value
A. Duties and responsibilities of the position are carried out according to straightforward and standardized policies, procedures, rules, etc. There may be an occasional need for the employee to exercise judgment, but others are readily available to assist and discretion is limited. Work is closely monitored and regularly reviewed or subjected to a "check/balance" system.	Almost exactly like =	180
	Somewhat more than =	212
B. Duties and responsibilities of the position require that the employee occasionally interpret standard policies, procedures and rules to determine appropriate courses of action. However, the employee would not need significant technical or professional training to effectively interpret standards and guidelines. Basic decisions are made independently while more complex or unique issues are solved collaboratively with peers or supervisors. Discretion is minimal, and work is monitored on a "spot check" basis.	Somewhat less than =	245
	Almost exactly like =	277
	Somewhat more than =	309
C. Duties and responsibilities of the position require that the employee regularly interpret policies, procedures and rules to determine appropriate courses of action. The employee has information available to guide him/her in effective interpretation of standards and guidelines, but a moderate level of discretion is exercised. Most decisions are made independently, though the subject matter is straightforward and peers and supervisors are available to assist with especially unique situations. Work is monitored on a "case-by-case" basis.	Somewhat less than =	342
	Almost exactly like =	374
	Somewhat more than =	406
D. Duties and responsibilities of the position are governed by broad and complex technical, administrative, or professional standards and guidelines. The employee must regularly exercise independent judgment in decision-making, and exercise considerable discretion. The employee performs with a high degree of latitude, and work is monitored on a periodic or exception basis.	Somewhat less than =	438
	Almost exactly like =	471
	Somewhat more than =	503
E. Duties and responsibilities of the position are not only governed by broad and complex technical, administrative, or professional standards and guidelines, but the employee regularly directs or participates in the development of such standards. The employee performs with virtual independence and regularly exercises considerable discretion. Work is monitored through formal review by major authorities or other policy-making bodies.	Somewhat less than =	535
	Almost exactly like =	568
	Somewhat more than =	600

### FACTOR 3: INTERNAL AND EXTERNAL RELATIONS

This factor examines the types and frequency of internal and external contacts a position encounters, and the communication skills needed to successfully handle these contacts.

First, examine the hierarchy of communication skills listed and select the category which reflects the *highest requirement* of the position. Although a job may entail a variety of levels of contacts, use the highest requirement to determine the point award.

Second, after selecting the highest requirement, determine the frequency with which that activity occurs.

COMMUNICATION SKILLS REQUIRED	FREQUENCY		
	Occasionally	Periodically	Frequently
A. Minimal internal or external contacts are experienced in the position. Skill in exchanging information and following instructions is required.	90	111	132
B. Standard internal and external contacts are experienced in the position. Skill in responding to questions, providing explanation of standard procedures, and engaging in conversation is required. Unusual or difficult situations are referred to a supervisor.	132	153	174
C. Moderately complex internal and external contacts are experienced in the position. Skill in interpreting and translating facts and information, explaining situations and issues, advising others of alternatives and options, and interviewing and developing information from others is required. Unusual or difficult situations are addressed to the extent possible before calling in a peer or supervisor for support.	174	195	216
D. Complex internal and external contacts are experienced in the position. Skill in motivating others, giving instructions, resolving disagreements, and/or leading meetings or making presentations is required. This position is responsible for the ultimate resolution of unusual or difficult situations.	216	237	258
E. Extremely complex internal and external contacts are experienced in this position. Skill in leading and persuading others, negotiating contracts, mediating and resolving disputes, and developing and making formal presentations is required.	258	279	300

## FACTOR 4: SUPERVISORY OR MANAGERIAL RESPONSIBILITY

This factor reflects the supervision exercised and management or leadership role assigned to a position. Select first the level of authority exercised, than the span of control as determined by the size of the supervisor's staff.

Special Circumstances:

- Count part-time, permanent, year-round staff pro rata.
- Count seasonal workers, volunteers and other "non-permanent" employees pro rata also.
- Do not count prison workers or other labor assigned and managed by an external agency.

LEVEL OF SUPERVISORY AND MANAGEMENT AUTHORITY EXERCISED	STAFF SIZE (Both direct and indirect reporting relationships)					
	Up to 2	3 - 5	6 - 9	10 - 14	15 - 19	Over 20
A. No supervisory or management authority.	0	N/A	N/A	N/A	N/A	N/A
B. <u>Occasional Leader</u> : On an occasional basis assists in planning and organization of work assignments, instructs or trains others, or leads special projects.	100	148	176	204	232	260
C. <u>Leader</u> : Regularly involved in planning and coordinating work assignments and monitoring the work progress of others, but does not have the authority found in a formal supervisor position (hire, fire, discipline).	148	176	204	232	260	288
D. <u>Working Supervisor</u> : Has much of the formal authority of a supervisor position, but may assist or perform the duties of subordinates.	176	204	232	260	288	316
E. <u>Supervisor</u> : Has the authority to make or effectively recommend important personnel decisions such as hiring, disciplining, terminating, and promoting subordinates.	204	232	260	288	316	344
F. <u>1<sup>st</sup> Level Manager</u> : Responsible for planning, directing, staffing and controlling employees of a major department or service area; works through one or more subordinate supervisors, including working supervisors.	232	260	288	316	344	374
G. <u>2<sup>nd</sup> Level Manager</u> : Similar to a 1 <sup>st</sup> Level Manager, with a greater depth of responsibility due to the use of one or more subordinate 1 <sup>st</sup> Level Managers.	260	288	316	344	374	400



## FACTOR 5: JOB COMPLEXITY

This factor measures the degree of complexity which is characteristic of a position's duties and responsibilities. Complexity is defined as the level of "thinking process" or analytic ability required of a position. In determining the appropriate point assignment, consider *overall* complexity, not unique projects or activities which are rare and impermanent to the position, or assigned to the position incumbent due to individual level talent or interest.

LEVEL OF COMPLEXITY ENCOUNTERED	Degree	Point Value
A. Position primarily involves the use of factual information and data that does not present significant variables or ambiguities. Redundant steps, methods and processes are typically well defined, choices involve a limited set of options and information is readily available to ascertain correct approach.	Almost exactly like =	180
	Somewhat more than =	212
B. Position primarily involves the use of factual information and data, but may encounter minor variables or ambiguities which require some analytic or basic problem solving ability to select correct action from a limited set of options. Redundant steps, methods and processes are typically well defined, but the employee must occasionally modify or adapt them to address a situation.	Somewhat less than =	245
	Almost exactly like =	277
	Somewhat more than =	309
C. Position involves both the use of factual information and data, and the modification and continuous improvement of processes. This position regularly addresses variables or ambiguities and requires analytic and problem solving ability to select correct action from an expansive set of options. Steps, methods and processes are a mix of redundant and original tasks, and processes must be occasionally reassessed, modified or adapted to address unique situations.	Somewhat less than =	342
	Almost exactly like =	374
	Somewhat more than =	406
D. Position involves the extensive use of analytic and problem solving ability to select correct action from a limitless set of options. Steps, methods and processes are original and must be continuously reassessed, modified or adapted to address unique situations or realize improvements in process. This level is appropriate for multi-faceted positions with program or service planning responsibilities.	Somewhat less than =	438
	Almost exactly like =	471
	Somewhat more than =	503
E. Position is focused on projects involving the dedication of substantial time and effort to researching, organizing and assessing information which contains substantial variables and ambiguities. As a result, steps, methods and processes are non-existent or original, and the incumbent may be required to develop new and original procedures and processes. An advanced analytic and problem solving ability is required for the position.	Somewhat less than =	535
	Almost exactly like =	568
	Somewhat more than =	600

## FACTOR 6: RESPONSIBILITY FOR THE SAFETY AND CONVENIENCE OF OTHERS

This factor is concerned with the impact the position's duties have on the safety and convenience of others. In considering the potential impact of a position, consider probable errors which may occur in the regular course of performing a job, not the most extreme consequences.

Second, after selecting the highest, but still probable, consequence, determine the frequency with which opportunity for error presents itself.

PROBABLE CONSEQUENCES OF ERRORS	FREQUENCY		
	Occasionally (Monthly)	Periodically (Weekly)	Frequently (Daily)
A. Errors in this position would likely cause minor, short-term inconvenience and would not endanger the safety of others. Effect of errors would impact a limited set of individuals.	60	78	95
B. Errors in this position would likely cause minor but longer term inconveniences that are more difficult to resolve, but would not endanger the safety of others. Effect of errors would impact a limited set of individuals.	95	113	130
C. Errors in this position could cause significant inconvenience that is difficult to resolve, or may temporarily present a threat to the safety of the public.	130	148	165
D. Errors in this position would likely cause a major, long-term inconvenience or present a widespread threat to the safety of the public that could produce irreparable harm.	165	183	200

## FACTOR 7: TECHNOLOGY AND EQUIPMENT USE

This factor measures the level of knowledge and expertise required in a position with respect to utilizing, developing, fabricating and implementing various technology or equipment. Determine first the level of knowledge and skill required of the position (not the level of the position incumbent) and then determine the degree most appropriate for the position.

LEVEL OF TECHNOLOGICAL/EQUIPMENT KNOWLEDGE AND SKILL REQUIRED	Degree	Point Value
<p>A. Job duties require:</p> <ul style="list-style-type: none"> <li>a knowledge of and ability to use standard office equipment, and display proficiency in the use of computer software such as word processing and spreadsheet, or</li> <li>the use and basic maintenance of standard light equipment.</li> </ul>	<p>Somewhat less than =</p> <p>Almost exactly like =</p> <p>Somewhat more than =</p>	<p>60</p> <p>70</p> <p>80</p>
<p>B. Job duties require:</p> <ul style="list-style-type: none"> <li>utilization of specialized software such as financial applications, or</li> <li>the ability to use, maintain and perform basic repairs on standard light and heavy equipment.</li> </ul>	<p>Somewhat less than =</p> <p>Almost exactly like =</p> <p>Somewhat more than =</p>	<p>90</p> <p>100</p> <p>110</p>
<p>C. Job duties require:</p> <ul style="list-style-type: none"> <li>a complex use of, or training others on computer software including specialized applications such as drafting systems GIS, etc, and/or serves as "troubleshooter" for basic systems or software issues, or</li> <li>regularly training or leading others in projects involving the use, maintenance and/or repair of specialized or heavy equipment, or the fabrication of specialized equipment.</li> </ul>	<p>Somewhat less than =</p> <p>Almost exactly like =</p> <p>Somewhat more than =</p>	<p>120</p> <p>130</p> <p>140</p>
<p>D. Job duties require:</p> <ul style="list-style-type: none"> <li>the development, programming, maintenance and repair of computer systems, databases, networks, GIS or other complex systems.</li> </ul>	<p>Somewhat less than =</p> <p>Almost exactly like =</p> <p>Somewhat more than =</p>	<p>150</p> <p>160</p> <p>170</p>
<p>E. Job duties require:</p> <ul style="list-style-type: none"> <li>Supervisory and administrative activities associated with the research, development, purchase and implementation of computer systems, system coordination and related technological advances.</li> </ul>	<p>Somewhat less than =</p> <p>Almost exactly like =</p> <p>Somewhat more than =</p>	<p>180</p> <p>190</p> <p>200</p>

## FACTOR 8: IMPACT ON PROGRAMS, SERVICES AND OPERATIONS

This factor measures direct or indirect impact on the programs, services or operations carried out or provided by units of the organization. The nature of such impact is defined as the extent to which effective or ineffective performance of a classification's duties or responsibilities contribute to assure, interfere with, or prevent the achievement of goals, objectives, plans, or other established performance criteria. Rate the classification in terms of its probable consequences, as opposed to potential consequences which rarely, if ever, occur.

NATURE OF IMPACT	Degree	Point Value
A. The work product, though important to the organization, is not directly tied to other work processes. Errors are readily detected or apparent and have a relatively minor impact on overall operations.	Almost exactly like =	150
	Somewhat more than =	177
B. The work products and purpose of the job directly affect the accuracy, reliability, or acceptability of other work processes. Completed work has a direct relationship to other important activities or related work within one or more organization units.  Errors are normally detected in succeeding operations and involve expenditure of time to trace and correct. Consequences would affect the work of others or cause inconvenience to the public. There also may be measurable monetary consequences related to the handling of financial transactions, equipment, supplies or other materials.	Somewhat less than =	204
	Almost exactly like =	231
	Somewhat more than =	258
C. The work products and purpose of the job contribute to the attainment of immediate, on-going goals and objectives. The job may affect the short-term success of programs, services, or operations, but does not materially influence or impact long-range direction, planning or control. The job affects the design or operation of systems, programs or equipment.  Errors are difficult to detect and would result in inaccurate reports, incomplete or misleading information, invalid test results, unsound recommendations, or incorrect decisions.	Somewhat less than =	285
	Almost exactly like =	312
	Somewhat more than =	338
D. The work products and purpose of the job have a significant impact on major aspects of programs, services and operations. Responsibilities may be shared among individuals or may be a direct responsibility. Influence extends to both short- and long-term matters affecting an organizational component. Errors would not be detected through normal means, but would become apparent later through subsequent activities or events.	Somewhat less than =	365
	Almost exactly like =	392
	Somewhat more than =	419
E. The work products and purpose of the job have a major direct controlling impact on all aspects and phases of program, service or operations management. Decisions and overall influence contribute directly to the image of success and future of programs, services or operations and have a major long-term impact.	Somewhat less than =	437
	Almost exactly like =	473
	Somewhat more than =	550

### FACTOR 9: INTENSITY AND DEMAND FOR CONCENTRATION

This factor uses two environmental components to measure the extent to which the position requires mental concentration and focus on the job. Determine the frequency with which each environmental factor occurs and add the values together for a total point award.

ENVIRONMENTAL FACTORS	FREQUENCY		
	Occasionally	Periodically	Frequently
1. <u>Mental Concentration</u> : The task detail regularly required of the position (i.e. working with figures, paperwork, fine motor skills)	30	65	100
2. <u>Focus</u> : The extent to which the position is regularly subjected to distracting influences such as people, phones, etc.	30	65	100
TOTAL POINTS FROM ENVIRONMENTAL FACTORS (1+2) =			

## FACTOR 10: WORK ENVIRONMENT

This factor measures the degree to which a position is subjected to unpleasant or adverse working conditions as a function of the job, and the type and frequency of physical demands placed on a position. Office "climate control" issues are *not* considered an unpleasant or adverse condition, nor are standard requirements for lifting and/or moving light weight items in a normal office setting considered a physical demand.

Determine first the highest condition or demand encountered *as a function of the position* (A, B, or C) then the frequency with which that condition is experienced.

	FREQUENCY		
	Occasionally	Periodically	Frequently
<b>1. WORKING CONDITIONS</b>			
A. Work is carried on in a normal office setting.	0	N/A	N/A
B. Work environment is mildly disagreeable due to outside weather conditions, poor ventilation, noise, unsafe areas or situations, and other factors which require adjusting to or accommodating these uncomfortable situations.	25	30	60
C. Work environment is very disagreeable due to extreme weather conditions, strong odors and fumes, dangerous chemicals, confined spaces, precarious places, loud noise, and other hazards which require the use of special safety equipment and substantial physical or mental accommodation to perform the job.	60	90	120
<b>2. PHYSICAL DEMANDS</b>	<b>Occasionally</b>	<b>Periodically</b>	<b>Frequently</b>
A. No unusual physical activity or exertion is required.	0	N/A	N/A
B. Position requires moderate physical exertion associated with operating light equipment, monitoring and calibrating machinery and equipment, or lifting and/or moving items of moderate weight (25 lbs. or more).	25	30	60
C. Position requires enormous physical exertion associated with heavy physical labor or the physical restraint of disruptive or unruly people.	60	90	120
<b>TOTAL POINTS FROM WORKING CONDITIONS AND PHYSICAL DEMANDS FACTORS (1+2) =</b>			

POINT TALLY	
List the point award for each factor and total accordingly	
Factor	Point Award
Education and Relevant Experience	
Judgment and Independence of Action	
Internal and External Relations	
Supervisory or Managerial Responsibility	
Job Complexity	
Responsibility for the Safety and Convenience of Others	
Technology and Equipment Use	
Impact on Programs, Services and Operations	
Intensity and Demand for Concentration Mental Concentration + Focus + Intensity	
Working Environment Working Conditions + Physical Demands	
TOTAL POINTS	







Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
  
DATE: July 5, 2022  
  
SUBJECT: Request to adopt Ordinance 2022-002 Amendment Noxious Weeds & Grass

### Action Requested:

It is requested that Village Council adopt Ordinance 2022-002 Amendment Noxious Weeds & Grass

### Background:

Ordinance 184 Appointment of Commissioner of Noxious Weeds, Grass and other Vegetation has been reviewed by staff and Village Attorney. Staff historically has been concerned with several sections of the Ordinance with regards to enforcement procedures along with sections detailing The Commissioner of Noxious Weeds.

The following amendment Ordinance 2022-002 was developed to address the concerns of staff.

The key changes and things to note are:

1. Draft Section 14-56: Noxious weeds include the specified weeds (regardless of height), grass/weeds/brush/other rank vegetation exceeding 12 inches in height, and the accumulation of dead weeds, grass, brush or leaves [new].
2. Draft Section 14-57: Prohibits the growth or accumulation of noxious weeds on real property or upon any sidewalk [new].
3. Draft Section 14-58 and 14-60: Adds language allowing the Village Council to change the civil fines (currently not to exceed \$100) by resolution from time to time. Designates increased fines for repeat offenses [new].
4. Draft Section 14-61. The amendment would eliminate the Noxious Weed Commissioner. It would authorize the Village Manager and his designee to issue notices and order the abatement, and authorize the Village Manager or his designee, any Decatur police officer, and any other persons designated by the Village Council to issue citations.



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5. The amendment would eliminate the “to a depth of 10 rods or the depth of the lot, whichever is less” language in current Section 4. Thus, the noxious weed ordinance would apply to the entire lot, regardless of depth.
6. The amendment would eliminate the exception for “natural landscaping” that is in current Section 5. The amendment would include in the definition of noxious weeds “rank vegetation” exceeding 12 inches and “rank vegetation” is commonly understood as the uncontrolled growth of plants. Thus, if the Village encountered a situation with an intentional natural planting or cultivated garden exceeding 12 inches in height, the Village could rely on that language in choosing not to enforce the noxious weed ordinance against a property (or a portion of a property).
7. Note that the current ordinance designates a violation as being over 12” in height. I have seen other weed ordinances designate violations at 6”, 8”, 10” or 12”. I would not recommend 6” but if the Village wishes to consider something less than 12” now would be a good time. Otherwise, it can retain the 12” limitation.

Attachments:

Ordinance 184

Draft Ordinance 2022-002

## **ORDINANCE NO. 184**

### **AN ORDINANCE PROVIDING FOR THE APPOINTMENT OF A COMMISSIONER OF NOXIOUS WEEDS, GRASSES AND OTHER VEGETATION AND THE CUTTING DOWN AND DESTRUCTION OF NOXIOUS WEEDS, GRASSES AND OTHER VEGETATION IN THE VILLAGE OF DECATUR; AND FURTHER PROVIDING FOR NOTICE TO PROPERTY OWNERS; COLLECTION OF COST OF CUTTING DOWN WEEDS, GRASSES AND OTHER VEGETATION WHEN DONE BY THE VILLAGE OF DECATUR OR ITS AGENT, AND PENALTIES FOR FAILURE TO COMPLY WITH THIS ORDINANCE, ALL PURSUANT TO MICHIGAN PUBLIC ACT 359 OF 1941, AS AMENDED.**

#### **THE VILLAGE OF DECATUR, VAN BUREN COUNTY, MICHIGAN ORDAINS:**

**Section 1:** The Village Council of the Village of Decatur, Michigan, pursuant to the authority of Michigan Public Act 359 of 1941, as amended (MCL 247.61 et seq.), may appoint a competent person to be the Commission of Noxious Weeds who shall take the oath required of Village Officers and hold office for the term of two (2) years or until a successor is appointed and qualified. Said Commissioner shall receive for his/her compensation such sum as may be fixed by the Village Council from time to time and may be removed by said Village Council at any time for good cause.

**Section 2:** For the purpose of this Ordinance “noxious weeds” shall include Canada thistle, Dodders, Mustards, Wild Carrot, Bindweed, Perennial Sowthistle, Hoary Alyssum, Ragweed, Poison Ivy, Poison Oak, Poison Sumac, and grasses or vegetation of any description exceeding a height of twelve inches, and any other plant, tree or shrub which, in the opinion of the Village Council, is regarded as a common nuisance. All the aforesaid noxious weeds, grasses and other vegetation exceeding a height of 12 inches, as set forth in this section shall be deemed to be a public nuisance.

**Section 3:** The Commissioner of Noxious Weeds shall investigate all complaints concerning noxious weeds, grasses and other vegetation, and shall enforce the provisions of this Ordinance by controlling and/or eradicating noxious weeds, grasses and vegetation to prevent them from going to seed or spreading, or otherwise becoming a detriment to public health and a public nuisance.

**Section 4:** A landowner owning land in the Village of Decatur, Michigan shall cut down or cause to be cut down and/or destroyed, all noxious weeds and grasses growing thereon to a depth of 10 rods or the depth of the lot, whichever is less, before the first day of May in each year, and shall continue to cut down or cause to be cut down and destroyed, all noxious weeds, grasses and other vegetation throughout the remainder of the growing season of each year.

**Section 5:** Natural landscaping may be permitted on any lot or parcel of land which has a depth in excess of 10 rods from the street right-of-way.

A. Natural landscaping is defined as the practice of cultivating plants which are native to the bioregion without resort to artificial methods of planting and care such as chemical fertilizer, mowing, watering other than by through natural processes (rain), with the goal of harmonizing the landscape with the larger biotic community and ecosystem of the immediate and surrounding bioregion.

B. Natural landscaping may only be permitted on that part of any lot or parcel of land within the Village of Decatur, Michigan which lies beyond the depth of 10

rods from a street right-of-way.

C. Application to do natural landscaping shall be made to the Clerk of the Village of Decatur, Michigan and shall include the following information: 1) The name and address of the owners of said land and the address of the property if different from said owners. 2) A copy of the most recent real estate tax bill. 3) A written plan that shall include the method of destroying all vegetation presently growing on said land and the method of maintenance of said parcel thereafter which shall include the mowing of said parcel in the spring or fall of every other year, and all other pertinent information that may be requested by said Village. 4) The written consent of all landowners of any land which is adjoining and contiguous to said parcel.

D. The Village Council of the Village of Decatur, Michigan shall review said application and either approve or deny same. In the event said application is approved same shall be personal solely to the applicant for said parcel of land and no other person. A change of ownership shall require a new landowner of said parcel to submit a new application with all required information.

E. In the event said parcel of land is not properly maintained in the sole discretion of the Village Council of the Village of Decatur, Michigan, said permit may be further restricted or revoked at the sole discretion of said Village Council. In the event said permit is revoked the landowner must comply with all provisions of this Ordinance.

**Section 6:** The Commissioner of Noxious Weeds or his/her agent shall notify the landowner and occupant of said land in violation of this Ordinance by service of a notice of such violation, together with a copy of this Ordinance, either by certified mail with return receipt requested or by personal service. Such notice shall advise said landowner and occupant of land that he/she shall have ten (10) days to cut down and/or destroy the noxious weeds, grasses and other vegetation growing upon his/her land in violation of this Ordinance, and that upon failure thereof the Village may cause said noxious weeds, grasses and other vegetation to be cut down and/or destroyed and that the cost thereof shall be a lien against said premises and entered upon the next tax roll of the Village of Decatur, Michigan. Said notice shall further advise the landowner or occupant of said land that he/she shall be subject to a civil fine of not exceeding \$100.00, plus costs, expenses and other sanctions as provided in this Ordinance, for said violation.

**Section 7:** Instead of the Notice required by Section 6 of this Ordinance, the Village of Decatur may publish a Notice in a newspaper of general circulation within said Village, stating that all noxious weeds, grasses and other vegetation must be cut and/or destroyed by May 1st of each year and continued to be cut and/or destroyed throughout the remainder of the growing season. Said Notice shall also state that failure to comply with the provisions of this Ordinance shall subject the landowner or occupant of said land to a civil fine of not to exceed \$100.00, plus costs, expenses and other sanctions as provided in this Ordinance; and that in the event said Village or its agent shall cut and/or destroy the noxious weeds, grasses and other vegetation, the expense thereof shall become a lien on the real estate taxes for said premises.

In the event Publication Notice as provided in this Section is given, then the Notice to the landowner and occupant of said land as provided in Section 6 shall be given by first class mail.

**Section 8:** Once a landowner and occupant of said land has been served a notice of violation of this Ordinance and a copy of this Ordinance, as provided in either Section 6 or Section 7

aforesaid and said notification is documented in an official report, there will be no further notification and any subsequent violation may result in the issuance of a citation for a Civil Infraction for violation of this Ordinance.

**Section 9:** Upon failure of any landowner or occupant of said land, after the ten (10) days notice as hereinbefore provided, to destroy any noxious weeds, grasses and other vegetation in violation of this Ordinance, the Village or its agent may enter upon said premises as many times as is necessary to cut and/or destroy all noxious weeds, grasses and other vegetation growing thereon in violation of this Ordinance. The expense incurred in cutting down and/or the destruction of said noxious weeds, grasses and other vegetation by the Village or its agent shall be a lien against said premises and shall be certified annually, on June 1st of each year, by the Commissioner of Noxious Weeds to the tax assessing officer of the Village of Decatur, Michigan, whereupon such charge shall be entered upon the next tax roll as a charge against said premises and shall be collected, and the lien thereof enforced, in the same manner as general village taxes against such premises are collected and the lien thereof is enforced.

**Section 10:** Any landowner or occupant of said land who refuses to destroy noxious weeds, grasses and other vegetation as hereinbefore provided, shall in addition to the foregoing, be responsible for a Civil Infraction as a Blight Violation and subject to a civil fine of not exceeding \$100.00 plus any costs, damages, expenses and other sanctions as authorized under Chapters 83 & 87 of Act No. 236 of the Michigan Public Acts of 1961 as amended, being MSA 27A.8302 and 27A.8701 et seq., respectively. Each day a violation of this Ordinance continues to exist shall constitute a separate violation.

**Section 11:** Sections of this Ordinance shall be deemed severable and should any section, clause or provision of this Ordinance be declared to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

**Section 12:** Ordinance No. 91 and any and all other Ordinances or parts thereof of the Village of Decatur, Michigan in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

**Section 13:** **EFFECTIVE DATE.** This Ordinance shall become effective the 6th day of August, 2010.

Adopted by the Village Council of the Village of Decatur, Michigan on this 6th day of July, 2010.

**ORDINANCE NO. 2022-002**

**AN ORDINANCE AMENDING AND RESTATING CHAPTER 14,  
ARTICLE III, OF THE VILLAGE OF DECATUR CODE OF ORDINANCES,  
ENTITLED “NOXIOUS WEEDS, GRASSES, AND OTHER VEGETATION”**

**THE VILLAGE OF DECATUR, VAN BUREN COUNTY, MICHIGAN ORDAINS:**

Section 1. Amendment of Chapter 14, Article III: That Chapter 14, Article III, of the Code of Ordinances, Village of Decatur, Michigan, entitled “Noxious Weeds, Grasses, and Other Vegetation” is amended and restated to read in its entirety as follows:

**Section 14-56. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Noxious weeds* includes Canada thistle (*Cirsium arvense*), Dodders (any species of *Cuscuta*), Mustards (charlock, black mustard, and Indian mustard, species of *Brassica* or *Sinapis*), Wild Carrot (*Daucus carota*), Bindweed (*Convolvulus arvensis*), Perennial Sowthistle (*Sonchus arvensis*), Hoary Alyssum (*Berteroa incana*), giant hogweed (*Heracleum mantegazzianum*), Ragweed (*Ambrosia elatior* l.), Poison Ivy (*Rhus toxicodendron*), Poison Oak, Poison Sumac (*Toxicodendron vernix*), the growth of grass, weeds, brush, or other rank vegetation to a height greater than eight (8) inches, an accumulation of dead weeds, grass, brush or leaves, and any other plant, tree or shrub which, in the opinion of the Village Council, is regarded as a common nuisance.

**Section 14-57. Unlawful to permit noxious growth; nuisance.**

No owner, agent of an owner, or occupant of any real property within the Village shall cause or permit the growth or accumulation of noxious weeds on such real property or upon any sidewalk abutting the property. The presence of such noxious weeds is deemed to be detrimental to the public health, safety and welfare, and shall constitute a public nuisance.

**Section 14-58. Notice to destroy.**

(a) Upon a determination that a violation of this article exists, the Village Manager or his or her designee shall notify the owner, agent, or occupant of said land in violation of this article by service of a notice of such violation, together with a copy of this article, either by certified mail with return receipt requested or by personal service. Such notice shall advise said owner, agent, or occupant that he or she shall have five (5) days to cut down, destroy and/or remove the noxious weeds growing upon said land in violation of this article,

- and that upon failure thereof the Village may cause the noxious weeds to be cut down, destroyed and/or removed and that the cost thereof shall be a lien against said premises and entered upon the next tax roll of the Village. Said notice shall further advise the owner, agent or occupant that he or she shall be subject to a civil fine not to exceed \$100.00 (or such other amount set by resolution of the Village Council from time to time), plus costs, expenses and other sanctions as provided in this article, for said violation.
- (b) The Village may publish a notice in a newspaper of general circulation within the Village during the month of March stating that all noxious weeds must be cut, destroyed and/or removed by May 1st of that year and must continue to be cut, destroyed and/or removed throughout the remainder of the growing season. Said notice shall also state that failure to comply with the provisions of this article shall subject the owner or occupant of said land to a civil fine of not to exceed \$100.00 (or such other amount set by resolution of the Village Council from time to time), plus costs, expenses and other sanctions as provided in this article; and that in the event the Village or its designee shall cut, destroy and/or remove the noxious weeds, the expense thereof shall become a lien against the real property to be added to the next tax roll of the Village and collected in the same manner as taxes.
  - (c) In the event notice is given by publication as provided in subsection (b), the notice to the owner, agent or occupant under subsection (a) may be given by first class mail.
  - (d) Once an owner, agent or occupant has been served a notice of violation as provided in this section, any subsequent violation may result in the issuance of a citation for violation of this article without further notice.

**Section 14-59. Action upon noncompliance; costs.**

Upon the failure, neglect, or refusal of any owner or occupant of land to cut, destroy, and/or remove noxious weeds growing or accumulating in violation of this article after the ten days' notice provided in Section 14-58, the Village or its designee may enter upon said land as many times as is necessary to cut, destroy and/or remove such noxious weeds. The expense incurred by the Village shall be a lien against said premises and shall be reported to the assessing officer of the Village, whereupon such charge shall be entered upon the next tax roll as a charge against said premises and shall be collected, and the lien thereof enforced, in the same manner as general Village taxes.

**Section 14-60. Violations and penalties.**

- (a) In addition to any other charges, fines or penalties for which a person may be liable under Section 14-59 or applicable law or local ordinance, any violation of this article shall constitute a municipal civil infraction, subject to a civil fine of not exceeding \$100.00 (or such other amount set by resolution of the

Village Council from time to time) plus any costs, damages, expenses and other sanctions as authorized under Section 1-7 or Chapters 83 and/or 87 of Act No. 236 of the Michigan Public Acts of 1961 as amended, being MCL 600.8301 et seq. and MCL 600.8701 et seq., respectively.

(b) Increased civil fines may be imposed for “repeat offense,” which means a second or subsequent municipal civil infraction violation committed by a person within any 12-month period and for which a person admits responsibility or is determined to be responsible. The increased fines for a repeated violation under this article shall be as follows:

- (i) The fine for a first repeat offense shall be not less than \$100.
- (ii) The fine for a second repeat offense shall be not less than \$250.
- (iii) The fine for a third repeat offense shall be not less than \$400.
- (iv) The fine for a fourth repeat offense or any subsequent repeat offenses shall be not less than \$500.

(c) Each day a violation of this article continues to exist shall constitute a separate violation.

#### **Section 14-61. Authorized Village official.**

The Village Manager and his or her designee, the Chief of Police and officers of the Village of Decatur Police Department, and any individuals who may be appointed by resolution of the Village Council are designated as authorized Village officials to issue municipal civil infraction citations as provided by Section 1-7.

*[Sections 14-62 through 14-65 are repealed.]*

Section 2. Effective Date. This Ordinance was approved and adopted by the Village Council of the Village of Decatur, Michigan, on \_\_\_\_\_, 2022, and it is ordered to take effect 30 days after publication of its contents or a summary of its contents in the \_\_\_\_\_, a local newspaper of general circulation in the Village.

Section 3. Severability. Sections of this Ordinance shall be deemed severable and should any section, clause or provision of this Ordinance be declared to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

Section 4. Repealer. Any and all Ordinances or parts thereof of the Village of Decatur, Michigan in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Adopted by the Village Council of the Village of Decatur, Michigan on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
  
DATE: July 5, 2022  
  
SUBJECT: Request to create and appoint Parks & Recreation Committee

### Action Requested:

It is requested that Village Council create and appoint Parks & Recreation Committee

### Background:

The Village of Decatur has adopted a Community Parks and Recreation Plan, January 30, 2020. This document is extremely helpful outlining the goals and objectives of the joint communities of Decatur Township, Hamilton Township and the Village of Decatur.

The Village operates a small Parks and Recreation Department only through insights from the Village Manager. This plan also discusses the Parks and Recreation Committee. Staff has been unable to locate official approval of creation of such committee.

Before continuing the future directions of park operations and capital improvements, best practices outline the creation of an official committee to assist in the needs of the community. Staff is suggesting the following committee members to be appointed to this committee for a three-year term;

3-Council members, 3-Resident members, 2-Staff members.

### Attachments:

Parks and Recreation Plan  
Splash Pad Meeting

# VILLAGE OF DECATUR SPLASH PAD MEETING AGENDA

Wednesday  
June 16, 2022



VILLAGE OF DECATUR  
SPLASH PAD PROJECT MEETING AGENDA  
Thursday, June 16, 2022 – 2:00PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

---

Attendees: Megan Duncan, Village of Decatur  
Shantel Pentland, Village of Decatur  
Jessica Pelfrey, Village of Decatur  
Angie Monroe, Vortex  
Tony McGhee, Abonmarche  
Kathy Burczak, PLA, ASLA, Abonmarche  
Katie Saintz, Abonmarche

Item	Lead
1. Welcome / Introductions	All
2. Project Plans / Goals / Project Budget	Megan, Shantel & Jessica
3. Preliminary Design Construction	Kathy/Angie
4. Funding Opportunities	Katie
5. Predevelopment Process	Tony
6. Determine Next Steps	All
7. Wrap Up Meeting	All



### Recreation Passport Grants

- **Due date:** April 1, 2023
- **Eligible projects:**
  - Projects for development of public recreation facilities, including the development of new facilities and the renovation of old facilities.
- **Eligible applicants:**
  - A local unit of government, including cities, villages, townships, and counties, or any combination thereof in which an authority is legally established to provide public recreation;
  - The Huron-Clinton Metropolitan Authority or regional recreation authorities formed under the Recreational Authorities Act, 2000 PA 321;
  - Trailway commissions formed under Part 721, Michigan Trailways Act, 1994 PA 451, as amended.
- **Match requirements:** Minimum of 25 percent of grant request. Minimum/maximum grant amount is \$7,500 to \$150,000.

### Land and Water Conservation Fund

- **Due date:** April 1, 2023
- **Eligible projects:**
  - Acquisition and development of public outdoor recreation areas and facilities.
- **Eligible applicants:**
  - Any unit of government, including Native American tribes, school districts, or any combination of units in which authority is legally constituted to provide recreation. *Applicants must have a DNR-approved community five-year recreation plan to be eligible.*
- **Match requirements:** Minimum of 50 percent of grant request. Minimum grant request amount is \$30,000 and the maximum grant request amount is \$500,000.

### Natural Resources Trust Fund

- **Due date:** April 1, 2023
- **Eligible projects:**
  - Acquisition projects and development projects.
- **Eligible applicants:**

- State/local units of government, a limited number of school districts or recreation authorities which are legally constituted to provide recreation. A *DNR-approved 5-year recreation plan is required to be eligible.*
- **Match requirements:** Minimum of 25 percent of grant request. Development project minimum/maximum grant amount: \$15,000 to \$300,000. No minimum/maximum limits on land acquisition grants.



## RECREATION GRANT PROGRAMS



	ELIGIBLE APPLICANTS	PREREQUISITE TO APPLY/MATCH	ELIGIBLE PROJECTS	APPLICATION DEADLINE	MINIMUM AND MAXIMUM GRANT REQUEST AMOUNTS	AWARD RECOMMENDATION DATE	SITE CONTROL REQUIRED FOR DEVELOPMENT PROJECTS
<b>Michigan Natural Resources Trust Fund (MNRTF)</b> Approximately \$21 million available annually	*State and Local units of government authorized to provide public outdoor recreation. *Huron-Clinton Metropolitan Authority and Regional Recreation Authorities. *School Districts that are the primary provider of outdoor recreation for their area.	*Applicant must have a current, five-year recreation plan that has been approved by the DNR prior to the application deadline. Match – minimum 25%	*Acquisition Projects: acquisition of land or specific easements in land (i.e. AND *Development Projects: for public outdoor recreation such as: trails, campgrounds, ball fields, tennis courts and restrooms. *Development Projects (only): for public outdoor recreation such as: trails, picnic areas, beaches, campgrounds, boating access and fishing areas.	*April 1 Submitted electronically online	*Acquisition Projects: no minimum or maximum grant request. *Development Projects: \$15,000 minimum and \$300,000 maximum grant request.	*In early December, the MNRTF Board makes final recommendations to the Legislature for funding.	Private land not eligible. Public land not owned by applicant must have a minimum of 25-year lease and landowner commitment to long-term maintenance and perpetual encumbrance.
<b>Land and Water Conservation Fund (LWCF)</b> Approximately \$4 million available annually	*State and Local units of government authorized to provide public outdoor recreation. *Huron-Clinton Metropolitan Authority and Regional Recreation Authorities. *School Districts that are the primary provider of outdoor recreation for their area. *Federally-recognized Native American Tribes.	*Applicant must have a current, five-year recreation plan that has been approved by the DNR prior to the application deadline. Match – 50%	*Development Projects (only): for public outdoor recreation such as: trails, picnic areas, beaches, campgrounds, boating access and fishing areas.	*April 1 Submitted electronically online	*Development Projects: \$30,000 minimum grant request and \$500,000 maximum grant request.	The DNR Director announces projects selected for LWCF funding in November.	Private land not eligible. Applicant must possess sufficient title and adequate legal control of the property.
<b>Recreation Passport (RP)</b> Approximately \$2 million available annually	*Local units of government authorized to provide public outdoor/indoor recreation. *Huron-Clinton Metropolitan Authority and Regional Recreation Authorities. *School Districts, if certain conditions are met. *Public and private boating facilities open to the public.	*Current annual Capital Improvement Plan (CIP): OR *Approved five-year recreation plan on file with the DNR. Match – minimum 25% *Applicant must agree not to incur any income above \$5 per pumpout. Match – 25%	*Development Projects (only): for public outdoor and indoor recreation such as: trails, picnic areas, beaches, campgrounds, boating access and fishing areas. Renovation of existing facilities is emphasized. *Pumpout stations at large boating or mooring facilities with a minimum of 15 slips and upgrading of old pumpout systems.	*April 1 Submitted electronically online	*Development Projects: \$7,500 minimum grant request and \$150,000 maximum grant request.	The DNR Director announces projects selected for Recreation Passport funding in November.	Private/public lands. If private, applicant must have site control for 20 years for non-structures and 40 years for enclosed structures.
<b>Clean Vessel Act – Boat Pumpout (CVA)</b> Approximately \$200,000 available annually				Applications are typically accepted in the spring with a potential second cycle in the fall.	N/A	Approximately 6-12 months following application.	Applicant must have ownership of the facilities and marina or written agreement from the new owner or lessee to comply with grant provisions throughout the useful life of the pumpout station.

For more detailed information on these and other DNR grant programs, please go to [www.michigan.gov/dnrgiants](http://www.michigan.gov/dnrgiants) or call (517) 284-7268 (517-28-GRANT)

Rev. 11/29/2020



# Community Parks and Recreation Plan

Village of Decatur  
Decatur Township  
Hamilton Township

Adopted: January 30, 2020

This plan was developed by a joint planning committee with representatives from Decatur Village, Decatur Township, and Hamilton Township. The Southwest Michigan Planning Commission assisted the committee.

### Village of Decatur Public Officials

Ali Elwaer	Village President
Charlene Jackson	Village President Pro-Temp
Robert Mead Jr.	Village Trustee
Kim Gunther	Village Trustee
Cindy Pachner	Village Trustee
Ken Hayes	Village Trustee
Mike Verran	Village Trustee
Matthew Newton	Village Manager
Kimberly Babcock	Village Clerk and Treasurer
Tom VanDerWoude	Village Police Chief
Jimmy Ebeling	DPW Forman

### Decatur Township Public Officials

Kevin Kusmack	Township Supervisor
Janet Abshagen	Township Clerk
James W. Abshagen	Township Treasurer
Katelin Makay	Township Trustee
Tom Stull	Township Trustee
Tommy Simson	Township Zoning Administrator and Code Enforcement Officer
Shalice Northrop	Township Assessor

### Hamilton Township Public Officials

Carl Druskovich	Township Supervisor
Tina Leary	Township Clerk
Sandra Hanson	Township Treasurer
Charles Goodrich	Township Trustee and Zoning Administrator
Hal Manning	Township Assessor

### Joint Recreation Planning Committee

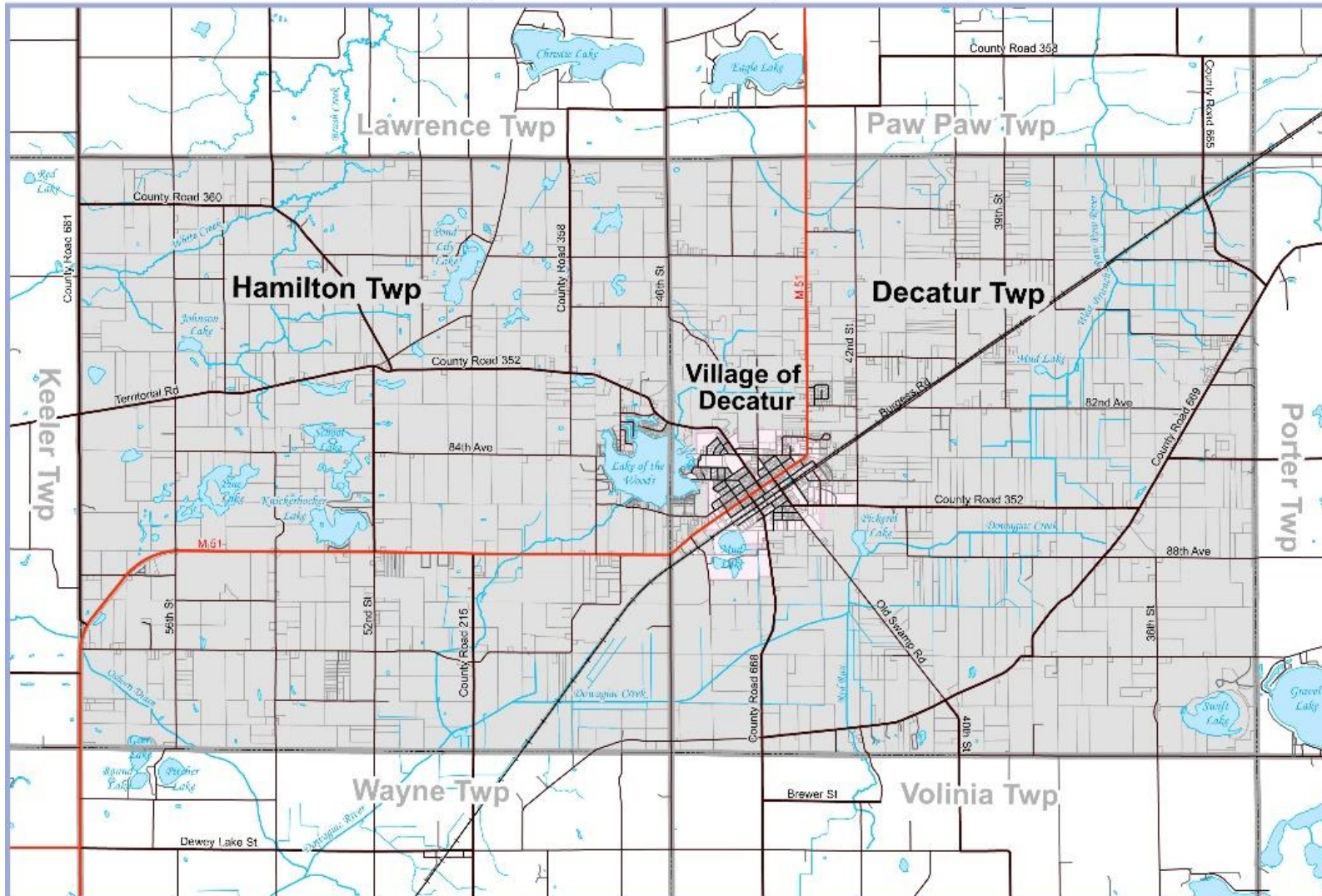
Matthew Newton, Kimberly Babcock, Ken Hayes, Tom Stull, Charles Goodrich, Sandra Hanson



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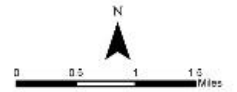
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# Hamilton Township, Decatur Township, & the Village of Decatur



## Legend

- Township
- Parcel



## Data Sources

Base Map: Michigan Center for Geographic Information  
Parcel: Van Buren County

Prepared April 2009

## Southwest Michigan Planning Commission

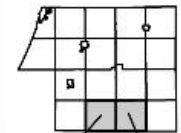
Tel: 269-925-1137

Fax: 269-925-0288

Email: [swmpc@swmpc.org](mailto:swmpc@swmpc.org)

Website: [www.swmpc.org](http://www.swmpc.org)

## Van Buren County



Hamilton Township

Decatur Township



MICHIGAN

Van Buren County

# Introduction

Parks and recreational resources provide a structure and aesthetic identity to communities. These resources increase property values, provide natural recreation, enhance animal and plant habitat, contribute to clean air and water, and help preserve and protect the historic character and identity of the area.

This plan will serve as a guide to the Village of Decatur, Decatur Township, and Hamilton Township for the development and maintenance of parks and recreational resources. The current status of parks and recreation and vision towards the future for the Decatur-Hamilton Area are outlined in this plan.

This plan takes into account the desires of the community for a multitude of recreational opportunities. It also focuses on the needs of the community in the development of goals and objectives. The final product of this plan is a set of strategic recommendations that will guide the community towards its goals.

## Community Description

The Decatur-Hamilton Area is comprised of the Village of Decatur, Decatur Township, and Hamilton Township. This area is located in the southernmost portion of Van Buren County in Southwest Michigan and is approximately forty miles from Kalamazoo, Benton Harbor/St. Joseph, and South Bend, Indiana. Given the size and proximity of these three municipalities, the village and townships often work together on projects including a joint comprehensive plan and a shared fire authority.

Housing is primarily single or two family homes with renters making up around 25%. There is also a multi-unit apartment complex for seniors and two multi-unit subsidized and affordable apartment complexes. The area is home to Davis Elementary, Decatur Middle School, and Decatur Jr. Sr. High School. A significant portion of the Decatur-Hamilton Area is comprised of agricultural lands and open space. Businesses and restaurants are primarily located in the downtown area of the village.

Many visitors come to the Decatur-Hamilton Area during the summer to enjoy outdoor recreational opportunities such as boating, fishing, and swimming. Wintertime activities include ice-fishing and snowmobiling.

This joint recreation plan has been developed to serve as a guide to parks and recreational activities in the Decatur-Hamilton Area.

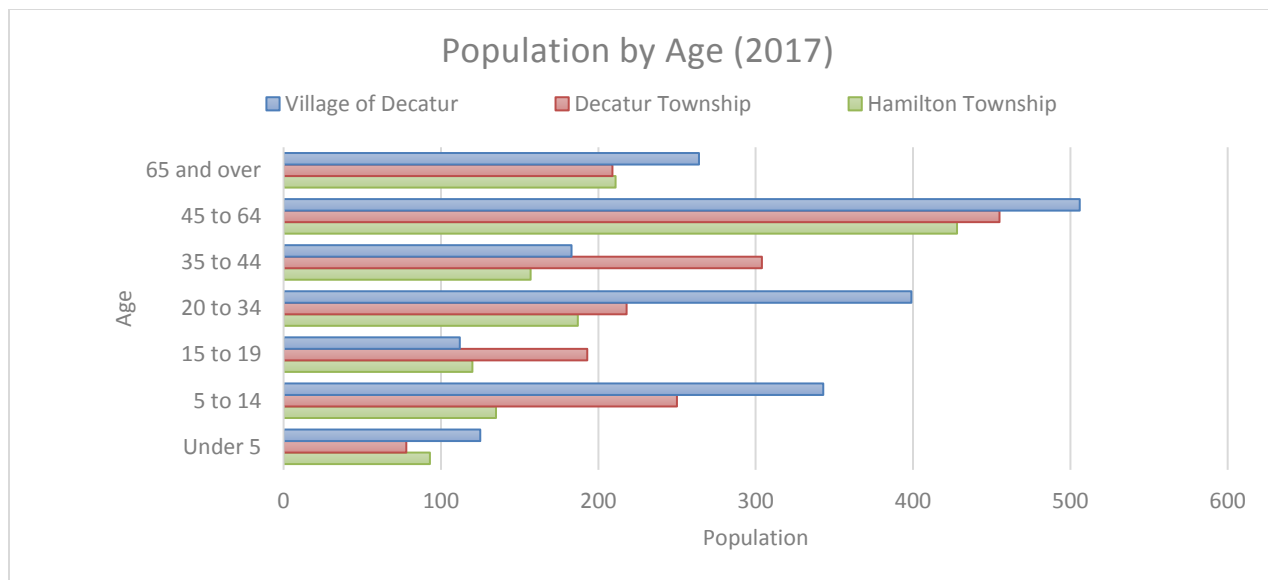
# Community Demographics

The Decatur-Hamilton Area includes the Village of Decatur, Decatur Township, and Hamilton Township and is home to 4,970 residents (2017 Census estimate). Population has increased modestly since 1970 with the largest increase seen in the Village. Though more recently, population in both Decatur Township and Hamilton Township has decreased whereas population in the Village has remained rather consistent with only a small gain. Around 36% of households in the Decatur-Hamilton Area have children under the age of 18.

Poverty rates in both the Village and Township of Decatur are higher than the county and state rates at 24.1% and 32.7% respectively. Hamilton Township's poverty rate was 14.0%. Following national trends, the poverty rate is higher for children in each of the communities. These poverty rates demonstrate a need for accessible community parks and recreation facilities that are free or low cost to residents.

Year	Village of Decatur	Decatur Township	Hamilton Township	Van Buren County
1970	1,764	1,603	1,167	56,173
1980	1,915	1,684	1,586	66,814
1990	1,760	1,784	1,679	70,060
2000	1,838	2,078	1,797	76,263
2010	1,819	1,907	1,489	76,258
2017 (estimate)	1,932	1,707	1,331	75,190

Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates



Source: U.S. Census Bureau, 2013-2017 American Community Survey 5-Year Estimates

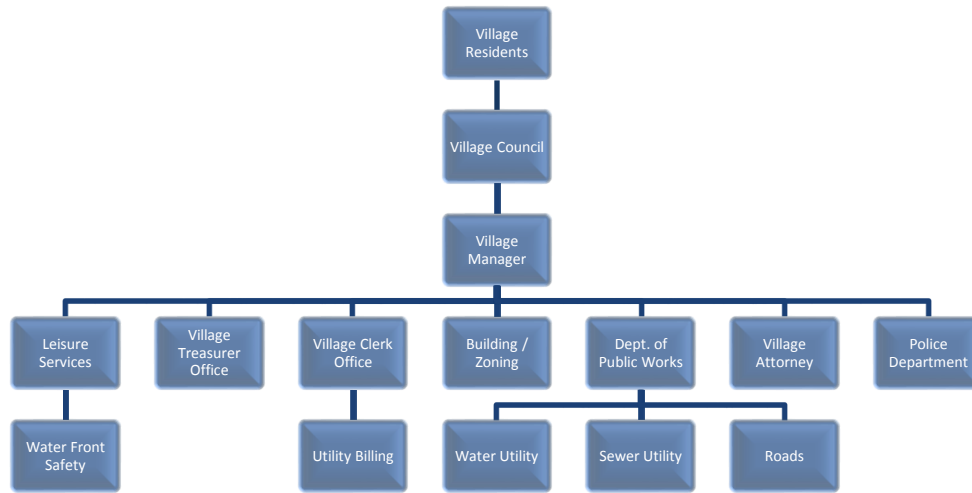
Population by age provides a good measure of needs for the community. For example, children under the age of 5 will require different playground equipment than those 15 to 19. Similar to national and state trends, the Decatur-Hamilton Area is experiencing an aging population. The Decatur-Hamilton Area provides a variety of facilities for different age groups including playground equipment (Raider Romp Park), skating and basketball (Southside Skate Park), and nature trails (Michigan Nature Association at Grange Hall).

## Administrative Structure and Budgets

### Village of Decatur

The Village of Decatur is a General Law Village governed by a village council of six trustees and a village president. The Village Council is the only elected body in the Village of Decatur and members are elected to four year terms. They are responsible for appointing positions, approving projects, establishing budgets, and serving on various committees. Positions that are appointed by the village council include: village manager, village treasurer, village clerk, police chief, and director of public works.

## Village of Decatur Organizational Chart



### Parks and Recreation in the Village of Decatur

The Village of Decatur operates a small Parks and Recreation Department with the Village Manager serving as its director. The Village's five parks are maintained by the Village Department of Public Works. The Village of Decatur Public Works staff is comprised of a director, foreman, two full-time technicians, and one part-time summer technician. The Village has a Parks and Recreation Committee that oversees the direction of park operations and capital improvements. The Parks & Recreation Department is funded by the General Fund. The budget can be quite variable from year to year depending on what other projects/departments utilizing General Fund dollars are being pursued.

DESCRIPTION	2018-19 BUDGET	2019-20 BUDGET	2020-21 PROJECTED BUDGET
SALARIES-LEISURE SERVICES	\$9,312.00	\$10,000.00	\$17,500.00
OVERTIME	\$250.00	\$250.00	\$300.00
SALARIES-LIFEGUARDS	\$12,800.00	\$12,000.00	
FICA/MEDICARE	\$1,673.00	\$2,200.00	\$1,500.00
WORKMAN'S COMP.	\$675.00	\$675.00	\$675.00
SUPPLIES & MAINTENANCE	\$7,000.00	\$7,000.00	\$7,500.00
PRINTING/PUBLISHING	\$100.00	\$100.00	\$100.00
ELECTRIC	\$750.00	\$825.00	\$825.00
REPAIRS	\$3,500.00	\$3,500.00	\$3,000.00
EQUIP.RENTAL TRANSFER	\$19,250.00	\$15,000.00	\$13,500.00
LIFEGUARD CERTIFICATIONS	\$600.00	\$400.00	
MISCELLANEOUS	\$50.00	\$50.00	\$50.00
MULTI-PERIL INSURANCE	\$1,000.00	\$1,000.00	\$1,050.00
CAPITAL OUTLAY	\$55,849.00	\$25,000.00	\$5,000.00
COMMUNITY PROJECTS	\$11,000.00	\$15,000.00	\$15,000.00
<b>Total Expenses</b>	<b>\$(123,809.00)</b>	<b>\$(93,000.00)</b>	<b>\$(66,000.00)</b>

## Decatur Township

Decatur Township is a civil township of Van Buren County and includes the Village of Decatur. Decatur Township was organized in 1837. The Township Hall is located at 103 E Delaware St, Decatur, Michigan. Decatur Township does not own or operate any park or recreation facilities. Decatur Township does not have a parks and recreation budget.

## Hamilton Township

Hamilton Township is a civil township of Van Buren County located east of Decatur Township and Village. Hamilton Township was also organized in 1837. The Hamilton Township Hall is located at 52333 Territorial Road West, Decatur, Michigan. Hamilton Township has a Grange Hall Committee that oversees the operation and improvements to the Grange Hall and Hamilton Township property. The committee is appointed by the Township Board. The Township's only budget for Parks is the utilities and seasonal portable restroom at Grange Hall.

# Volunteerism and Partnerships

The Village of Decatur often utilizes volunteers in maintenance and beautification roles in Village Parks. Volunteer organizations, including the Optimist Club (and for 2015 Modern Woodman) often plant flowers in the pocket park in the Downtown District.

A nearby children's summer camp is also involved in projects assisting the Village in beautification of parks. Camp Lake of the Woods is a highly respected and sought after summer camp program. One of the programs that are offered is a community service program. These children will take on a project, such as painting park benches.

The Raider Romp Park was built in 2001. This park is a prime example of partnerships and community collaboration in the Hamilton - Decatur Area. Raider Romp Park is located on the grounds of the Veterans of Foreign Wars (VFW) Decatur Post. While the playground and restrooms are owned and maintained by the Village, the VFW owns a covered pavilion, grills, and picnic tables that are open to all who wish to use them. The park was also constructed using funds gathered through a collaborative fundraising campaign.

The Village also has a partnership with the Decatur Public Schools (DPS). The Schools own and maintain an outdoor track that is open to all who wish to use it. The Van Buren District Library (VBDL) also

runs many different recreational programs for children focusing on reading and learning. Also throughout the year the VBDL offers the opportunity for children to participate in different arts and crafts programs and educational presentations.

The Grange Hall committee holds 3 dances annually to raise funds for the Grange Hall. As mentioned previously the Township pays the utilities and for a seasonal portable restroom.

## Natural Resource Inventory

Wetlands and floodplains are extremely valuable resources. Decatur and Hamilton Townships have wetlands that are scattered throughout the area. There is a significant area of wetlands in the townships that amount to over 200 acres. Concentrations of wetlands are located throughout the western portion of Hamilton Township, particularly south of Territorial Road. Concentrations in Decatur Township are located in the northwestern and extreme northeastern and southeastern portions of the township.

The Potential Conservation Areas map represents the last remaining remnants of the area's ecosystems and natural plant communities. The map ranks areas where the landscape is dominated by native vegetation that has various levels of potential for harboring high quality natural areas and unique natural features. In addition, these areas provide critical ecological services such as maintaining water quality and quantity, soil development and stabilization, habitat for pollinators of cropland, wildlife travel corridors, stopover sites for migratory birds, sources of genetic diversity and floodwater retention. Consequently, it is to a community's advantage that these sites be carefully integrated into the planning for future development. Striking a balance between development and natural resource conservation and preservation is critical if the Decatur-Hamilton area is to maintain its unique natural heritage.

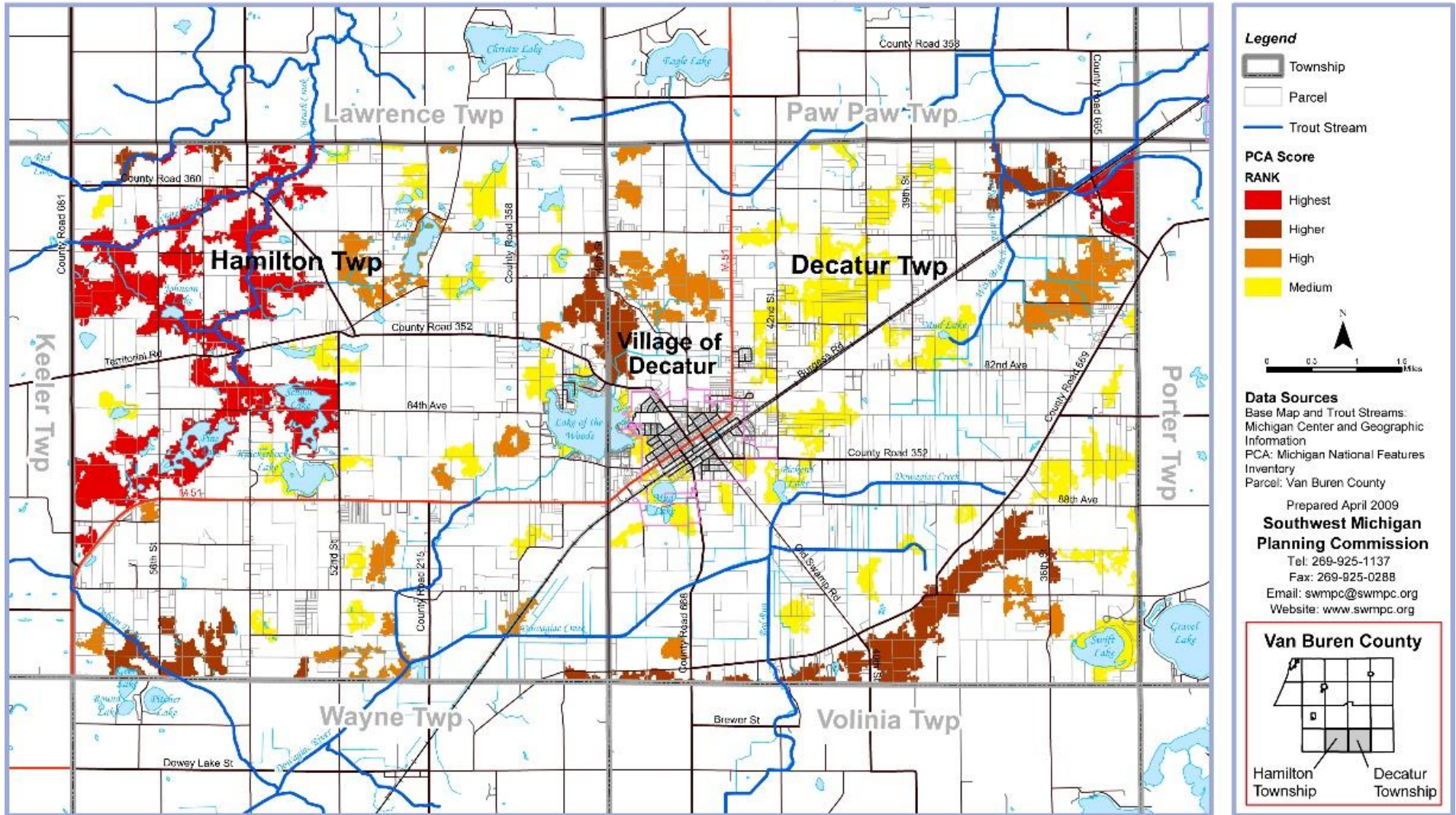
**Potential Conservation Areas (PCAs)** are defined as places on the landscape dominated by native vegetation that have various levels of potential for harboring high quality natural areas and unique natural features. Scoring criteria to prioritize areas included: total size, size of core area, length of stream corridor, landscape connectivity, restorability of surrounding land, vegetation quality, and biological rarity score.







## Potential Conservation Area (PCA)



# Recreation Inventory

A park inventory was conducted using a modified park checklist from the last Decatur Recreation Plan. This checklist noted key features and conditions at each park. Park descriptions were formed from previous plans and information from the Village of Decatur. The MDNR Guidelines require that a barrier free ranking be given to each facility for assessing its accessibility to persons with disabilities. The assessment considers the accessibility of both the facilities themselves as well as the access routes to them.

The following system, provided by the MDNR Guidelines for the Development of Community Park, Recreation, Open Space, and Greenway Plans (1/27/2006) was used:

- 1 = none of the facilities/park areas meet accessibility guidelines
- 2 = some of the facilities/park areas meet accessibility guidelines
- 3 = most of the facilities/park areas meet accessibility guidelines
- 4 = the entire park meets accessibility guidelines
- 5 = the entire park was developed/renovated using the principals of universal design

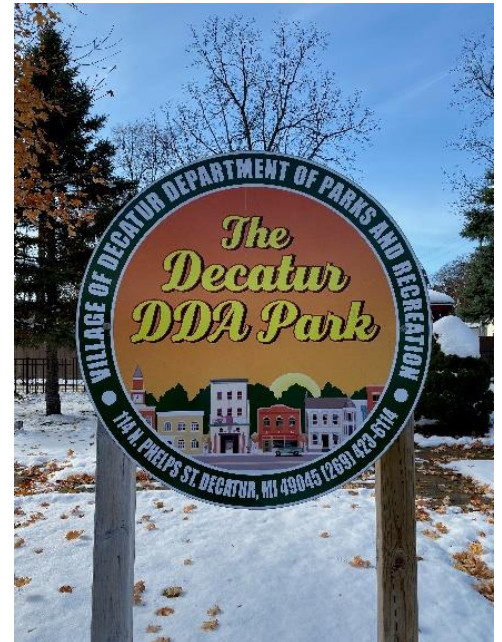
## Village of Decatur Parks

### DDA Park

The Downtown Development Authority (DDA) Park is located at the north edge of the downtown area on the corner of North Phelps and West St. Marys Streets across from Village Hall. It is a pocket park, equipped with park benches, gazebo, drinking fountain, and Little Free Library.

This park's location makes it popular with residents and those employed in the area. In the past, the park has been utilized as a location for the Decatur Farmers Market. Landscaping requires a great deal of care and regular maintenance and the benches are in need of new paint.

DDA Park provides easy accessibility with an ADA curb ramp on the corner leading to sidewalks into the park. Park benches, drinking fountain, and gazebo are all accessible from sidewalks. The height of Little Free Library may limit accessibility to those in wheelchairs.



DDA Park		
Amenity	Yes/No	Condition
Signage	Yes	Good
Parking	Yes	Good
Open Play Area	No	
Sport Facilities	No	
Playground Equipment	No	
Benches	Yes	Fair
Picnic Tables	No	
Picnic Shelter	No	
Grills	No	
Public Restrooms	No	
Trash Receptacles	Yes	Good
Accessibility Rating	3	





## Raider Romp Park

Raider Romp is located at the corner of N Phelps Street and Veteran's Memorial Drive. The park is enclosed by a fence and features an expansive assortment of playground equipment designed for use by young children. The park also features many benches for parents or guardians to be able to sit, relax, and enjoy the sun as they supervise their children. In addition, the VFW owns a large pavilion with picnic tables and grills for use by visitors. Bathrooms are located on the west side of the parking area and there are two bike racks available for use.



Raider Romp offers an ADA parking space and sidewalks to the picnic shelter, restrooms, and play area. The play area is lined with woodchips and does not have sidewalks within the fenced area.

Raider Romp Park		
Amenity	Yes/No	Condition
Signage	Yes	Good
Parking	Yes	Good
Open Play Area	Yes	Good
Sport Facilities	No	
Playground Equipment	Yes	Good
Benches	Yes	Good
Picnic Tables*	Yes	Good
Picnic Shelter*	Yes	Good
Grills*	Yes	Good
Public Restrooms	Yes	Fair
Trash Receptacles	Yes	Good
<b>Accessibility Rating</b>	<b>2</b>	

\*Owned by VFW



## Southside Skate Park

Located on the corner of S. Williams and Beers Streets, the skate park is in the second stage of development. A fenced in area with cemented surface and skateboard ramps are in place. There is a picnic area with a shelter. A basketball court has been added to the facility and there are plans to add permanent restrooms. Park hours vary and are posted at the site.



The Southside Skate Park is currently not barrier free for accessibility. Without paved parking or a sidewalk network within the park, it would be difficult for someone with limited mobility to use.

Southside Skate Park		
Amenity	Yes/No	Condition
Signage	Yes	Fair/Good
Parking	Yes	Poor
Open Play Area	Yes	Good
Sport Facilities	Basketball, Skate Park	Good
Playground Equipment	No	
Benches	Yes	Poor
Picnic Tables	Yes	Good
Picnic Shelter	Yes	Good
Grills	No	
Public Restrooms	Porta Potty	Fair
Trash Receptacles	No	
Accessibility Rating	1	



## Red Woolfe Park

Red Woolfe Park & Beach is owned and maintained by the Village of Decatur and is located on Lake of the Woods at the end of Pine Street. The Park is open from noon to 8:00 PM, Memorial Day through Labor Day and offers swings and playground equipment as well as a pavilion, picnic tables, stationery bar-b-que grills, a horseshoe pit, volleyball net, and swimming. New playground equipment was recently added to the park. The older playground equipment remains. The area is fenced in for safety. Public bathrooms and water are also available.



The Pavilion can be reserved up to a year in advance by calling the Village Hall. The pavilion is cemented, but has no electrical outlets. The gate is locked before and after hours and no admittance after hours is permitted.

Red Woolfe Park offers paved parking with sidewalks connecting to the beach area, pavilion, and restrooms. Currently there are no sidewalks connecting to the volleyball court, the playground equipment or to the water's edge.

Red Woolfe Park		
Amenity	Yes/No	Condition
Signage	Yes	Good
Parking	Yes	Good
Open Play Area	Yes	Good
Sport Facilities	Sand Volleyball	Poor
Playground Equipment	Yes	Good
Benches	Yes	Good
Picnic Tables	Yes	Good
Picnic Shelter	Yes	Fair
Grills	Yes	Fair
Public Restrooms	Yes	Poor
Trash Receptacles	Yes	Fair
Accessibility Rating	2	



## Fire Station Park

Fire Station Park is located between M-51 (Delaware Street) at the West Village Limits, next to the Decatur-Hamilton Fire Station and St. Marys Street at the West Village Limits.



This park has a small pavilion, picnic tables, playground equipment, a two net tennis court (paved) and an outhouse type non-flush bathroom that is open to the public. The playground equipment at this park is rather old but has worn well. Benches are located near the playground equipment to offer a spot for people to sit while supervising children playing on the equipment. The tennis courts are in need of a reconstruction as they are over twenty-five years old.

Without paved parking or sidewalks connecting the parking area with the picnic shelter and other amenities, this park does not provide barrier free accessibility.

Fire Station Park		
Amenity	Yes/No	Condition
Signage	Yes	Good
Parking	Yes	Poor
Open Play Area	Yes	Good
Sport Facilities (tennis courts)	Yes	Poor
Playground Equipment	Yes	Fair
Benches	Yes	Good
Picnic Tables	Yes	Good
Picnic Shelter	Yes	Good
Grills	No	
Public Restrooms	Yes	Poor
Trash Receptacles	Yes	Good
Accessibility Rating	1	





## Hamilton Township Parks

### **Grange Hall and Hamilton Township Property**

The Grange Hall is located on County Road 215 at the intersection of 84th Avenue. The Hamilton Grange was started at a meeting in the Red School in 1874. The members built the hall in 1875. The Grange Hall became the social center of the area and was where the township meetings were held until 1999 when



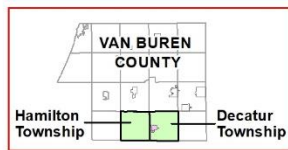
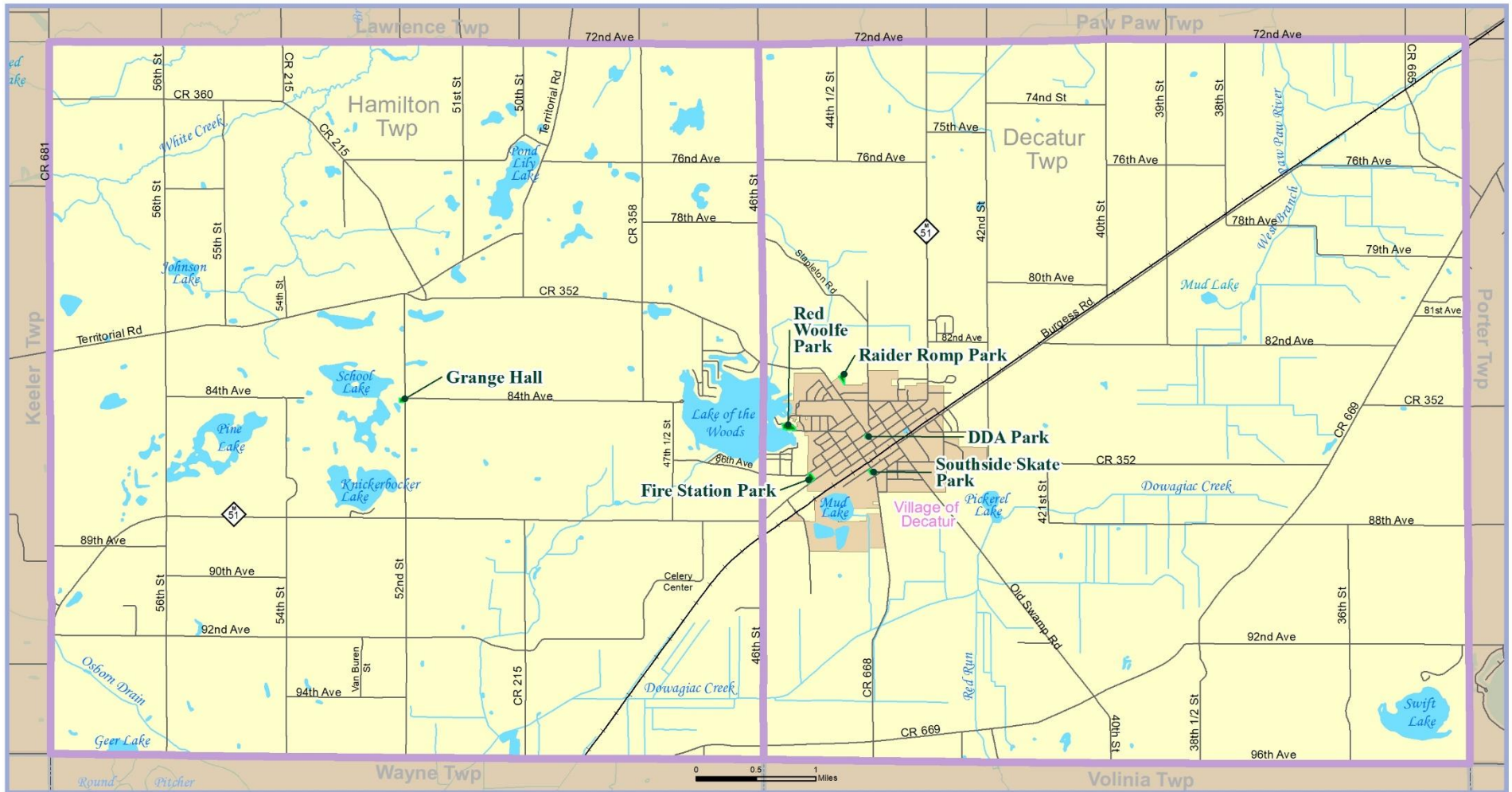
the new township hall was built. The grounds around the Grange Hall were the site of the Hamilton (Donnybrook) Fair. The Fair had up to 5000 visitors each season and was active until the County Fair was established in Hartford in 1913. The general purpose room has a capacity of 110 and three dances a year are hosted on the first Saturday evenings of April, October, and November. There is a seasonal portable restroom available outside the Grange Hall along with restrooms inside.

The Grange Hall offers a sidewalk ramp into the building but without paved accessible parking or a sidewalk leading to the ramp, accessibility is limited.

The Township also owns 80 acres across the street from Grange Hall. Twenty two acres are upland with the remaining acreage wetlands. A concept plan for this property can be found in Appendix C.

Grange Hall		
Amenity	Yes/No	Condition
Signage	Yes	Fair
Parking	Yes	Poor
Open Play Area	Yes	Good
Sport Facilities	No	
Playground Equipment	No	
Benches	No	
Picnic Tables	Yes	Good
Picnic Shelter	Yes	Good
Grills	No	
Public Restrooms (inside Hall & Porta Potty outside)	Yes	Good
Trash Receptacles	Yes	Good
Accessibility Rating	2	





- Legend**
- Park
  - Water
  - Township
  - Village



## PARKS

### Decatur & Hamilton Township Village of Decatur

Data Sources

Base Map: Michigan Center for Geographic  
Information Framework17v  
Parks: SWMPC 2019

Southwest Michigan Planning Commission  
[www.swmpc.org](http://www.swmpc.org)

The use of this map is for general reference  
purposes. It is not a legal document.

December 17, 2019 Fig01\_DecHam\_Parks

## Other Public Parks and Recreational Opportunities

### Baseball Diamonds and Football Fields

Baseball diamonds and football fields are located between Edgar Bergen Blvd. and Austin Blvd. in the back of the school complex. The fields are owned and maintained by the Decatur Public Schools with help in the summer from the youth program. Additional softball fields are located on W. M-51 just outside the Village limits. Softball for adults is available during the summer months. The Decatur Youth Group sponsors sports programs in baseball and rocket football for children ages 5 to 12.





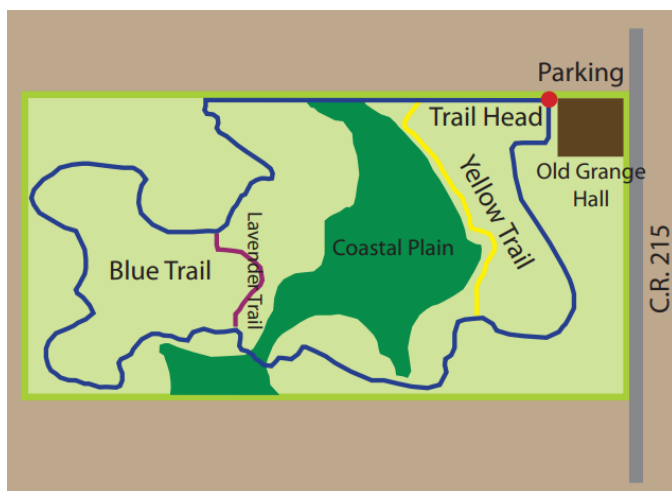
## Michigan Department of Natural Resources (DNR) Lake of the Woods Boat Launch

The Michigan DNR provides a public boat launch at Lake of the Woods. It is located on the west side of the lake off of 84<sup>th</sup> Avenue in Hamilton Township and offers 15 parking spaces and restroom facilities. The ramp is hard surfaced and suitable for launching medium-sized watercraft.



## Michigan Nature Association (MNA) Phillips Family Memorial Nature Sanctuary

The trailhead for the Sanctuary is located at the Grange Hall (Hamilton Township) on County Road 215 at the intersection of 84th Avenue. This 79 acres sanctuary is home to many rare and unusual plants and has approximately two miles of nature trails. It is only one of three MNA sanctuaries protecting coastal plain marshes. [www.michigannature.org/](http://www.michigannature.org/)



## Van Buren Conservation District's Hayden Woods

Hayden Woods is located on 56th Street in Hamilton Township and is owned by Van Buren County Soil Conservation District. It is open to the public.

### Private Facilities

#### **Lake of the Woods & Greenwoods Camps**

Lake of the Woods offers summer camp programs for both boys and girls. These programs are open to children age 6 to 15 and are offered in 2, 4, and 8 week lengths during the summer. They are located at 84600 47 ½ Street in Decatur. [www.lwcgwc.com/](http://www.lwcgwc.com/)

#### **Timber Trails RV Park**

Timber Trails is a rustic family campground on Lake of the Woods that offers 162 full hookup sites and 16 pull thru sites for large rigs. They are open May 1 – September 30 and are located at 84981 47 ½ Street in Decatur. [www.timbertrailsrvpark.com/](http://www.timbertrailsrvpark.com/)

#### **Oak Shores Campground**

Oak Shores features 281 campsites for tents to full hookups on the shores of Knickerbocker Lake. Cottages, cabins, and park models are also available for rent. The campground is open April 15 – October 15 and is located at 86232 County Road 215 in Decatur. [oakshorescampground.com/](http://oakshorescampground.com/)

## Previous Grant-Assisted Parks

The Village of Decatur has been fortunate to be the recipient of previous Grant Assistance for three different park projects. These projects have been the bathhouse/restroom project at Red Woolfe Park (Project Number 26-01060 L3), Fire Station Park (Project Number BF89-102), and the Southside Park Skate Board Park (Project Number 26-014648). All told, the Village of Decatur has received over \$96,000 in grant assistance for the development of Parks and Recreation. Post-Completion, Self-Certification Report Forms are on file with the Michigan Department of Natural Resources.

The Red Woolfe Park Bathhouse/Restroom project was completed in 1979. The project was to demolish and remove the existing bathhouse and to construct a new bathhouse with restrooms and changing facilities. The building also has the capacity to serve as a concession stand during the time that the park is open.

The Fire Station Park Project was rather comprehensive. Completed in 1989, the project was to develop a community park for both active and passive recreation. The project included the development of tennis courts, playground equipment, a picnic area, and a pavilion. The roughly twenty-five years since installation have taken a toll on the tennis courts and they are in poor condition. The playground equipment, though outdated, is generally in good repair. The picnic area remains in good condition.

The Southside Skate Board Park was originally planned to be built in three phases. The first phase was completed with the assistance of DNR Grant Funds. This phase consisted of creating the skate board park section of the park. This was completed in 2005 and remains in good condition. Phase two consisted of the construction of basketball courts and was completed in 2009.

## Planning Process

Previously the Village of Decatur had a Community Parks and Recreation Plan in 2015, 2003 and 1998. This plan builds on the 2015 Village Plan, but is expanded to a joint plan incorporating Decatur and Hamilton Townships.

A Parks and Recreation Planning Committee was created comprising of representatives from the Village and Decatur and Hamilton Townships. This group first reviewed the 2015 Village Plan to discuss projects that have been completed and projects still needing implementation. This information along with discussions with community leaders was used to create a survey.

Also, as described in the Recreation Inventory, the current condition of Village and Township facilities was assessed. This information was then discussed by the Parks and Recreation Planning Committee and utilized, along with the information gathered through the surveys, to assess the Strengths and Weaknesses of the area's Parks and Recreation opportunities. This information, as well as community specific demographic information, was then used to help formulate goals and improvement projects for Village and Township Parks and Recreation Facilities.

## Public Input Process

Public input is an important aspect to the planning process. Not only does gathering public input help guide the development of the plan but it also helps develop a sense of ownership of the plan with the public.

The first method of soliciting public input was through a survey. The survey was developed by looking at the action steps and projects that were not completed from the previous Village's Community Parks and Recreation Plans and from discussions with the Planning Committee. Survey participants were asked to rank the importance of projects and were given an opportunity to add other suggestions. The survey was available on-line and paper copies were available at the Village Hall and distributed to the library, schools, churches, senior service events, barber shop, hardware store, automotive store, and local gas station. There were also several Facebook posts on the Village's page and an article in the Decatur Republican about the survey opportunity. Further, both townships distributed the survey at tax collection days at the township halls. See the summary of the Survey Results in the appendix.

In addition, a public input session was held on Dec 17, 2019 at the Decatur Village Hall. The planning committee hosted an open house style session where participants could share their ideas on parks and recreation opportunities. See the summary of the public input session results in the appendix.

After public input was gathered, a draft plan was developed and posted on the Village of Decatur Website, Southwest Michigan Planning Commission's website and paper copies were available for public review at the Village Hall and the Webster Memorial Branch Library in downtown Decatur. The public review period lasted for 30 days prior to the adoption of the plan by the Village Council and Township Boards. The draft plan was posted for review and comment on December 26, 2019. A public hearing was

held on January 30, 2020 at 7:00pm at the Village Hall. A resident of Hamilton Township expressed concerns over the proposed walking track and possible paved parking at the Grange Hall and the impact on the ecosystem. Hamilton Township representatives responded that they had discussed the proposed trail to the neighboring preserve and that the goal was for it to be educational and to help mitigate damage by having a designated trail. Paved parking would only be for disability parking for accessibility purposes. The plan was adopted by Decatur Village, Decatur Township and Hamilton Township at a joint meeting on January 30, 2020.

## Goals and Objectives

### Strengths and Weaknesses

The Parks and Recreation Planning Committee reviewed and updated the strengths and weaknesses listed in the 2015 Village Community Parks and Recreation Plan. The goals are formulated based on the understanding of these strengths and weaknesses and therefore have a better probability of being achieved.

#### **Strengths:**

- 1. Strong Relationships** The number one strength of the Decatur Hamilton area is the strong relationships between the Village, the two townships and the different community organizations. These strong relationships are critical for developing successful partnerships and for the ability to improve and develop recreational opportunities in the community.
- 2. Good Distribution of Parks** The Village of Decatur currently maintains five major parks. In a Village that covers less than 1.5 square miles the ability to provide parks that serve nearly all of the community is a strength.
- 3. Hamilton Township Property and Grange Hall** The Hamilton Township owned property offers the opportunity for a diverse array of passive and active recreational opportunities. Additionally,



this property has significant historical and cultural ties in the community. This property can offer community members more of a “nature experience” than the Village parks can offer because of its size and natural features.

4. **The Public Beach** The Village operates the only public beach on Lake of the Woods. This public beach is an unique and significant asset for public recreation in the community.

#### **Weaknesses:**

1. **Age and Condition of Facilities** A major weakness is the current age and condition of many of the recreation facilities. Many amenities are over 20-30 years old and are in need of significant upgrades and improvements in accessibility.
2. **Lack of Funding** The available funding currently for Parks and Recreation is also a weakness as there is not currently enough money available to make significant upgrades and to increase the maintenance of the parks as they require due to their age.

These strengths and weaknesses give another perspective with which to formulate goals and objectives for this Community Parks and Recreation 5-Year Plan.

## **Goals**

With all of the information that has been collected, analyzed, and discussed the following three major goals were developed to guide the operation and development of Parks and Recreation Facilities and Programs within the next five years in the Decatur Hamilton area.

### **Goal #1: Increase maintenance of municipal owned parks and recreation facilities.**

Consistent feedback from community surveys as well as informal citizen feedback reveals that residents would like to see more of a commitment to maintaining municipal owned parks and recreation facilities.

**Objective: Increase satisfaction with maintenance of facilities.**

In order to measure resident/user satisfaction of parks residents will be surveyed and asked questions relating to park maintenance.

**Objective: Increase maintenance in all parks based on objective measures.**

To accomplish this, Park Maintenance Review forms will be created and utilized to perform random inspections at parks focusing on safety and landscaping issues at all parks.

**Goal #2: Upgrade/replace existing facilities at parks.**

It became clear during the planning process that the age of certain facilities is an issue that needs to be addressed. Specifically several upgrades are needed to better meet or exceed ADA standards. This will be accomplished by carrying out the following objectives.

**Objective: Development plans will be developed for the two oldest parks in the Village, Fire Station Park and Red Woolfe Park.**

In order to upgrade both of these parks it is necessary to fully assess the needs of each individual park, and the needs of those who utilize each park specifically. This will be done by creating development plans for both parks.

**Objective: Red Woolfe Park and Fire Station Park will both be updated.**

Upgrading the two oldest parks within the Village will be an extremely beneficial improvement for the Village of Decatur. For example, the roof on the pavilion at Red Wolfe Park needs immediate attention.

**Objective: Phase 3 of the South Side Skate Park will be completed.**

The master plan for the South Side Skate Park is older than ten years and is still yet to be completed. This project is an important upgrade to improving facilities on the south part of the Village.

**Objective: Evaluate and make improvements to Grange Hall.**

There needs to be upgrades to Grange Hall to ensure ADA compliance and to improve the usability of the facility for the community.

**Goal #3: Increase Opportunities for Recreation.**

There is a desire in the community to have the availability of additional recreational opportunities in the area.

**Objective: Develop a system of pedestrian and bicycling trails.**

There currently is not have a system of walking trails, bicycle lanes, sharrows or other designated non-motorized travel lanes. Bike racks in downtown parks and at the library are also needed. This is an important amenity to maintaining a healthy citizenry.

**Objective: Develop at least one indoor recreation opportunity.**

The climate in Southwest Michigan can be a harsh one during the winter. There currently is no public indoor recreation facility available in the area. . During the harsh winter residents need opportunities for recreation.

**Objective: Expand the recreational opportunities at Hamilton Township property.**

There is a desire to provide recreation opportunities such as an improved trail and parking area.

**Objective: Purchase additional property for parks and recreation as opportunities arise.**

If suitable property becomes available in the community, the communities should evaluate it for recreational purposes and consider purchasing to expand recreational opportunities.

# Action Program

The action program lists specific projects that were identified during the planning process. The projects listed below will help the community achieve or work towards the goals and objectives of this plan. Many of the items listed below address ADA and universal design upgrades that are needed in many of the parks.

## General Items

Develop comprehensive development plans for parks that include upgrades for improved accessibility and with the goal of universal design.

Expand funding for parks and recreation.

- Work collaboratively on a millage for parks and recreation
- Write grants and fundraise

Improve maintenance of current facilities.

Improve non-motorized network.

- Identify appropriate facilities (paved shoulders, sharrows, etc) and prioritize county and village roads for improvement.
- Add bike racks to all park locations.

Purchase available property for expanding recreational opportunities.

Update 5 year joint recreation plan.

- The 3 jurisdictions should meet at least once a year to discuss opportunities and plans

**The following lists specific projects/improvements for each park that will help the community meet the plans goal and objectives.**

## DDA Park

High priority improvements identified for the DDA Park include adding a bike rack, community garden and improved landscaping.

Other ideas included lighting, a porch swing, picnic area and additional benches.

## Raider Romp

High priority improvements identified for Raider Romp include an accessible playground surface, adding shade structures for the playground and sitting areas.

Other ideas included additional seating and restrooms, charcoal grills, water fountain, basketball court, soccer fields, softball field, nature play spaces and a rock climbing wall.

## Fire Station Park

High priority improvements include pave accessible parking spaces, add sidewalk to pavilion, bike rack, pickleball and a splash pad.

Other ideas include a bandstand, soccer fields, community pool, additional play equipment and fix tennis courts.

### **Southside Skate Park**

High priority improvements for Southside Skate Park include pave accessible parking spaces, permanent restrooms, add sidewalk network to all park amenities and lighting.

Other ideas include a water fountain, additional trash cans and a graffiti wall.

### **Red Wolfe**

Many people are interested in extending the hours/season to allow for ice fishing and other activities. High priority improvements include repairing the pavilion roof, improving the restrooms, add sidewalk to playground, accessible surface to waters' edge, add accessible playground surfacing, bike rack and improve concession building. Another high priority item is offering paddleboat, paddleboard and kayak rentals.

Other ideas include new grills, vending machines, splash pad

### **Hamilton Township Grange Hall**

High priority improvements included pave accessible parking spots and add sidewalk to ramp, a unisex bathroom and bike rack.

### **Hamilton Township Property**

High priority improvements include build ¼ mile crushed limestone walking path, benches, interpretive signage and a bike rack.

**The following list contains projects/improvements that are not tied to a specific existing park. These projects and improvements will help the community meet the plan's goals and objectives.**

High priority improvements include:

Dog Park

Nature trails

Non-motorized facilities/network

implement trail/paved shoulders Oak Shores Campground to Grange Hall along CR 215\*\*

Medium to high priority improvements include:

Soccer fields

Bike paths

Other ideas include:

Indoor recreation opportunities

Bandstand

Ice skating rink

Community swimming pool

# Appendix A Survey

## Decatur Village, Decatur Township and Hamilton Township Parks and Recreation Survey 2019

You can take this survey online at [www.swmpc.org/DecAreaRecPlan.asp](http://www.swmpc.org/DecAreaRecPlan.asp) or please return completed paper surveys to Decatur Village Hall (open M-F, 9am-5pm) by December 20, 2019.

Please circle or write in your answers.

**Do you live in?** Decatur Village      Decatur Township      Hamilton Township  
Other (please write in answer) \_\_\_\_\_

**What is your gender?** (please write in answer) \_\_\_\_\_

**How old are you?**    14 and under      15-21      22-34      35-54      over 55

**What is your race/ethnic background?**    White/Caucasian      Hispanic/Latino  
Black/African American    American Indian/Alaska Native      Asian/Pacific Rim  
Other (please write in answer) \_\_\_\_\_

**Do you have any type of disability** (any physical or emotional challenges)?

Yes    No    If yes, describe: \_\_\_\_\_

**If yes, please list specific suggestions that would increase your use and enjoyment of area parks and their facilities.** \_\_\_\_\_  
\_\_\_\_\_

*Check the priority level for the following facilities/improvements.*

*Feel free to write in additional ideas and rank the priority for these ideas.*

	High Priority	Mid-Range Priority	Low Priority	Not Needed
<b>DDA Park</b> (corner of St. Mary's & Phelps streets)				
Idea: _____				
Other idea: _____				
<b>Raider Romp Park</b> (Veteran's Memorial Dr btwn Phelps & School streets)				
Construct a rock-climbing wall				
Add shade for playground area				
Other idea: _____				
Other idea: _____				
<b>Southside Skate Park</b> (corner of Beers & Williams streets)				
Improve parking				
Add restrooms				
Other idea: _____				
Other idea: _____				

	High Priority	Mid-Range Priority	Low Priority	Not Needed
<b>Red Woolfe Park</b> (public beach west end of Pine Street)				
Improve bathrooms				
Establish a paddleboat/paddleboard/ kayak rental program				
Improve concession building				
Add vending machines				
Other idea: _____				
Other idea: _____				
<b>Fire Station Park</b> (on Delaware Street/M-51)				
Improve tennis courts				
Add a splash pad				
Improve parking				
Other idea: _____				
Other idea: _____				
<b>General Ideas for Parks/Recreation/Open Space</b>				
Establish a ¼ mile crushed limestone walking track at Hamilton Grange Hall				
Develop a bike path between Oak Shores Campground along CR215 and the Hamilton Grange Hall				
Add bike lanes/paths				
Develop nature trails				
Build an indoor recreation facility				
Build an ice skating rink				
Add soccer field(s)				
Add dog park				
Other idea: _____				

**Would you support a millage for maintenance of the parks system?**    Yes    No

**Would you support a millage for the development of park facilities?**    Yes    No

**Provide any other ideas or comments regarding parks, recreation and open space in the Decatur Village/Township and Hamilton Township area:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Summary of Survey Results Online as of 12/20/2019

### Number of Responses: 148

Decatur Village: 45%  
Decatur Township: 25%  
Hamilton Township: 26%  
Other area: 4%

Male: 37%  
Female: 63%

14 and under: 0  
15-21: 3%  
22-34: 20%  
35-54: 39%  
Over 55: 39%

White/Caucasian: 92%  
Hispanic/Latino: 3%  
American Indian/Alaska Native: 4%  
Asian/Pacific Rim: 1%  
Black/African American: 0%

13 individuals (9%) reported a disability: walking difficulty, PLS, military medical retirement, legally blind, arthritis

Suggestions: more benches, larger adult swing, handicap accessibility to lake and park equipment, wider sidewalks, more sidewalk

### DDA Park:

- Community garden (multiple mentions), add lights, clean up veteran plaque, new landscaping (multiple mentions), bike rack, porch swing, better farmers market, picnic area, more benches

-

### Raider Romp Park:

- Over 40% say adding shade for the playground area was a high priority, another 31% - consider it to be a mid-range priority
- Majority say construction of a rock-climbing wall is either low priority or not needed. Only 11% say it's a high priority
- Other suggestions included: more seating and restrooms available, maintain it regularly, charcoal grills, water fountain, fix current equipment, basketball court, soccer field, softball field, nature play spaces

-

### Southside Skate Park:

- Around 77% say that improve parking is a low priority or not needed.
- Around 60% say that adding restrooms are either a high priority or mid-range priority



- Other suggestions included: add lighting (2 mentions), additional trash cans, water fountain, graffiti wall

#### **Red Woolfe Park:**

- Most agree that improving restrooms is a high priority
- Many would like to see the establishment of a paddleboat/paddleboard/kayak rental program
- Improving concession building is between a high and mid-range priority
- Many say that vending machines are either low priority or not needed
- Other suggestions: Bicycle rack, get rid of waterfowl (2 mentions), splash pad, dog park, fix roof on pavilion, continue to offer swim lessons

#### **Fire Station Park:**

- Most say improvement of the tennis courts is a low priority or not needed
- Adding a splash pad is a high or medium-range priority for over 60%
- Improved parking is a mid-range priority
- Other suggestions: Pickleball (4 mentions), bike rack, bandstand for live music, soccer fields, remove tennis court, add more play equipment, community pool

#### **Other:**

- Some interest in ¼ mile crushed limestone trail at Grange Hall
- Mid-high priority for bike path between Oak Shores Campground along CR215 and Grange Hall
- Mid-high priority to add bike lanes/paths
- High priority to develop nature trails
- Mid-range priority to build indoor recreation facility
- Low-priority to build ice skating rink
- Mixed reviews on soccer fields and a dog park
- Bandstand for live music
- Community swimming pool
- Wide lane for running/biking from Timber Trails to M51

#### **Millage Questions:**

Decatur Village:

Would you support a millage for maintenance of the parks system? – 65% (42 respondents) yes

Would you support a millage for the development of park facilities? – 66% (42) yes

Decatur Township:

Would you support a millage for maintenance of the parks system? – 71% (24) yes

Would you support a millage for the development of park facilities? – 66% (23) yes

Hamilton Township:

Would you support a millage for maintenance of the parks system? – 79% (30) yes

Would you support a millage for the development of park facilities? – 74% (28) yes

**Other comments included:** update tennis courts, dog park, hiking/walking trails at Grange Hall, promotion of activities in area (after school skate class, planned nature hikes, family picnic day), add smoking receptacles, soccer and/or tennis league, widen shoulders wherever possible, change angled parking in downtown to permit bikes, add bike racks, tree/flower park with benches where school was torn down, maintain, update, and add additional sidewalks, stop fencing in parks, incorporate school whenever possible, add handicap accessible play areas, video surveillance at parks, sidewalks along Edgar Bergan Blvd and Veterans Memorial Drive, maintain what is already in place before building new facilities, not supportive of additional park facilities

## Appendix B Public Input Meeting

**Decatur-Hamilton Area Parks and Recreation  
Public Input Meeting**

Decatur Village, Decatur Township and Hamilton Township  
Parks Planning Committee will be hosting an open house.  
*Drop in anytime between 6:30pm and 8:00pm.*  
The purpose is to gather public opinion on updating park facilities.  
Also please take the survey at [www.swmpc.org/DecAreaRecPlan.asp](http://www.swmpc.org/DecAreaRecPlan.asp)



**\*\*\*Refreshments Provided!\*\*\***

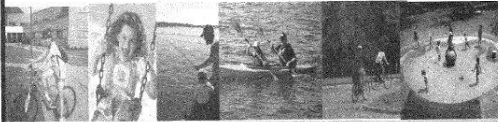
**Tuesday, December 17th, 2019**  
**6:30pm - 8:00pm** *(Drop In Any Time)*  
Location: Decatur Village Hall, 114 N. Phelps Street, Decatur, MI.

The Village and Townships hosted an open house style opportunity for public input on December 17, 2019. There were 8 participants that attended the open house. Participants filled out a survey if they had not already and had the opportunity to add comments about each park to large sheets of paper. Comments received were to add a water fountain/pump at Raider Romp Park and a kayak/canoe launch at Red Woolfe Park.

*Below: Notice in the Decatur Republican on December 12, 2019; Participants at the public meeting*

**Decatur-Hamilton Area Parks and Recreation  
Public Input Meeting**

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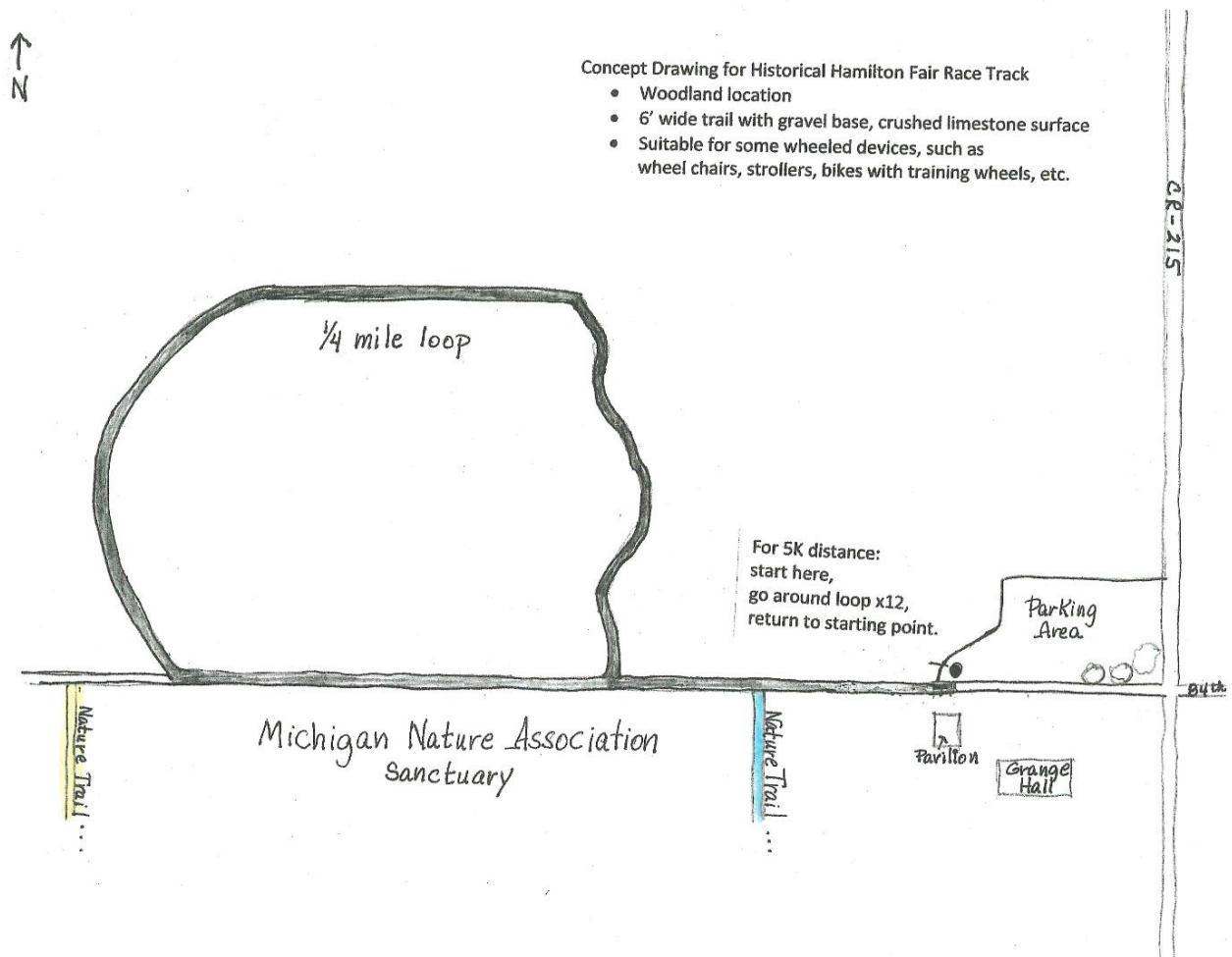
**\*\*\*Refreshments Provided!\*\*\***

**Tuesday, December 17th, 2019**  
**6:30pm - 8:00pm** *(Drop In Any Time)*  
Location: Decatur Village Hall, 114 N. Phelps Street, Decatur, MI.



## Appendix C Hamilton Township Property Concept

Hamilton Township owns 80-acres across from Grange Hall. The concept is to develop a walking track on the property which would use a portion of the harness racing track that was used prior to 1913. The distance would be measured so it could be used for walking/running one-quarter mile and 5K. A surface of smooth crushed limestone would allow access by wheelchairs, strollers, tricycle and tike bikes. The plan would also include benches and interpretive signage on the site's natural features and history.



## Appendix D Post Completion Reports



Michigan Department of Natural Resources - Grants Management

**PUBLIC OUTDOOR RECREATION GRANT  
POST-COMPLETION SELF-CERTIFICATION REPORT**

*This information required under authority of Part 19, PA 451 of 1994, as amended;  
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.*

**GRANT TYPE:** ☐ MICHIGAN NATURAL RESOURCES TRUST FUND ☐ CLEAN MICHIGAN INITIATIVE  
(Please select one) ☐ LAND AND WATER CONSERVATION FUND ☐ RECREATION PASSPORT ☒ BOND FUND

**GRANTEE:** Village of Decatur - Van Buren County

**PROJECT NUMBER:** BF89-102

**PROJECT TYPE:** Development

**PROJECT TITLE:** Fire Station Park

**PROJECT SCOPE:** (see comment section)

**TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)**

Name of Agency (Grantee)	Contact Person	Title
Village of Decatur - Van Buren County	Matthew Newton	Village Manager
Address	Telephone	
114 N. Phelps Street	269-423-6114	
City, State, ZIP	Email	
Decatur, MI 49045	mnewton@decaturmi.org	

**SITE DEVELOPMENT**

Any change(s) in the facility type, site layout, or recreation activities provided?  
If yes, please describe change(s). ☐ Yes ☒ No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) ☐ Yes ☒ No

Are any of the facilities obsolete? If yes, please explain. ☒ Yes ☐ No  
The tennis courts are in disrepair and the community is considering whether to keep them.  
The playground in fair condition, but it is not accessible.

**SITE QUALITY**

Is there a park entry sign which identifies the property or facility as a public recreation area?  
If yes, please provide a photograph of the sign. If no, please explain. ☒ Yes ☐ No

Are the facilities and the site being properly maintained? If no, please explain. ☒ Yes ☐ No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. ☐ Yes ☒ No

## POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. ☒ Yes ☐ No  
Trash collection and mowing are done as needed. Toliets are cleaned weekly.

### GENERAL

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) ☐ Yes ☐ No ☒ N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. ☐ Yes ☒ No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. ☐ Yes ☒ No

What are the hours and seasons for availability of the site?  
The park is open year round from dawn to dusk.

### COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)

Project scope included 2 tennis courts, benches, landscaping, ovens, picnic tables, playground equipment, shelter, vault toliet.

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Matthew Newton  
Please print

*Matthew Newton*  
Grantee Authorized Signature

01/30/20  
Date

Kimberly Babcock  
Please print

*Kimberly Babcock*  
Witness Signature

01/30/2020  
Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**







Michigan Department of Natural Resources - Grants Management

**PUBLIC OUTDOOR RECREATION GRANT  
POST-COMPLETION SELF-CERTIFICATION REPORT**

*This information required under authority of Part 19, PA 451 of 1994, as amended;  
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.*

**GRANT TYPE:** ☐ MICHIGAN NATURAL RESOURCES TRUST FUND ☐ CLEAN MICHIGAN INITIATIVE  
(Please select one) ☒ LAND AND WATER CONSERVATION FUND ☐ RECREATION PASSPORT ☐ BOND FUND

**GRANTEE:** Village of Decatur - Van Buren County

**PROJECT NUMBER:** 26-01060 L3

**PROJECT TYPE:** Development

**PROJECT TITLE:** Woolfe Park Bathhouse/Restrooms

**PROJECT SCOPE:** demolition of existing bathhouse, construct new bathhouse & restrooms

**To Be Completed By Local Government Agency (GRANTEE)**

Name of Agency (Grantee)	Contact Person	Title
Village of Decatur - Van Buren County	Matthew Newton	Village Manager
Address	Telephone	
114 N. Phelps Street	269-423-6114	
City, State, ZIP	Email	
Decatur, MI 49045	mnewton@decaturmi.org	

**SITE DEVELOPMENT**

Any change(s) in the facility type, site layout, or recreation activities provided?  
If yes, please describe change(s). ☐ Yes ☒ No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) ☐ Yes ☒ No

Are any of the facilities obsolete? If yes, please explain. ☒ Yes ☐ No  
The bathrooms need upgraded.

**SITE QUALITY**

Is there a park entry sign which identifies the property or facility as a public recreation area?  
If yes, please provide a photograph of the sign. If no, please explain. ☒ Yes ☐ No

Are the facilities and the site being properly maintained? If no, please explain. ☒ Yes ☐ No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. ☐ Yes ☒ No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. ☒ Yes ☐ No

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) ☒ Yes ☐ No ☐ N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. ☐ Yes ☒ No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. ☐ Yes ☒ No

What are the hours and seasons for availability of the site?

Not open in the winter. Hours are dawn to dusk.

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

# POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D

## CERTIFICATION

I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.

Matthew Nixen  
Please print

[Signature]  
Grantee Authorized Signature

01/30/20  
Date

Kimberly Babcock  
Please print

Kimberly Babcock  
Witness Signature

01/30/2020  
Date

Send completed report to: POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925





Michigan Department of Natural Resources - Grants Management

**PUBLIC OUTDOOR RECREATION GRANT  
POST-COMPLETION SELF-CERTIFICATION REPORT**

*This information required under authority of Part 19, PA 451 of 1994, as amended;  
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.*

**GRANT TYPE:** ☐ MICHIGAN NATURAL RESOURCES TRUST FUND ☐ CLEAN MICHIGAN INITIATIVE  
(Please select one) ☒ LAND AND WATER CONSERVATION FUND ☐ RECREATION PASSPORT ☐ BOND FUND

**GRANTEE:** Village of Decatur - Van Buren County

**PROJECT NUMBER:** 26-01648

**PROJECT TYPE:** Development

**PROJECT TITLE:** Southside Park Skate Board Park

**PROJECT SCOPE:** (see comment section)

**TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)**

Name of Agency (Grantee)	Contact Person	Title
Village of Decatur - Van Buren County	Matthew Newton	Village Manager
Address	Telephone	
114 N. Phelps Street	269-423-6114	
City, State, ZIP	Email	
Decatur, MI 49045	mnewton@decaturmi.org	

**SITE DEVELOPMENT**

Any change(s) in the facility type, site layout, or recreation activities provided?  
If yes, please describe change(s). ☐ Yes ☒ No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) ☐ Yes ☒ No

Are any of the facilities obsolete? If yes, please explain. ☐ Yes ☒ No

**SITE QUALITY**

Is there a park entry sign which identifies the property or facility as a public recreation area?  
If yes, please provide a photograph of the sign. If no, please explain. ☒ Yes ☐ No

Are the facilities and the site being properly maintained? If no, please explain. ☒ Yes ☐ No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. ☐ Yes ☒ No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.

☒ Yes ☐ No

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)

☐ Yes ☒ No ☐ N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.

☐ Yes ☒ No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.

☐ Yes ☒ No

What are the hours and seasons for availability of the site?

open all year dawn to dusk

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

Scope items: fencing, site work, skate park (including equipment).  
Ordering a Land and Water Conservation recognition plaque

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Matthew Newton  
Please print

*Matthew*  
Grantee Authorized Signature

01/30/20  
Date

Kimberly Babcock  
Please print

*Kimberly Babcock*  
Witness Signature

01/30/2020  
Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



## Appendix E    Adoption Documents



## COMMUNITY PARK AND RECREATION PLAN

### CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

**INSTRUCTIONS:** Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park and Recreation Plans* provided by the Michigan Department of Natural Resources (DNR). Plans must be submitted to the DNR through MiRecGrants **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Plans may be submitted at any time of the year, but no later than February 1 of the year the local unit of government is applying for grants.

PLAN INFORMATION		
Name of Plan: Community Parks and Recreation Plan: Decatur Village, Decatur Township, Hamilton Township		
List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan.	County	Month and year plan adopted by the community's governing body
Decatur Village	Van Buren	January 2020
Decatur Township	Van Buren	January 2020
Hamilton Township	Van Buren	January 2020

PLAN CONTENT
<b>INSTRUCTIONS:</b> Please check <u>each</u> box to certify that the listed information is included in the <u>final</u> plan.
<input checked="" type="checkbox"/> <b>1. COMMUNITY DESCRIPTION</b>
<input checked="" type="checkbox"/> <b>2. ADMINISTRATIVE STRUCTURE</b>
<input checked="" type="checkbox"/> Roles of Commission(s) or Advisory Board(s)
<input checked="" type="checkbox"/> Department, Authority and/or Staff Description and Organizational Chart
<input checked="" type="checkbox"/> Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming
<input checked="" type="checkbox"/> Current Funding Sources
<input checked="" type="checkbox"/> Role of Volunteers
<input checked="" type="checkbox"/> Relationship(s) with School Districts, Other Public Agencies or Private Organizations
<b>Recreation Authorities or Trailway Commissions Only:</b>
<input type="checkbox"/> Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities
<input type="checkbox"/> Articles of Incorporation
<input checked="" type="checkbox"/> <b>3. RECREATION INVENTORY</b>
<input checked="" type="checkbox"/> Description of Methods Used to Conduct the Inventory
<input checked="" type="checkbox"/> Inventory of all Community Owned Parks and Recreation Facilities
<input checked="" type="checkbox"/> Location Maps (site development plans recommended but not required)
<input checked="" type="checkbox"/> Accessibility Assessment
<input checked="" type="checkbox"/> Status Report for all Grant-Assisted Parks and Recreation Facilities
<input type="checkbox"/> Waterways Inventory (if applicable)
<input checked="" type="checkbox"/> <b>4. RESOURCE INVENTORY (OPTIONAL)</b>
<input checked="" type="checkbox"/> <b>5. DESCRIPTION OF THE PLANNING PROCESS</b>



<input checked="" type="checkbox"/> <b>6. DESCRIPTION OF THE PUBLIC INPUT PROCESS</b>	
<input checked="" type="checkbox"/> Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received	
<input checked="" type="checkbox"/> Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment	
Date of the Notice	<u>Dec 26, 2019</u>
Type of Notice	<u>Newspaper and social media</u>
Plan Location	<u>Decatur Village Hall and online</u>
Duration of Draft Plan Public Review Period (Must be at Least 30 Days)	_____
<input checked="" type="checkbox"/> Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)	
Date of Notice	<u>Dec 26, 2019</u>
Name of Newspaper	<u>Decatur Republican</u>
Date of Meeting	<u>Jan 30, 2020</u>
<input checked="" type="checkbox"/> Copy of the Minutes from the Public Meeting	
<input checked="" type="checkbox"/> <b>7. GOALS AND OBJECTIVES</b>	
<input checked="" type="checkbox"/> <b>8. ACTION PROGRAM</b>	
<input checked="" type="checkbox"/> <b>9. POST-COMPLETION SELF-CERTIFICATION REPORT(S)</b>	
<b>PLAN ADOPTION DOCUMENTATION</b>	
<b>APPROVAL DOCUMENTATION:</b> For multi-jurisdictional plans, <b>each</b> local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.	
<input checked="" type="checkbox"/> 1. Official resolution of adoption by the governing body <u>dated:</u> <u>Jan 30, 2020</u>	
<input type="checkbox"/> 2. Official resolution of the _____ Commission or Board, recommending adoption of the plan by the governing body, <u>dated:</u> _____	
<input checked="" type="checkbox"/> 3. Copy of letter transmitting adopted plan to County Planning Agency <u>dated:</u> <u>Jan 30, 2020</u>	
<input checked="" type="checkbox"/> 4. Copy of letter transmitting adopted plan to Regional Planning Agency <u>dated:</u> <u>Jan 30, 2020</u>	
<b>OVERALL CERTIFICATION</b>	
<b>NOTE:</b> For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.	
<i>I hereby certify that the recreation plan for</i>	
<u>Decatur Village</u>	<i>includes the required content, as indicated</i>
(Local Unit of Government)	
<i>above and as set forth by the DNR.</i>	
	<u>01/30/20</u>
Authorized Official for the Local Unit of Government      Date	

**This completed checklist must be uploaded in MiRecGrants.**



## COMMUNITY PARK AND RECREATION PLAN

### CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

**INSTRUCTIONS:** Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park and Recreation Plans* provided by the Michigan Department of Natural Resources (DNR). Plans must be submitted to the DNR through MiRecGrants with a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Plans may be submitted at any time of the year, but no later than February 1 of the year the local unit of government is applying for grants.

#### PLAN INFORMATION

Name of Plan:

Community Parks and Recreation Plan: Decatur Village, Decatur Township, Hamilton Township

List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan.

County

Month and year plan adopted by the community's governing body

Decatur Village

Van Buren

January 2020

Decatur Township

Van Buren

January 2020

Hamilton Township

Van Buren

January 2020

#### PLAN CONTENT

**INSTRUCTIONS:** Please check each box to certify that the listed information is included in the final plan.

☒ **1. COMMUNITY DESCRIPTION**

☒ **2. ADMINISTRATIVE STRUCTURE**

☒ Roles of Commission(s) or Advisory Board(s)

☒ Department, Authority and/or Staff Description and Organizational Chart

☒ Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming

☒ Current Funding Sources

☒ Role of Volunteers

☒ Relationship(s) with School Districts, Other Public Agencies or Private Organizations

**Recreation Authorities or Trailway Commissions Only:**

☐ Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities

☐ Articles of Incorporation

☒ **3. RECREATION INVENTORY**

☒ Description of Methods Used to Conduct the Inventory

☒ Inventory of all Community Owned Parks and Recreation Facilities

☒ Location Maps (site development plans recommended but not required)

☒ Accessibility Assessment

☒ Status Report for all Grant-Assisted Parks and Recreation Facilities

☐ Waterways Inventory (if applicable)

☒ **4. RESOURCE INVENTORY (OPTIONAL)**

☒ **5. DESCRIPTION OF THE PLANNING PROCESS**

<input checked="" type="checkbox"/> <b>6. DESCRIPTION OF THE PUBLIC INPUT PROCESS</b>	
<input checked="" type="checkbox"/> Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received <input checked="" type="checkbox"/> Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment	Date of the Notice <u>Dec 26, 2019</u> Type of Notice <u>Newspaper and social media</u> Plan Location <u>Decatur Village Hall and online</u> Duration of Draft Plan Public Review Period (Must be at Least 30 Days) _____  <input checked="" type="checkbox"/> Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies) Date of Notice <u>Dec 26, 2019</u> Name of Newspaper <u>Decatur Republican</u> Date of Meeting <u>Jan 30, 2020</u> <input checked="" type="checkbox"/> Copy of the Minutes from the Public Meeting
<input checked="" type="checkbox"/> <b>7. GOALS AND OBJECTIVES</b>	
<input checked="" type="checkbox"/> <b>8. ACTION PROGRAM</b>	
<input checked="" type="checkbox"/> <b>9. POST-COMPLETION SELF-CERTIFICATION REPORT(S)</b>	
<b>PLAN ADOPTION DOCUMENTATION</b>	
<b>APPROVAL DOCUMENTATION:</b> For multi-jurisdictional plans, <b>each</b> local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.	
<input checked="" type="checkbox"/> 1. Official resolution of adoption by the governing body <u>dated: Jan 30, 2020</u> <input type="checkbox"/> 2. Official resolution of the _____ Commission or Board, recommending adoption of the plan by the governing body, <u>dated: _____</u> <input checked="" type="checkbox"/> 3. Copy of letter transmitting adopted plan to County Planning Agency <u>dated: Jan 30, 2020</u> <input checked="" type="checkbox"/> 4. Copy of letter transmitting adopted plan to Regional Planning Agency <u>dated: Jan 30, 2020</u>	
<b>OVERALL CERTIFICATION</b>	
<b>NOTE:</b> For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.	
<p><i>I hereby certify that the recreation plan for</i></p> <p><u>Decatur Township</u> _____ <i>includes the required content, as indicated</i></p> <p style="text-align: center;">(Local Unit of Government)</p> <p><i>above and as set forth by the DNR.</i></p> <div style="text-align: right; margin-top: 20px;">         _____        Authorized Official for the Local Unit of Government     </div> <div style="text-align: right; margin-top: 10px;"> <u>1-30-20</u>        Date     </div>	

**This completed checklist must be uploaded in MiRecGrants.**



Michigan Department of Natural Resources-Grants Management

## COMMUNITY PARK AND RECREATION PLAN

### CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

**INSTRUCTIONS:** Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

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PLAN INFORMATION		
Name of Plan: Community Parks and Recreation Plan: Decatur Village, Decatur Township, Hamilton Township		
List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan.	County	Month and year plan adopted by the community's governing body
Decatur Village	Van Buren	January 2020
Decatur Township	Van Buren	January 2020
Hamilton Township	Van Buren	January 2020

PLAN CONTENT
<b>INSTRUCTIONS:</b> Please check <u>each</u> box to certify that the listed information is included in the <u>final</u> plan.
<input checked="" type="checkbox"/> <b>1. COMMUNITY DESCRIPTION</b>
<input checked="" type="checkbox"/> <b>2. ADMINISTRATIVE STRUCTURE</b>
<input checked="" type="checkbox"/> Roles of Commission(s) or Advisory Board(s)
<input checked="" type="checkbox"/> Department, Authority and/or Staff Description and Organizational Chart
<input checked="" type="checkbox"/> Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming
<input checked="" type="checkbox"/> Current Funding Sources
<input checked="" type="checkbox"/> Role of Volunteers
<input checked="" type="checkbox"/> Relationship(s) with School Districts, Other Public Agencies or Private Organizations
<b>Recreation Authorities or Trailway Commissions Only:</b>
<input type="checkbox"/> Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities
<input type="checkbox"/> Articles of Incorporation
<input checked="" type="checkbox"/> <b>3. RECREATION INVENTORY</b>
<input checked="" type="checkbox"/> Description of Methods Used to Conduct the Inventory
<input checked="" type="checkbox"/> Inventory of all Community Owned Parks and Recreation Facilities
<input checked="" type="checkbox"/> Location Maps (site development plans recommended but not required)
<input checked="" type="checkbox"/> Accessibility Assessment
<input checked="" type="checkbox"/> Status Report for all Grant-Assisted Parks and Recreation Facilities
<input type="checkbox"/> Waterways Inventory (if applicable)
<input checked="" type="checkbox"/> <b>4. RESOURCE INVENTORY (OPTIONAL)</b>
<input checked="" type="checkbox"/> <b>5. DESCRIPTION OF THE PLANNING PROCESS</b>

☒ **6. DESCRIPTION OF THE PUBLIC INPUT PROCESS**

☒ Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received

☒ Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice Dec 26, 2019

Type of Notice Newspaper and social media

Plan Location Decatur Village Hall and online

Duration of Draft Plan Public Review Period (Must be at Least 30 Days) \_\_\_\_\_

☒ Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice Dec 26, 2019

Name of Newspaper Decatur Republican

Date of Meeting Jan 30, 2020

☒ Copy of the Minutes from the Public Meeting

☒ **7. GOALS AND OBJECTIVES**

☒ **8. ACTION PROGRAM**

☒ **9. POST-COMPLETION SELF-CERTIFICATION REPORT(S)**

**PLAN ADOPTION DOCUMENTATION**

**APPROVAL DOCUMENTATION:** For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

☒ 1. Official resolution of adoption by the governing body dated: Jan 30, 2020

☐ 2. Official resolution of the \_\_\_\_\_ Commission or Board, recommending adoption of the plan by the governing body, dated: \_\_\_\_\_

☒ 3. Copy of letter transmitting adopted plan to County Planning Agency dated: Jan 30, 2020

☒ 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: Jan 30, 2020

**OVERALL CERTIFICATION**


**NOTE:** For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

*I hereby certify that the recreation plan for*

Hamilton Township \_\_\_\_\_ *includes the required content, as indicated*

(Local Unit of Government)

*above and as set forth by the DNR.*

  
Authorized Official for the Local Unit of Government

1-30-2020  
Date

**This completed checklist must be uploaded in MiRecGrants.**



## PROOF OF PUBLICATION AFFIDAVIT

Village of Decatur, County of Van Buren

David Moorman

being duly sworn, testifies that he/she

is Editor

of the Decatur Republican

a newspaper published at 121 S Phelps ST, Decatur, MI 49045, and circulated in the above county and that he/she is familiar with the facts and that the notice, a copy of which is attached, was published in said newspaper, prior to the time fixed for the hearing thereof, and that the publications were made on the:

26th day of December 2019

23rd day of January 2020

day of \_\_\_\_\_ 20\_\_\_\_

Dated 1/24/2020

[Signature]  
Signature of Publisher

State of Michigan )

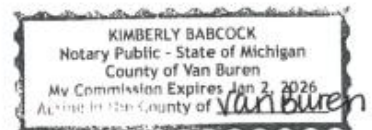
County of Van Buren ) ss

On the 24<sup>th</sup> day of January 2020, the foregoing instrument was acknowledged

before me by David Moorman

[Signature]  
Notary Public

My Commission expires January, 2, 2026



# LEGAL NOTICE

## NOTICE OF PUBLIC COMMENT PERIOD AND PUBLIC HEARING NOTICE

The Village of Decatur, Decatur Township, and Hamilton Township, Van Buren County, Michigan will hold a Public Comment Period for the Joint Community Parks and Recreation Plan for the Village of Decatur, Decatur Township, and Hamilton Township from December 26<sup>th</sup>, 2019 to January 29<sup>th</sup>, 2020.

The plan will be available for review during business hours at the Decatur Village Hall (114 N. Phelps Street, Decatur, MI) which are Monday through Friday from 9:00 AM to 12:00 PM and 1:00 PM to 5:00 PM. The plan is also available for review on the Internet at <https://www.swmpc.org/decarearecplan.asp>.


Written comments can be submitted by email to [village@decaturmi.org](mailto:village@decaturmi.org) or by mail to 114 N. Phelps Street, Decatur, MI 49045 and must be received by January 29<sup>th</sup>, 2020.

A joint Public Hearing will be held on the draft plan on **January 30<sup>th</sup>, 2020, at 7:00 PM**, at the Decatur Village Hall (114 N. Phelps Street, Decatur, MI). At this meeting, the public will have the opportunity to give oral and/or written comments and ask questions regarding the plan. All interested parties are urged to attend.

- This notice is in compliance with PA 267 of 1976 as amended (Open Meetings Act).
- In accordance with The Americans with Disabilities Act, the Village of Decatur will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the Village Clerk at (269) 423-6114 at least 48 hours in advance.

THURSDAY, DECEMBER 26, 2019

THURSDAY, JANUARY 23, 2020

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**JOINT MEETING WITH VILLAGE OF DECATUR, DECATUR TOWNSHIP, AND  
HAMILTON TOWNSHIP**

**PARKS & RECREATION PLAN PUBLIC HEARING & ADOPTION**

**MEETING MINUTES**

*Thursday, January 30<sup>th</sup>, 2020*

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1. The meeting was called to order at 7:01 PM by Village Manager Newton. Roll call was taken with Village representatives Ali Elwaer, Kim Gunther, Charlene Jackson, and Michael Verran; Decatur Township representatives Janet Abshagen, Jim Abshagen, Kevin Kusmack, and Tom Stull; Hamilton Township representatives Carl Druskovich, Sandra Hanson, and Charles Goodrich; Village Clerk & Treasurer Babcock; Village Manager Newton; and 2 visitors being present.
2. Village Manager Newton led the Pledge of Allegiance.
3. No public comment was given.
4. Druskovich moved, Hanson seconded, CARRIED, to open the Public Hearing for the 2020 Joint Parks & Recreation Plan. All were in favor.
  - a. Jan Peterson, resident of Hamilton Township, expressed concerns over the proposed walking track at the Grange Hall. She expressed that she had concerns over the impact to the ecosystem and disturbing the neighboring nature preserve area.
    - i. Goodrich responded that he had discussions with the neighboring preserve and the outcome of those discussions was that the project would blend well and not have a negative impact.
    - ii. Druskovich also indicated that the goal of the project was for it to be educational. He further noted that it would be a walking trail that, in some cases, can help preserve the area. He noted that they would be working with the Van Buren County Conservation District on the project. He further stated that part of the goal would be to mitigate damages that had already occurred from use of the area and the trail would be constructed in a manner to help reduce potential issues in the future.
5. Kusmack moved, Gunther seconded, CARRIED, to close the Public Hearing for the 2020 Joint Parks & Recreation Plan. All were in favor.
6. Adoption of 2020 Joint Parks & Recreation Plan
  - a. VILLAGE OF DECATUR-Gunther moved, Jackson seconded, CARRIED, to approve Resolution 2019-18: A Resolution Adopting Community Parks & Recreation Plan: Village of Decatur, Decatur Township, and Hamilton Township as presented. All were in favor.
  - b. DECATUR TOWNSHIP-Kusmack moved, Jim Abshagen seconded, CARRIED, to approve Resolution Adopting Community Parks & Recreation Plan: Village of Decatur, Decatur Township, and Hamilton Township as presented. All were in favor.
  - c. HAMILTON TOWNSHIP-Goodrich moved, Hanson seconded, CARRIED, to approve Resolution Adopting Community Parks & Recreation Plan: Village of Decatur, Decatur Township, and Hamilton Township as presented. All were in favor.
7. No Public Comment was given.
8. Kusmack moved, Jim Abshagen seconded, CARRIED, to adjourn meeting at 7:11 PM. |



## VILLAGE OF DECATUR

COUNTY OF VAN BUREN

STATE OF MICHIGAN

**RESOLUTION 2019-18: A RESOLUTION TO ADOPT THE COMMUNITY PARKS AND RECREATION PLAN:  
VILLAGE OF DECATUR, DECATUR TOWNSHIP, HAMILTON TOWNSHIP.**

**WHEREAS**, a plan which addresses the future use and development of parks and recreation areas has been developed for Decatur Village, Decatur Township and Hamilton Township with the assistance of a planning committee consisting of representatives from each municipality and the Southwest Michigan Planning Commission; and

**WHEREAS**, the planning process included public input opportunities such as committee meetings, a public input open house and a survey; and

**WHEREAS**, the plan has been developed to meet the recreational needs (based on data and public input) of the community; and

**WHEREAS**, a 30-day public comment period and a public hearing to take comment on the plan was held; and

**WHEREAS**, the planning committee with representatives from each jurisdiction has recommended the plan for adoption.

**NOW, THEREFORE, BE IT RESOLVED**, the Council of the Village of Decatur adopts the Community Parks and Recreation Plan: Village of Decatur, Decatur Township, Hamilton Township.

Yeas: Kim Gunther, Ali Elwaer, Charlene Jackson, Mike Verran

Nays: —

Absent: Ken Hayes, Bob Mead, Cindy Pachner

Abstain: —

**RESOLUTION DECLARED ADOPTED**

Date: 01/30/2020

Kimbuly Babcock

Decatur Township, Van Buren County, Michigan

A Resolution to Adopt the  
**Community Parks and Recreation Plan: Village of Decatur, Decatur  
Township, Hamilton Township**

Whereas, a plan which addresses the future use and development of parks and recreation areas has been developed for Decatur Village, Decatur Township and Hamilton Township with the assistance of a planning committee consisting of representatives from each municipality and the Southwest Michigan Planning Commission, and

Whereas, the planning process included public input opportunities such as committee meetings, a public input open house and a survey, and

Whereas, the plan has been developed to meet the recreational needs (based on data and public input) of the community, and

Whereas, a 30 day public comment period and a public hearing to take comment on the plan was held, and

Whereas, the planning committee with representatives from each jurisdiction has recommended the plan for adoption.

Now, Therefore, be it resolved, the Township Board of Trustees adopts the  
**Community Parks and Recreation Plan: Village of Decatur, Decatur  
Township, Hamilton Township.**

**Yeas:** Kuzmack, Janet Abshagen James Abshagen, Stull  
**Nays:** none  
**Absent:** Makay  
**Abstain:**

**RESOLUTION DECLARED ADOPTED**

**Date:** 1/30/20   
Township Clerk

Hamilton Township, Van Buren County, Michigan

A Resolution to Adopt the  
**Community Parks and Recreation Plan: Village of Decatur, Decatur  
Township, Hamilton Township**

Whereas, a plan which addresses the future use and development of parks and recreation areas has been developed for Decatur Village, Decatur Township and Hamilton Township with the assistance of a planning committee consisting of representatives from each municipality and the Southwest Michigan Planning Commission, and

Whereas, the planning process included public input opportunities such as committee meetings, a public input open house and a survey, and

Whereas, the plan has been developed to meet the recreational needs (based on data and public input) of the community, and

Whereas, a 30 day public comment period and a public hearing to take comment on the plan was held, and

Whereas, the planning committee with representatives from each jurisdiction has recommended the plan for adoption.

Now, Therefore, be it resolved, the Township Board of Trustees adopts the  
**Community Parks and Recreation Plan: Village of Decatur, Decatur  
Township, Hamilton Township.**

Yeas: 3      Carl Druskovich - yes  
Nays: 0      Charles Goodrick - yes  
Absent:      Sandy Hanson - yes  
Abstain:

**RESOLUTION DECLARED ADOPTED**

Date: 1-30-2020





## Southwest Michigan Planning Commission

January 30, 2020

Van Buren County Land Management  
Ted Thar, Director  
Administration & Land Services Building  
219 Paw Paw Street, Ste 302  
Paw Paw, MI 49079

Dear Mr. Thar,

Enclosed please find a copy of the adopted Community Parks and Recreation Plan for the Village of Decatur, Decatur Township and Hamilton Township for your records. This five-year plan reflects the community's commitment to comprehensive recreational planning that includes measures to protect natural resources through responsible use and provides opportunities for residents of all ages and abilities to participate in healthful living.

Sincerely,

*Marcy Hamilton*

Marcy Hamilton  
Senior Planner

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651

269.925.1137 • 269.925.0288 • [www.swmpc.org](http://www.swmpc.org) • [swmpc@swmpc.org](mailto:swmpc@swmpc.org)



## Southwest Michigan Planning Commission

January 30, 2020

Mr. K. John Egelhaaf, Director  
Southwest Michigan Planning Commission  
376 W. Main Street, Ste 130  
Benton Harbor, MI 49022

Dear Mr. Egelhaaf:

Enclosed please find a copy of the adopted Community Parks and Recreation Plan for the Village of Decatur, Decatur Township and Hamilton Township for your records. This five-year plan reflects the community's commitment to comprehensive recreational planning that includes measures to protect natural resources through responsible use and provides opportunities for residents of all ages and abilities to participate in healthful living.

Sincerely,

*Marcy Hamilton*

Marcy Hamilton  
Senior Planner

376 West Main Street, Suite 130 • Benton Harbor, MI 49022-3651

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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: July 5, 2022  
  
SUBJECT: June 2022 Monthly Report from DPW

### **June 2022 – Jobs completed**

Marked Miss Digs (313 W. Sherwood, 45314 W M-51, entire Prairie Ronde, 110 E. St. Mary's E. Champion for ISD house, 100 Pine St., 45140 M-51 W, 212 N. Phelps, M-51 to 45<sup>th</sup> St. 413 E. Edgar Bergen, 42620 85<sup>th</sup> Ave., 111 E. South St. 311 Sandy Knoll, , )

Read Water Meters for billing

Did water samples for Monthly Analysis Report – took to Paw Paw Lab – sent results to Egle

Read Meter for closing acct. – (219 W. Beers St.)

Parks Maintenance (Red Woolfe, Raider Romp, DDA, Fire Station)

Cleaned bathrooms and concession building at Red Woolfe Park

Watered flowers in pots on Phelps St. every morning

Sanitary Sewer maintenance

Serviced Mowers

Cleaned bathrooms at Raider Romp Pavilion every morning

Dailey Monitoring report for wastewater for April done

Fixed water leak at Decatur Downs 409 building

Jetted Sewer main lines in northeast section

New water service for 401 W. St. Mary's to fix from May

Mowed lagoons

Cleaned up storm damage

Did cold patch on roads

Worked on well 3 controls

Sewer repaired at 114-116 W. St. Mary's St. (Larue)

Installed new banners on light poles

Sprayed curbs for weeds

Repaired lawn at 401 W. St Mary's (from doing water service)

Prairie Ronde Construction began

Fixed apron of driveway at 308 Clark St.

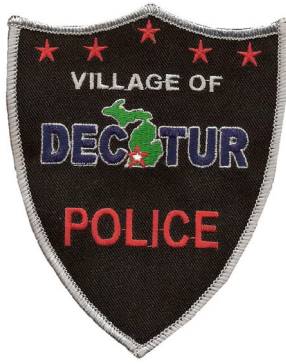
Data Logged water meter for high usage 605 N. Phelps St.

Turned on water 106 S. George St.

Put shut off notices on doors

Turned off water 314 W. St. Mary's for non-payment

Checked water pressure at 309 N. Phelps and Data Logged it



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: June 29, 2022  
Ref: Monthly Report for the Month of June 2022

**Meetings / Events / Information:**

- Treatment Court Policy Meeting
- Council Meeting
- Meeting with Local Chief's
- Fire Board Meeting
- Meeting with Sgt. Rigg
- Police Officer Applicant Interview
- Attended Elementary School Carnival / Field Day
- Midwest Festival Meetings
- Meeting at Midwest Fasteners with Village Manager
- Meeting with Sheriff
- Meeting with local Marijuana Business Owners
- Multiple discussions with VM Tapper in regard to Dangerous Buildings, Blight, Parking, Traffic Calming, etc.

**New Hire:**

- We have offered a Police Officer Position to Dominic Pawlowski (conditional offer). Dominic lives here in the Village and is very excited to work here. After discussions with VM Tapper, we have decided to Sponsor Dominic in the upcoming Police Academy at KVCC. He will begin the Academy on August 22<sup>nd</sup>.

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

**Arrests: June 1, 2022, to June 29, 2022**

- 6-1-22, Female, Dog at Large, No Dog License Warrant
- 6-3-22, Male, Possession of Meth Warrant
- 6-5-22, Male, 6 Count Warrant (3 Dog at Large, 3 Unlicensed Dog)
- 6-10-22, Male, Criminal Sexual Conduct – 3 Counts
- 6-14-22, Female, 5 Count Warrant (3 Dog at Large, 2 Unlicensed Dog)

- 6-22-22, Male, 7 Warrants (2 Felonies and 5 Misdemeanors)
- 6-26-22, Male, Domestic Violence
- 6-28-22, Male, Possession of Stolen Vehicle, 3 Felony Warrants
- 6-28-22, Male, Criminal Sexual Conduct Warrant

**Calls for Service / Reports Taken: June 1, 2022 to June 29, 2022**

- Salvage
- Salvage
- Dog at Large / Bite
- Dog at Large
- Fraud / Civil Dispute
- Salvage
- Salvage
- Salvage
- Dog at Large
- General Assist / Verbal Argument
- Alarm
- Suspicious Situation
- Retail Fraud
- Assist Medical
- Welfare Check
- Blight
- Death Investigation
- Blight
- Drove While License Suspended
- General Assist
- Illegal Entry
- Dog at Large
- Blight
- Suspicious Situation
- Suspicious Situation
- Alarm
- Mental Investigation
- Assist Medical
- Suspicious Situation
- BOL for OWI
- Salvage
- Runaway
- Suspicious Situation
- Trespass
- Salvage
- Trespass
- Traffic Stop, Assist to MSP
- Alarm
- Civil Dispute



- Salvage
- General Assist
- Civil Dispute
- Dog at Large
- Storm Debris, Assist throughout Village
- PPO Violation, Assist VBCS
- Found Property
- Criminal Sexual Conduct, Assist MSP
- Parking Violation
- Blight
- Assist Medical
- Salvage
- Salvage
- Salvage
- General Assist
- Assist Medical
- Larceny of Gasoline
- Family Dispute
- Traffic Violation Complaint
- Salvage
- Criminal Sexual Conduct Complaint
- Blight
- Dog at Large
- Blight
- Missing Person, Assist VBCS
- General Assist
- OWI Arrest, Assist VBCS
- Suspicious Situation
- Salvage
- Salvage
- Salvage
- Hazardous Condition
- Salvage
- Civil Dispute
- Abandoned Vehicle
- Assist Medical
- General Assist
- Warrant Arrest (7)
- Civil Dispute
- Personal Injury Accident, Assist MSP
- General Assist
- Background Check
- Assist Medical
- Public Relations
- PBT Calibrations

- Salvage
- Salvage
- Assist Medical
- Assist Medical
- Assist Medical
- Traffic Control
- Counterfeit Money Complaint
- Salvage
- Welfare Check
- Dog at Large
- General Assist
- Traffic Crash
- Domestic Violence Arrest
- Salvage
- Assist Medical
- Possession of Stolen Motor Vehicle
- Civil Dispute
- Domestic Violence
- General Assist
- Alarm, Assist VBCS

Thank you! Please stay safe!

Chief Tom VanDerWoude



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
DATE: July 5, 2022  
  
SUBJECT: Decatur-Hamilton Fire & QR Report – June 2022

### Action Requested:

It is requested the Village Council receive a report from the June 2022, Decatur-Hamilton Fire & QR Departments.

### Background:

Fire Department agenda topics include; Chief's report, Secretary's report, Training report, Truck Captain's report, Building report. The Quick Response Department agenda topics include; Team Leader's report, QR vehicle discussion, QR staffing, Cascade O2 Systems.

The annual meeting for the three municipalities was held on Monday, June 20, 2022, at 7:00 P.M. Council members Gunther, Bensen, Pelfrey and President Pro Tem Jackson were in attendance. Members approved the FY 23 Budgets for both the Fire Department and Quick Response Department. Members also voted in favor of supporting the Boards approval of tax levy.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

The QR Department and the Board will be proceeding with ballot language for the special assessment increase to the voters/residents within Hamilton Township and Decatur Township. The increase will be from 0.5 miles to 1.5 miles. This expected increase in revenue will provide additional staffing to help offset cost to the increasing demand of responses. The ballot language is expected to be presented on the November 2022 ballot. The below table reflects the amounts **Village of Decatur residents** pay towards the two departments.

Special Assessment	Millage Rate	Amount
Fire Protection	0.5	\$18,998.65
Fire Department	1.5	\$56,995.95
Quick Response	0.5	\$18,998.65
Current Millage Collection		\$94,993.25
Quick Response Proposed	1.5	\$56,995.95
Proposed Millage Increase		\$132,990.55

Attachments:

Fire Department – agenda 6/30/2022

QR Department – agenda 6/30/2022

# **DECATUR-HAMILTON FIRE & QR DEPARTMENT**

## **ANNUAL JOINT MEETING**

*Decatur Township, Hamilton Township, and the Village of Decatur*  
**Monday, June 20, 2022**

- 1. Call to Order, Pledge of Allegiance, and Roll Call**
- 2. Public Comment (Limit 3 Minutes)**
- 3. Additions/Deletions and Approval of Agenda**
- 4. Approval of Minutes**
  - a. June 28, 2021 Fire & QR Department Annual Meeting
- 5. Unfinished Business**
- 6. New Business**
  - a. FY 22 Budget Amendments
- 7. FY 23 Budget– QR Department**
  - a. Decatur Township
  - b. Hamilton Township
  - c. Village of Decatur
- 8. FY 23 Budget – Fire Department**
  - a. Decatur Township
  - b. Hamilton Township
  - c. Village of Decatur
- 9. Tax Levy – Fire Protection & QR Protection**
  - a. Decatur Township
  - b. Hamilton Township
  - c. Village of Decatur
- 10. Next Annual Meeting Date – Monday, June 19, 2023 @ 7:00 PM**
- 11. Public Comment (Limit 3 Minutes)**
- 12. Adjournment**

## **Decatur-Hamilton Fire and QR Department Annual Meeting June 28th, 2021 Minutes**

The meeting called to order at 7:00 p.m. by Chairman Druskovich.

### **Roll Call:**

Druskovich	Present
Flowers	Present
Kusmack K	Present
Kusmack M	Present
Newell	Present
Newton	Present

20 Visitors were also in attendance.

### **Public Comment:**

Public Comment was given.

### **Agenda:**

Motion made by Kusmack K, seconded by Druskovich, CARRIED, to accept the agenda as presented.

### **Minutes:**

Motion made by Newell, seconded by Kusmack M, CARRIED, to accept the Minutes from the 2020 Decatur QR and Fire Department Annual Meeting as presented.

### **Old Business:**

- a. QR Membership
  - i. A discussion was held regarding current QR Membership. Board indicated that they are still looking at options. There were 536 calls over the last year and 112 in the last 12 months. The board is reviewing staff options.
  - ii. A discussion was held on possible millage with a note that a ½ mil would generate about \$66,000.00 in revenue. No firm decision but will likely look to seek millage of ½ to 1 mil in next election cycle to address staffing concerns. ½ mil would likely address part-time staffing and 1 mil would likely provide full-time option.
  - iii. It was noted that QR has good equipment and supplies but they need additional staff.
  - iv. There have been several attempts to try other avenues, but none have worked thus far.
  - v. More than likely, result will be a mixture of paid/on-call and volunteer staff.
  - vi. A resolution for millage rate increase will be drafted and presented to municipalities when a final decision is made as to how to proceed.

### **New Business:**

- a. QR PT/On-Call Options-Discussed during QR Membership under Old Business. Will continue to evaluate effective options.
- b. FY 21 Budget Amendments

- i. Newell moved, Flowers seconded, CARRIED, to approve FY 21 Budget Amendments as presented. All were in favor.

**Budget FY 22 QR Department:**

- a. Decatur Township-Hartwell moved, Makay seconded, CARRIED, to approve FY 22 QR Budget as presented.  
*Roll Call Vote-Yes: Hartwell, Makay, Stull, Kusmack M, and Kusmack K. No: None.*
- b. Hamilton Township-Makay moved, Conway seconded, CARRIED, to approve FY 22 QR Budget as presented.  
*Roll Call Vote: Yes: Hanson, Conway, Druskovich, and Makay. No: None.*
- c. Village of Decatur-No Quorum Present. Will hold Special Meeting.

**Budget FY 22 Fire Department:**

- a. Decatur Township-Stull moved, Makay seconded, CARRIED, to approve FY 22 QR Budget as presented.  
*Roll Call Vote-Yes: Hartwell, Makay, Stull, Kusmack M, and Kusmack K. No: None.*
- b. Hamilton Township-Hanson moved, Makay seconded, CARRIED, to approve FY 22 QR Budget as presented.  
*Roll Call Vote: Yes: Hanson, Conway, Druskovich, and Makay. No: None.*
- c. Village of Decatur-No Quorum Present. Will hold Special Meeting.

**2021-2022 Special Assessment Levy:**

- a. Decatur Township-Makay moved, Stull seconded, CARRIED, to approve Special Assessment Levy Resolution as presented.  
*Roll Call Vote-Yes: Hartwell, Makay, Stull, Kusmack M, and Kusmack K. No: None.*
- b. Hamilton Township-Hanson moved, Makay seconded, CARRIED, to approve Special Assessment Levy as presented.  
*Roll Call Vote: Yes: Hanson, Conway, Druskovich, and Makay. No: None.*
- c. Village of Decatur-No Quorum Present. Will hold Special Meeting.

**Next Annual Meeting to be held June 20, 2022 at 7:00PM.**

**Board Comment:**

None

**Adjournment:**

Motion made by Newton, seconded by Newell, CARRIED, to adjourn meeting at 7:38PM.

**Budget Worksheet**  
**Decatur-Hamilton Quick Response**  
**For Fiscal Year Ending 06/30/2023**

	Actual FYE 06/30/19	Actual FYE 06/30/20	Actual FYE 06/30/21	Amended Budget FYE 06/30/22	Actual YTD 05/30/22	Projected FYE 06/30/22	Budget FYE 06/30/23
<b>INCOME:</b>							
<b>TAXES</b>							
Township of Decatur	\$ 40,468.00	\$ 40,952.00	\$ 42,104.21	\$ 38,000.00	\$ 32,444.54	\$ 34,000.00	\$ 40,000.00
Township of Hamilton	\$ 24,632.00	\$ 29,528.00	\$ 30,313.11	\$ 28,000.00	\$ 32,522.05	\$ 32,522.05	\$ 32,000.00
<b>TOTAL TAX REVENUES</b>	<b>\$ 65,100.00</b>	<b>\$ 70,480.00</b>	<b>\$ 72,417.32</b>	<b>\$ 66,000.00</b>	<b>\$ 64,966.59</b>	<b>\$ 66,522.05</b>	<b>\$ 72,000.00</b>
<b>OTHER</b>							
Interest	\$ 80.00	\$ 74.00	\$ 58.55	\$ 75.00	\$ 139.82	\$ 145.00	\$ 125.00
Funds Equity	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Other	\$ 7,045.00	\$ 5,220.00	\$ 7,170.00	\$ 5,500.00	\$ 17,180.00	\$ 17,180.00	\$ 10,000.00
<b>TOTAL OTHER REVENUES</b>	<b>\$ 7,125.00</b>	<b>\$ 5,294.00</b>	<b>\$ 7,228.55</b>	<b>\$ 5,575.00</b>	<b>\$ 17,319.82</b>	<b>\$ 17,325.00</b>	<b>\$ 10,125.00</b>
<b>TOTAL INCOME</b>	<b>\$ 72,225.00</b>	<b>\$ 75,774.00</b>	<b>\$ 79,645.87</b>	<b>\$ 71,575.00</b>	<b>\$ 82,286.41</b>	<b>\$ 83,847.05</b>	<b>\$ 82,125.00</b>
<b>EXPENSES:</b>							
Building Repairs	\$ 584.00	\$ 878.00	\$ 1,334.12	\$ 1,500.00	\$ 1,045.89	\$ 1,500.00	\$ 1,500.00
Vehicle/Equip. Repairs	\$ 3,784.00	\$ 471.00	\$ -	\$ 4,000.00	\$ 40.00	\$ 250.00	\$ 2,000.00
Insurance	\$ 5,692.00	\$ 4,365.00	\$ 5,399.00	\$ 5,800.00	\$ 5,466.00	\$ 5,466.00	\$ 5,800.00
Equip. & Supplies	\$ 19,696.00	\$ 12,142.00	\$ 12,912.41	\$ 5,500.00	\$ 1,411.35	\$ 3,000.00	\$ 12,000.00
Utilities	\$ 9,820.00	\$ 9,200.00	\$ 10,448.29	\$ 10,500.00	\$ 6,371.10	\$ 7,200.00	\$ 10,250.00
Fuel and Oil	\$ 1,207.00	\$ 279.00	\$ -	\$ 750.00	\$ -	\$ 150.00	\$ 750.00
Training	\$ 748.00	\$ -	\$ 3,380.00	\$ 2,500.00	\$ (3,340.00)	\$ 2,000.00	\$ 2,500.00
Radio Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracted Service	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,650.00	\$ 1,800.00	\$ 1,800.00
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 9,995.92	\$ 9,995.92	\$ 194,000.00
Audit	\$ 2,400.00	\$ 4,125.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,200.00
Salary	\$ 3,600.00	\$ 3,600.00	\$ 5,880.00	\$ 12,000.00	\$ 9,060.00	\$ 12,000.00	\$ 12,000.00
Building Rental	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 12,000.00	\$ 23,000.00	\$ 23,000.00
<b>TOTAL EXPENSES</b>	<b>\$ 72,331.00</b>	<b>\$ 59,860.00</b>	<b>\$ 68,153.82</b>	<b>\$ 71,350.00</b>	<b>\$ 43,700.26</b>	<b>\$ 70,361.92</b>	<b>\$ 269,800.00</b>
<b>NET REVENUES (EXPENSES)</b>	<b>\$ (106.00)</b>	<b>\$ 15,914.00</b>	<b>\$ 11,492.05</b>	<b>\$ 225.00</b>	<b>\$ 38,586.15</b>	<b>\$ 13,485.13</b>	<b>\$ (187,675.00)</b>
<b>FUND BAL - BEG OF YEAR</b>	<b>\$ 257,667.00</b>	<b>\$ 257,561.00</b>	<b>\$ 273,475.00</b>	<b>\$ 284,967.05</b>	<b>\$ 284,967.05</b>	<b>\$ 284,967.05</b>	<b>\$ 298,452.18</b>
<b>FUND BAL - END OF YEAR</b>	<b>\$ 257,561.00</b>	<b>\$ 273,475.00</b>	<b>\$ 284,967.05</b>	<b>\$ 285,192.05</b>	<b>\$ 323,553.20</b>	<b>\$ 298,452.18</b>	<b>\$ 110,777.18</b>
<b>UNASSIGNED FUND BALANCE</b>	<b>\$ 173,602.00</b>	<b>\$ 201,560.00</b>	<b>\$ 224,052.05</b>	<b>\$ 234,233.53</b>	<b>\$ 272,594.68</b>	<b>\$ 247,493.66</b>	<b>\$ 70,818.66</b>

**Notes to Budget:**

1) The proposed FY 23 Budget does not incorporate any funding that might be available if millage rate increase is approved by the electorate in November. Should the millage be approved, any projected changes would be presented in the form of an Amended Budget presented to all three municipalities for approval.

2) The Capital Expense Account contains funding for the addition of 2 QR Vehicles, AEDs, and new tablets.



# Budget Worksheet

## Decatur-Hamilton Fire Department

### For Fiscal Year Ending 06/30/2023

	Actual FYE 06/30/19	Actual FYE 06/30/20	Actual FYE 06/30/21	Original Budget FYE 06/30/22	Actual YTD 06/01/22	Projected FYE 06/30/22	Budget FYE 06/30/23
<b>INCOME:</b>							
<b>TAXES</b>							
Township of Decatur	\$ 161,989.00	\$ 164,031.00	\$ 168,280.11	\$ 160,000.00	\$ 167,460.31	\$ 167,460.31	\$ 168,000.00
Township of Hamilton	\$ 106,322.00	\$ 110,333.00	\$ 121,261.36	\$ 110,000.00	\$ 107,668.98	\$ 108,500.00	\$ 108,000.00
<b>TOTAL TAX REVENUES</b>	<b>\$ 268,311.00</b>	<b>\$ 274,364.00</b>	<b>\$ 289,541.47</b>	<b>\$ 270,000.00</b>	<b>\$ 275,129.29</b>	<b>\$ 275,960.31</b>	<b>\$ 276,000.00</b>
<b>OTHER</b>							
Interest	\$ 269.00	\$ 196.00	\$ 204.27	\$ 1,000.00	\$ 8,227.27	\$ 8,250.00	\$ 350.00
Other	\$ 22,215.00	\$ 650.00	\$ 40.00	\$ 1,500.00	\$ 3,800.00	\$ 3,800.00	\$ 11,500.00
Loan -FSB	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	\$ 300,000.00	\$ -
Fund Equity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Claim	\$ -	\$ -	\$ 6,111.42	\$ -	\$ 547.00	\$ 547.00	\$ -
Building Lease Income	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 12,000.00	\$ 23,000.00	\$ 23,000.00
<b>TOTAL OTHER REVENUES</b>	<b>\$ 45,484.00</b>	<b>\$ 23,846.00</b>	<b>\$ 29,355.69</b>	<b>\$ 25,500.00</b>	<b>\$ 324,574.27</b>	<b>\$ 335,597.00</b>	<b>\$ 34,850.00</b>
<b>TOTAL INCOME</b>	<b>\$ 313,795.00</b>	<b>\$ 298,210.00</b>	<b>\$ 318,897.16</b>	<b>\$ 295,500.00</b>	<b>\$ 599,703.56</b>	<b>\$ 611,557.31</b>	<b>\$ 310,850.00</b>
<b>EXPENSES:</b>							
<b>REPAIRS</b>							
Building Repairs	\$ 9,352.00	\$ 9,239.00	\$ 9,368.02	\$ 15,000.00	\$ 10,259.14	\$ 12,000.00	\$ 12,000.00
Building Repairs-Kitchen	\$ 134,653.00	\$ 172.00	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Repairs	\$ 17,959.00	\$ 25,157.00	\$ 51,698.10	\$ 35,000.00	\$ 37,219.47	\$ 58,000.00	\$ 25,000.00
Water Damage	\$ -	\$ 2,430.00	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Repairs	\$ 6,057.00	\$ 7,193.00	\$ 866.85	\$ 5,000.00	\$ 1,393.97	\$ 1,600.00	\$ 5,000.00
Communications Repairs	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Repairs-Other	\$ 25,877.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
<b>TOTAL REPAIRS</b>	<b>\$ 193,898.00</b>	<b>\$ 44,191.00</b>	<b>\$ 61,932.97</b>	<b>\$ 57,000.00</b>	<b>\$ 48,872.58</b>	<b>\$ 71,600.00</b>	<b>\$ 44,000.00</b>
<b>OPERATING</b>							
Insurance	\$ 19,507.00	\$ 23,152.00	\$ 19,367.00	\$ 25,000.00	\$ 19,857.00	\$ 19,857.00	\$ 21,500.00
Operating Supplies	\$ 28,359.00	\$ 21,110.00	\$ 27,142.67	\$ 15,000.00	\$ 34,436.44	\$ 36,000.00	\$ 15,000.00
Operating Supplies-Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
Operating Supplies-Turn Out Gear	\$ -	\$ -	\$ 27,149.99	\$ 80,000.00	\$ 28,509.94	\$ 29,000.00	\$ 40,000.00
Operating Supplies-Hoses	\$ -	\$ -	\$ 2,155.25	\$ 8,000.00	\$ 2,061.32	\$ 2,061.32	\$ 6,500.00
Operating Supplies-Pagers/Radios	\$ -	\$ -	\$ 11,638.45	\$ 7,500.00	\$ 8,178.79	\$ 8,500.00	\$ 4,500.00
Salaries	\$ 13,050.00	\$ 17,499.00	\$ 16,975.00	\$ 32,000.00	\$ 13,100.00	\$ 17,000.00	\$ 19,000.00
Utilities	\$ 5,978.00	\$ 6,420.00	\$ 6,707.17	\$ 7,500.00	\$ 12,715.19	\$ 14,000.00	\$ 8,000.00
Travel, Training, Misc.	\$ 7,188.00	\$ 3,424.00	\$ 5,235.82	\$ 3,500.00	\$ 3,631.66	\$ 4,500.00	\$ 3,000.00
Travel, Training, Misc.-Fire Prev.	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,147.83	\$ 2,147.83	\$ 2,000.00
Fuel and Oil	\$ 1,202.00	\$ 2,224.00	\$ 2,303.84	\$ 3,000.00	\$ 2,356.57	\$ 2,750.00	\$ 3,000.00
Contracted Services	\$ 6,320.00	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Professional Fee	\$ 9,841.00	\$ 4,366.00	\$ 4,035.00	\$ 6,000.00	\$ 8,927.00	\$ 9,200.00	\$ 6,000.00
Audit	\$ -	\$ 6,000.00	\$ 5,400.00	\$ 6,500.00	\$ -	\$ 5,400.00	\$ 6,000.00
Loan Payment - Truck Purchase	\$ -	\$ -	\$ -	\$ -	\$ 153,353.94	\$ 153,353.94	\$ 153,353.94
<b>TOTAL OPERATING</b>	<b>\$ 91,445.00</b>	<b>\$ 90,195.00</b>	<b>\$ 134,110.19</b>	<b>\$ 203,500.00</b>	<b>\$ 295,275.68</b>	<b>\$ 309,770.09</b>	<b>\$ 295,353.94</b>
<b>CAPITAL OUTLAY</b>							
Capital Outlay	\$ 24,873.00	\$ 12,630.00	\$ 39,908.58	\$ 30,000.00	\$ 871,576.09	\$ 871,576.09	\$ 14,500.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 24,873.00</b>	<b>\$ 12,630.00</b>	<b>\$ 39,908.58</b>	<b>\$ 30,000.00</b>	<b>\$ 871,576.09</b>	<b>\$ 871,576.09</b>	<b>\$ 14,500.00</b>
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 116,318.00</b>	<b>\$ 102,825.00</b>	<b>\$ 174,018.77</b>	<b>\$ 233,500.00</b>	<b>\$ 1,166,851.77</b>	<b>\$ 1,181,346.18</b>	<b>\$ 309,853.94</b>
<b>TOTAL EXPENSES</b>	<b>\$ 310,216.00</b>	<b>\$ 147,016.00</b>	<b>\$ 235,951.74</b>	<b>\$ 290,500.00</b>	<b>\$ 1,215,724.35</b>	<b>\$ 1,252,946.18</b>	<b>\$ 353,853.94</b>
<b>NET REVENUES (EXPENSES)</b>	<b>\$ 3,579.00</b>	<b>\$ 151,194.00</b>	<b>\$ 82,945.42</b>	<b>\$ 5,000.00</b>	<b>\$ (616,020.79)</b>	<b>\$ (641,388.87)</b>	<b>\$ (43,003.94)</b>
<b>FUND BAL - BEG OF YEAR</b>	<b>\$ 483,030.00</b>	<b>\$ 486,609.00</b>	<b>\$ 637,803.00</b>	<b>\$ 720,748.42</b>	<b>\$ 720,748.42</b>	<b>\$ 720,748.42</b>	<b>\$ 79,359.55</b>
<b>FUND BAL - END OF YEAR</b>	<b>\$ 486,609.00</b>	<b>\$ 637,803.00</b>	<b>\$ 720,748.42</b>	<b>\$ 725,748.42</b>	<b>\$ 104,727.63</b>	<b>\$ 79,359.55</b>	<b>\$ 36,355.61</b>
<b>UNASSIGNED FUND BALANCE</b>	<b>\$ 470,039.00</b>	<b>\$ 620,897.00</b>	<b>\$ 705,035.96</b>	<b>\$ 705,748.42</b>	<b>\$ 89,727.63</b>	<b>\$ 64,359.55</b>	<b>\$ 21,355.61</b>

# DECATUR TOWNSHIP

COUNTY OF VAN BUREN, STATE OF MICHIGAN

R-\_\_\_\_-22

**A RESOLUTION AUTHORIZING A SPECIAL ASSESSMENT LEVY OF TWO MILLS FOR THE PURPOSE OF PROVIDING JOINT FIRE PROTECTION, AND ONE-HALF MILL FOR QUICK RESPONSE PROTECTION, AGAINST ALL THE LANDS AND PREMISES SITUATED WITHIN THE JOINT FIRE PROTECTION SPECIAL ASSESSMENT DISTRICT COMPRISING THE ENTIRE UNINCORPORATED PORTIONS OF DECATUR AND HAMILTON TOWNSHIPS AND THE ENTIRE INCORPORATED PORTION OF THE DECATUR TOWNSHIP, ALL OF VAN BUREN COUNTY, MICHIGAN**

**WHEREAS**, a Joint Fire Protection Special Assessment District comprising the entire unincorporated portions of Decatur and Hamilton Townships and the entire incorporated portion of the Decatur Township, all of Van Buren County, Michigan was created on January 19, 1987 pursuant to Michigan Public Act 33 of 1951, as amended (MCL 41.801) for the purpose of levying a perpetual special assessment of not exceeding one and one-half mills upon the assessed valuation of the lands and premises in said special assessment district to be used to provide fire protection, and the purchase of fire equipment and housing for the same, which proposition was duly approved by the electors on August 5, 1986; and

**WHEREAS**, the aforesaid special assessment of one and one-half mills within said Joint Fire Protection Special Assessment District was insufficient to defray the expenses of providing joint fire protection; and

**WHEREAS**, a special assessment of two-tenths of a mill to provide for quick response protection within said Joint Fire Protection Special Assessment District was approved by the electors on August 4, 1992 for a five-year term ending in 1996; and said special assessment for quick response protection was further approved by the electors at an election held November 5, 1996, for a five-year term ending in 2001; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 6, 2002, did approve an additional special assessment of one-half mill for fire protection and further approved one-half mill for quick response protection for a period of five (5) years, commencing in 2002 through 2006; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 8, 2006, did approve an additional special assessment of one-half mill for fire protection and further approved one-half mill for quick response protection for a period of five (5) years, commencing in 2007 through 2011; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 7, 2012, did approve an additional special assessment levy of one-half mill for fire protection, and further approved one-half mill for quick response protection, against all the lands and premises situated in said Joint Fire Protection Special Assessment District for a period of five years commencing in 2012 through 2016; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 2, 2016, did approve an additional special assessment levy of one-half mill for fire protection, and further approved one-half mill for quick response protection, against all the lands and premises situated in said Joint Fire Protection Special Assessment District for a period of five years commencing in 2017 through 2021; and

**WHEREAS**, pursuant to the notice requirements of MCL , as amended, the Decatur Township Board, Hamilton Township Board, and Decatur Village Council, all of Van Buren County, Michigan did hold a public meeting on June 20, 2022 at 7:00 PM to hear and consider objections to the estimated costs of providing fire and quick

response protection, and the purchase of fire and quick response equipment, and housing for same for the fiscal year commencing July 1, 2022 through June 30, 2023.

**THEREFORE, BE IT RESOLVED**, that the Decatur Township Board does hereby authorize a special assessment be levied for said Joint Fire and Quick Response Protection for the year 2022 of two mills for fire protection and one-half mill for quick response protection upon the taxable value of all the lands and premises located in the aforesaid Joint Fire Protection Special Assessment District; and

**BE IT FURTHER RESOLVED** that the Township Supervisor of the Township of Decatur is hereby directed to spread said assessment levy on all lands and premises within the limits of Decatur Township, Van Buren County, Michigan.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED THIS 20<sup>th</sup> DAY OF JUNE 2022**

\_\_\_\_\_  
**Township Clerk**

\_\_\_\_\_  
**Township Supervisor**

# HAMILTON TOWNSHIP

COUNTY OF VAN BUREN, STATE OF MICHIGAN

R-\_\_\_\_-22

**A RESOLUTION AUTHORIZING A SPECIAL ASSESSMENT LEVY OF TWO MILLS FOR THE PURPOSE OF PROVIDING JOINT FIRE PROTECTION, AND ONE-HALF MILL FOR QUICK RESPONSE PROTECTION, AGAINST ALL THE LANDS AND PREMISES SITUATED WITHIN THE JOINT FIRE PROTECTION SPECIAL ASSESSMENT DISTRICT COMPRISING THE ENTIRE UNINCORPORATED PORTIONS OF DECATUR AND HAMILTON TOWNSHIPS AND THE ENTIRE INCORPORATED PORTION OF THE DECATUR TOWNSHIP, ALL OF VAN BUREN COUNTY, MICHIGAN**

**WHEREAS**, a Joint Fire Protection Special Assessment District comprising the entire unincorporated portions of Decatur and Hamilton Townships and the entire incorporated portion of the Decatur Township, all of Van Buren County, Michigan was created on January 19, 1987 pursuant to Michigan Public Act 33 of 1951, as amended" (MCLA 4I.801) for the purpose of levying a perpetual special assessment of not exceeding one and one-half mills upon the assessed valuation of the lands and premises in said special assessment district to be used to provide fire protection, and the purchase of fire equipment and housing for the same, which proposition was duly approved by the electors on August 5, 1986; and

**WHEREAS**, the aforesaid special assessment of one and one-half mills within said Joint Fire Protection Special Assessment District was insufficient to defray the expenses of providing joint fire protection; and

**WHEREAS**, a special assessment of two-tenths of a mill to provide for quick response protection within said Joint Fire Protection Special Assessment District was approved by the electors on August 4, 1992 for a five-year term ending in 1996; and said special assessment for quick response protection was further approved by the electors at an election held November 5, 1996, for a five-year term ending in 2001; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 6, 2002, did approve an additional special assessment of one-half mill for fire protection and further approved one-half mill for quick response protection for a period of five (5) years, commencing in 2002 through 2006; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 8, 2006, did approve an additional special assessment of one-half mill for fire protection and further approved one-half mill for quick response protection for a period of five (5) years, commencing in 2007 through 2011; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 7, 2012, did approve an additional special assessment levy of one-half mill for fire protection, and further approved one-half mill for quick response protection, against all the lands and premises situated in said Joint Fire Protection Special Assessment District for a period of five years commencing in 2012 through 2016; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 2, 2016, did approve an additional special assessment levy of one-half mill for fire protection, and further approved one-half mill for quick response protection, against all the lands and premises situated in said Joint Fire Protection Special Assessment District for a period of five years commencing in 2017 through 2021; and

**WHEREAS**, pursuant to the notice requirements of said Michigan PA 33 of 1951, as amended, the Township Board of the Decatur Township, all of Van Buren County, Michigan did hold a public meeting on June 20, 2022 at 7:00 PM to hear and consider objections to the estimated costs of providing fire and quick response

protection, and the purchase of fire and quick response equipment, and housing for same for the fiscal year commencing July 1, 2022 through June 30, 2023.

**THEREFORE, BE IT RESOLVED**, that the Hamilton Township Board does hereby authorize a special assessment be levied for said Joint Fire and Quick Response Protection for the year 2022 of two mills for fire protection and one-half mill for quick response protection upon the taxable value of all the lands and premises located in the aforesaid Joint Fire Protection Special Assessment District; and

**BE IT FURTHER RESOLVED** that the Township Supervisor of the Township of Hamilton is hereby directed to spread said assessment levy on all lands and premises within the limits of Hamilton Township, Van Buren County, Michigan.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED THIS 20<sup>th</sup> DAY OF JUNE 2022**

\_\_\_\_\_  
**Township Clerk**

\_\_\_\_\_  
**Township Supervisor**

# VILLAGE OF DECATUR

COUNTY OF VAN BUREN, STATE OF MICHIGAN

R-\_\_\_\_-22

**A RESOLUTION AUTHORIZING A SPECIAL ASSESSMENT LEVY OF TWO MILLS FOR THE PURPOSE OF PROVIDING JOINT FIRE PROTECTION, AND ONE-HALF MILL FOR QUICK RESPONSE PROTECTION, AGAINST ALL THE LANDS AND PREMISES SITUATED WITHIN THE JOINT FIRE PROTECTION SPECIAL ASSESSMENT DISTRICT COMPRISING THE ENTIRE UNINCORPORATED PORTIONS OF DECATUR AND HAMILTON TOWNSHIPS AND THE ENTIRE INCORPORATED PORTION OF THE DECATUR TOWNSHIP, ALL OF VAN BUREN COUNTY, MICHIGAN**

**WHEREAS**, a Joint Fire Protection Special Assessment District comprising the entire unincorporated portions of Decatur and Hamilton Townships and the entire incorporated portion of the Decatur Township, all of Van Buren County, Michigan was created on January 19, 1987 pursuant to Michigan Public Act 33 of 1951, as amended (MCL 41.801) for the purpose of levying a perpetual special assessment of not exceeding one and one-half mills upon the assessed valuation of the lands and premises in said special assessment district to be used to provide fire protection, and the purchase of fire equipment and housing for the same, which proposition was duly approved by the electors on August 5, 1986; and

**WHEREAS**, the aforesaid special assessment of one and one-half mills within said Joint Fire Protection Special Assessment District was insufficient to defray the expenses of providing joint fire protection; and

**WHEREAS**, a special assessment of two-tenths of a mill to provide for quick response protection within said Joint Fire Protection Special Assessment District was approved by the electors on August 4, 1992 for a five-year term ending in 1996; and said special assessment for quick response protection was further approved by the electors at an election held November 5, 1996, for a five-year term ending in 2001; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 6, 2002, did approve an additional special assessment of one-half mill for fire protection and further approved one-half mill for quick response protection for a period of five (5) years, commencing in 2002 through 2006; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 8, 2006, did approve an additional special assessment of one-half mill for fire protection and further approved one-half mill for quick response protection for a period of five (5) years, commencing in 2007 through 2011; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 7, 2012, did approve an additional special assessment levy of one-half mill for fire protection, and further approved one-half mill for quick response protection, against all the lands and premises situated in said Joint Fire Protection Special Assessment District for a period of five years commencing in 2012 through 2016; and

**WHEREAS**, the electors within said Joint Fire Protection Special Assessment District, at an election held August 2, 2016, did approve an additional special assessment levy of one-half mill for fire protection, and further approved one-half mill for quick response protection, against all the lands and premises situated in said Joint Fire Protection Special Assessment District for a period of five years commencing in 2017 through 2021; and

**WHEREAS**, pursuant to the notice requirements of said Michigan PA 33 of 1951, as amended, the Decatur Township Board, Hamilton Township Board, and Decatur Village Council, all of Van Buren County, Michigan did hold a public meeting on June 20, 2022 at 7:00 PM to hear and consider objections to the estimated costs

of providing fire and quick response protection, and the purchase of fire and quick response equipment, and housing for same for the fiscal year commencing July 1, 2022 through June 30, 2023.

**THEREFORE, BE IT RESOLVED**, that the Decatur Village Council does hereby authorize a special assessment be levied for said Joint Fire and Quick Response Protection for the year 2022 of two mills for fire protection and one-half mill for quick response protection upon the taxable value of all the lands and premises located in the aforesaid Joint Fire Protection Special Assessment District; and

**BE IT FURTHER RESOLVED** that the Township Supervisor of the Township of Decatur is hereby directed to spread said assessment levy on all lands and premises within the limits of the Village of Decatur, Van Buren County, Michigan.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED THIS 20<sup>th</sup> DAY OF JUNE 2022**

\_\_\_\_\_  
**Village Clerk & Treasurer**

\_\_\_\_\_  
**Village President**



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: July 5, 2022  
  
SUBJECT: Financial Statement – June 2022

### Action Requested:

It is requested that Village Council review Revenue & Expense Report along with Cash Balance report for the period ending June 30, 2022.

### Background:

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

### Attachment(s):

Cash Balances  
Revenue & Expense Report



06/29/2022 11:50 AM

User: C.TAPPER

DB: Decatur

## REVENUE AND EXPENDITURE REPORT

Page: 1/25

PERIOD ENDING 06/30/2022

% Fiscal Year Completed: 33.42

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	06/30/2022	MONTH 06/30/2022	BALANCE	% BDGT
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	REAL ESTATE TAXES	360,000.00	0.00	0.00	360,000.00	0.00
101-000-410.000	PERSONAL PROPERTY TAX	98,000.00	0.00	0.00	98,000.00	0.00
101-000-411.000	DELINQUENT TAX	26,147.00	0.00	0.00	26,147.00	0.00
101-000-412.000	DELINQUENT ADMIN FEE	500.00	0.00	0.00	500.00	0.00
101-000-439.000	STATE OF MI MARIJUANA PAYMENTS	0.00	112,906.88	0.00	(112,906.88)	100.00
101-000-445.000	REAL ESTATE TAX INTEREST	4,000.00	0.00	0.00	4,000.00	0.00
101-000-447.000	ADMIN. FEE TREASURER	6,250.00	0.00	0.00	6,250.00	0.00
101-000-470.000	LIQUOR LICENSE	2,050.00	41.25	0.00	2,008.75	2.01
101-000-476.000	BUILDING PERMIT FEES	3,000.00	5,203.00	1,020.00	(2,203.00)	173.43
101-000-478.000	RENTAL INSPECTION FEE	3,000.00	800.00	250.00	2,200.00	26.67
101-000-480.000	MARIHUANA LICENSE FEES	25,000.00	35,000.00	5,000.00	(10,000.00)	140.00
101-000-481.000	ZONING LICENSES & PERMITS	500.00	80.00	0.00	420.00	16.00
101-000-488.000	SELLING PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-490.000	FENCE PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-565.000	METRO ACT	9,700.00	10,169.06	0.00	(469.06)	104.84
101-000-570.000	POLICE TRAINING-STATE	650.00	283.60	0.00	366.40	43.63
101-000-574.000	STATE REVENUE SHARING	204,000.00	35,162.00	0.00	168,838.00	17.24
101-000-606.000	PARKING FEES/FINES	800.00	(5,662.60)	(5,687.60)	6,462.60	(707.83)
101-000-607.000	POLICE REPORTS	200.00	40.00	0.00	160.00	20.00
101-000-664.100	INTEREST CHECKING	600.00	42.63	0.00	557.37	7.11
101-000-664.200	INTEREST EARNED	1,500.00	0.00	0.00	1,500.00	0.00
101-000-668.000	COMM. TOWER LEASE	1,200.00	0.00	0.00	1,200.00	0.00
101-000-669.000	CABLE TV FEES	14,000.00	4,608.21	0.00	9,391.79	32.92
101-000-671.000	OTHER REVENUE	20,000.00	4,421.28	666.38	15,578.72	22.11
101-000-679.248	ADMIN TRANSFER DDA	4,500.00	4,500.00	0.00	0.00	100.00
101-000-679.610	ADMIN TRANSFER-MOTOR POOL	7,660.00	5,000.00	0.00	2,660.00	65.27
101-000-680.000	CROSSING GUARDS-SCHOOL	9,000.00	0.00	0.00	9,000.00	0.00
Total Dept 000		802,457.00	212,595.31	1,248.78	589,861.69	26.49
TOTAL REVENUES		802,457.00	212,595.31	1,248.78	589,861.69	26.49
Expenditures						
Dept 101 - VILLAGE COUNCIL						
101-101-703.000	COUNCIL SALARY	9,900.00	3,272.00	818.00	6,628.00	33.05
101-101-715.000	FICA/MEDICARE	760.00	250.30	62.51	509.70	32.93
101-101-717.000	WORKMAN'S COMP.	100.00	100.00	100.00	0.00	100.00
101-101-728.000	COUNCIL SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-101-807.000	AUDIT	2,500.00	0.00	0.00	2,500.00	0.00
101-101-822.000	CONTRACTUAL SERVICES	2,500.00	572.75	0.00	1,927.25	22.91
101-101-901.000	PRINTING/PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-101-936.000	TECH SERVICES	3,500.00	815.99	0.00	2,684.01	23.31
101-101-958.000	DUES/MEMBERSHIPS	2,000.00	1,521.00	0.00	479.00	76.05
Total Dept 101 - VILLAGE COUNCIL		22,260.00	6,532.04	980.51	15,727.96	29.34
Dept 137 - MUNICIPAL ATTORNEY						
101-137-826.000	ATTORNEY FEES	8,500.00	700.00	0.00	7,800.00	8.24
101-137-827.000	LABOR ATTORNEY EXPENSES	0.00	3,650.50	0.00	(3,650.50)	100.00
101-137-828.000	ORDINANCE ENFORECMENT ATTORNEY FEES	0.00	1,175.50	0.00	(1,175.50)	100.00
Total Dept 137 - MUNICIPAL ATTORNEY		8,500.00	5,526.00	0.00	2,974.00	65.01

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED		
		AMENDED BUDGET	06/30/2022 NORMAL (ABNORMAL)	MONTH 06/30/2022 INCREASE (DECREASE)		BALANCE NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND									
Expenditures									
Dept 172 - VILLAGE MANAGER									
101-172-703.000	SALARY-MANAGER	24,000.00	9,099.99	2,000.02		14,900.01	37.92		
101-172-703.020	HOLIDAY PAY	2,275.00	0.00	0.00		2,275.00	0.00		
101-172-703.030	VACATION PAY	4,200.00	0.00	0.00		4,200.00	0.00		
101-172-703.040	SICK/PERSONAL	3,000.00	0.00	0.00		3,000.00	0.00		
101-172-715.000	FICA/MEDICARE	3,400.00	696.13	153.00		2,703.87	20.47		
101-172-716.000	UNEMPLOYMENT COMPENSATION	20.00	7.28	0.00		12.72	36.40		
101-172-717.000	WORKMAN'S COMPENSATION	175.00	175.00	175.00		0.00	100.00		
101-172-718.000	PENSION	4,000.00	546.00	120.00		3,454.00	13.65		
101-172-719.000	HEALTH INSURANCE	9,400.00	0.00	0.00		9,400.00	0.00		
101-172-719.500	DISABILITY INSURANCE	700.00	289.00	72.25		411.00	41.29		
101-172-720.000	LIFE INSURANCE	115.00	38.00	9.50		77.00	33.04		
101-172-721.000	TUITION REIMBURSEMENT	7,500.00	3,500.00	0.00		4,000.00	46.67		
101-172-728.000	SUPPLIES	2,000.00	47.50	0.00		1,952.50	2.38		
101-172-730.000	POSTAGE	20.00	7.96	0.00		12.04	39.80		
101-172-853.000	TELEPHONE	1,000.00	226.84	57.59		773.16	22.68		
101-172-853.020	CELL PHONE	0.00	107.46	0.00		(107.46)	100.00		
101-172-864.000	CONFERENCES/WORKSHOPS	1,250.00	230.28	0.00		1,019.72	18.42		
101-172-901.000	PRINTING	100.00	0.00	0.00		100.00	0.00		
101-172-936.000	TECH SERVICES	3,500.00	1,438.68	0.00		2,061.32	41.11		
101-172-958.000	DUES/MEMBERSHIPS	500.00	520.00	0.00		(20.00)	104.00		
Total Dept 172 - VILLAGE MANAGER		67,155.00	16,930.12	2,587.36		50,224.88	25.21		
Dept 215 - VILLAGE CLERK									
101-215-703.000	SALARY-ADMIN. CLERK	9,500.00	4,290.57	954.70		5,209.43	45.16		
101-215-715.000	FICA/MEDICARE	1,250.00	328.21	73.03		921.79	26.26		
101-215-716.000	UNEMPLOYMENT COMPENSATION	15.00	7.28	0.00		7.72	48.53		
101-215-717.000	WORKERS COMP. FUND.	120.00	120.00	120.00		0.00	100.00		
101-215-718.000	PENSION-ADMIN. CLERK	0.00	257.42	57.28		(257.42)	100.00		
101-215-719.000	HEALTH INSURANCE	0.00	1,439.04	359.75		(1,439.04)	100.00		
101-215-719.500	DISABILITY INSURANCE	350.00	188.64	47.16		161.36	53.90		
101-215-720.000	LIFE INSURANCE	100.00	38.00	9.50		62.00	38.00		
101-215-728.000	SUPPLIES	1,800.00	23.75	0.00		1,776.25	1.32		
101-215-730.000	POSTAGE	100.00	76.54	0.00		23.46	76.54		
101-215-830.000	BANK SERVICE CHGS	240.00	60.00	0.00		180.00	25.00		
101-215-853.000	TELEPHONE	1,080.00	226.84	57.59		853.16	21.00		
101-215-853.020	CELL PHONE	0.00	50.04	12.51		(50.04)	100.00		
101-215-864.000	CONFERENCES/WORKSHOPS	1,000.00	2,933.83	1,516.08		(1,933.83)	293.38		
101-215-901.000	PRINTING	1,500.00	0.00	0.00		1,500.00	0.00		
101-215-936.000	TECH SERVICES	6,000.00	1,615.08	0.00		4,384.92	26.92		
101-215-958.000	DUES/MEMBERSHIPS	100.00	0.00	0.00		100.00	0.00		
101-215-959.000	MISCELLANEOUS	0.00	3,185.68	0.00		(3,185.68)	100.00		
Total Dept 215 - VILLAGE CLERK		23,155.00	14,840.92	3,207.60		8,314.08	64.09		
Dept 253 - VILLAGE TREASURER									
101-253-703.000	SALARY-TREASURER	3,800.00	1,430.27	318.24		2,369.73	37.64		
101-253-715.000	FICA/MEDICARE	280.00	109.47	24.36		170.53	39.10		
101-253-717.000	WORKMAN'S COMP.	60.00	60.00	60.00		0.00	100.00		
101-253-718.000	PENSION	0.00	85.83	19.10		(85.83)	100.00		
101-253-719.000	HEALTH INSURANCE	0.00	504.18	126.03		(504.18)	100.00		
101-253-728.000	SUPPLIES	150.00	23.75	0.00		126.25	15.83		
101-253-730.000	POSTAGE	400.00	306.18	0.00		93.82	76.55		

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		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	06/30/2022	MONTH 06/30/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-807.000	AUDIT	3,000.00	274.50	0.00	2,725.50	9.15
101-253-853.020	CELL PHONE	0.00	163.37	41.28	(163.37)	100.00
101-253-864.000	CONFERENCES/WORKSHOPS	0.00	1,219.36	0.00	(1,219.36)	100.00
101-253-936.000	TECH SERVICES	1,200.00	642.68	0.00	557.32	53.56
Total Dept 253 - VILLAGE TREASURER		8,890.00	4,819.59	589.01	4,070.41	54.21
Dept 265 - VILLAGE HALL						
101-265-776.000	SUPPLIES	2,000.00	259.08	70.80	1,740.92	12.95
101-265-822.000	CONTRACTUAL SERVICES	540.00	2,765.00	50.00	(2,225.00)	512.04
101-265-921.000	ELECTRIC	6,000.00	720.34	0.00	5,279.66	12.01
101-265-923.000	HEAT	2,500.00	806.22	0.00	1,693.78	32.25
101-265-931.000	REPAIRS & MAINTENANCE	12,000.00	396.90	396.90	11,603.10	3.31
101-265-959.000	MISCELLANEOUS	100.00	219.74	0.00	(119.74)	219.74
101-265-981.000	CAPITAL OUTLAY	0.00	2,633.33	133.33	(2,633.33)	100.00
Total Dept 265 - VILLAGE HALL		23,140.00	7,800.61	651.03	15,339.39	33.71
Dept 301 - POLICE DEPARTMENT						
101-301-703.000	POLICE SALARY	283,000.00	84,239.08	22,431.34	198,760.92	29.77
101-301-703.010	OVERTIME PAY	0.00	8,307.33	2,468.08	(8,307.33)	100.00
101-301-703.020	HOLIDAY PAY	8,700.00	0.00	0.00	8,700.00	0.00
101-301-703.030	VACATION PAY	12,000.00	0.00	0.00	12,000.00	0.00
101-301-703.040	SICK/PERSONAL	7,000.00	0.00	0.00	7,000.00	0.00
101-301-703.050	PART TIME SALARIES	15,000.00	803.39	0.00	14,196.61	5.36
101-301-715.000	FICA/MEDICARE	22,000.00	7,977.44	2,049.21	14,022.56	36.26
101-301-716.000	UNEMPLOYMENT INSURANCE	100.00	21.83	0.00	78.17	21.83
101-301-717.000	WORKMAN'S COMP	7,000.00	7,000.00	7,000.00	0.00	100.00
101-301-718.000	PENSION	22,000.00	9,119.80	2,216.97	12,880.20	41.45
101-301-719.000	HEALTH INSURANCE	49,000.00	15,271.39	3,226.07	33,728.61	31.17
101-301-719.500	DISABILITY INSURANCE	2,300.00	1,126.13	268.85	1,173.87	48.96
101-301-720.000	LIFE INSURANCE	500.00	380.00	95.00	120.00	76.00
101-301-722.000	VISION REIMBURSEMENT	750.00	0.00	0.00	750.00	0.00
101-301-728.000	SUPPLIES	4,750.00	852.72	134.79	3,897.28	17.95
101-301-730.000	POSTAGE	200.00	97.75	16.10	102.25	48.88
101-301-768.000	UNIFORMS/BOOTS/ETC	3,000.00	1,130.30	176.49	1,869.70	37.68
101-301-768.100	UNIFORM CLEANING	1,000.00	326.00	0.00	674.00	32.60
101-301-853.000	TELEPHONE	1,600.00	453.64	115.17	1,146.36	28.35
101-301-853.020	CELL PHONE	1,500.00	335.42	25.00	1,164.58	22.36
101-301-853.030	RADIOS	762.00	0.00	0.00	762.00	0.00
101-301-865.000	MILEAGE/TRAVEL EXP	0.00	1,188.74	288.41	(1,188.74)	100.00
101-301-901.000	PRINTING	200.00	0.00	0.00	200.00	0.00
101-301-936.000	TECH SERVICES	6,500.00	932.89	0.00	5,567.11	14.35
101-301-937.000	LEIN SERVICE	500.00	240.08	0.00	259.92	48.02
101-301-955.000	TRAINING FUNDS-STATE	1,200.00	99.26	99.26	1,100.74	8.27
101-301-956.000	TRAINING FUNDS-VILLAGE	4,000.00	0.00	0.00	4,000.00	0.00
101-301-958.000	DUES/MEMBERSHIPS	250.00	0.00	0.00	250.00	0.00
101-301-963.000	LIABILITY INSURANCE	600.00	0.00	0.00	600.00	0.00
101-301-981.000	CAPITAL OUTLAY	14,000.00	17,669.42	0.00	(3,669.42)	126.21
101-301-999.610	PD EQUIP RENTAL TO MOTOR POOL	10,000.00	10,000.00	0.00	0.00	100.00
Total Dept 301 - POLICE DEPARTMENT		479,412.00	167,572.61	40,610.74	311,839.39	34.95

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 302 - CROSSING GUARDS						
101-302-703.050	SALARIES PART-TIME	7,500.00	6,145.20	691.20	1,354.80	81.94
101-302-715.000	FICA/MEDICARE	600.00	470.10	52.89	129.90	78.35
101-302-716.000	UNEMPLOYMENT COMPENSATION	10.00	0.00	0.00	10.00	0.00
101-302-717.000	WORKMAN'S COMP	300.00	300.00	300.00	0.00	100.00
Total Dept 302 - CROSSING GUARDS		8,410.00	6,915.30	1,044.09	1,494.70	82.23
Dept 371 - BUILDING INSPECTOR						
101-371-802.000	CODE ENFORCE/CONTRACTUAL	2,000.00	0.00	0.00	2,000.00	0.00
101-371-822.000	BUILDING INSPECTOR FEES	6,000.00	4,084.00	0.00	1,916.00	68.07
101-371-823.000	RENTAL INSPECTION FEE	0.00	3,425.00	0.00	(3,425.00)	100.00
Total Dept 371 - BUILDING INSPECTOR		8,000.00	7,509.00	0.00	491.00	93.86
Dept 441 - DPW						
101-441-703.000	SALARIES	41,000.00	13,732.02	1,760.00	27,267.98	33.49
101-441-703.010	OVERTIME PAY	1,500.00	1,065.75	142.50	434.25	71.05
101-441-715.000	FICA/MEDICARE	200.00	6,066.54	1,395.47	(5,866.54)	3,033.27
101-441-716.000	UNEMPLOYMENT INSURANCE	100.00	29.10	0.00	70.90	29.10
101-441-717.000	WORKMAN'S COMP	2,600.00	2,600.00	2,600.00	0.00	100.00
101-441-718.000	PENSION	100.00	4,695.06	1,076.49	(4,595.06)	4,695.06
101-441-719.000	HEALTH INSURANCE	400.00	2,928.87	229.97	(2,528.87)	732.22
101-441-776.000	SUPPLIES	4,500.00	475.59	0.00	4,024.41	10.57
101-441-801.000	PROFESSIONAL/CONTRACT SERVICES	1,000.00	151.68	0.00	848.32	15.17
101-441-836.000	CDL EXPENSES	1,000.00	890.00	0.00	110.00	89.00
101-441-853.000	TELEPHONE	1,500.00	357.19	86.38	1,142.81	23.81
101-441-921.000	ELECTRIC	3,000.00	423.36	0.00	2,576.64	14.11
101-441-923.000	HEAT	3,000.00	990.57	0.00	2,009.43	33.02
101-441-926.000	STREET LIGHTS	14,500.00	5,155.61	0.00	9,344.39	35.56
101-441-931.000	BUILDING REPAIRS & MAINT.	3,000.00	1,605.03	413.77	1,394.97	53.50
101-441-934.000	CONTRACTUAL SERVICES	10,000.00	3,456.08	133.33	6,543.92	34.56
101-441-943.000	PW EQUIPMENT RENTALGENERAL FUN	13,000.00	4,411.71	384.88	8,588.29	33.94
101-441-963.000	MULTI-PERIL INSURANCE	600.00	0.00	0.00	600.00	0.00
Total Dept 441 - DPW		101,000.00	49,034.16	8,222.79	51,965.84	48.55
Dept 721 - PLANNING COMMISSION						
101-721-826.000	VILLAGE PLANNER FEES	0.00	243.75	0.00	(243.75)	100.00
Total Dept 721 - PLANNING COMMISSION		0.00	243.75	0.00	(243.75)	100.00
Dept 751 - PARKS AND RECREATION						
101-751-703.000	SALARIES-LEISURE SERVICES	19,000.00	10,112.50	2,674.00	8,887.50	53.22
101-751-703.010	OVERTIME	400.00	321.00	141.00	79.00	80.25
101-751-717.000	WORKMAN'S COMP.	400.00	0.00	0.00	400.00	0.00
101-751-719.000	HEALTH INSURANCE	0.00	1,515.31	461.18	(1,515.31)	100.00
101-751-756.000	SUPPLIES & MAINTENANCE	10,000.00	8,395.81	252.50	1,604.19	83.96
101-751-901.000	PRINTING/PUBLISHING	400.00	0.00	0.00	400.00	0.00
101-751-921.000	ELECTRIC	1,000.00	212.77	0.00	787.23	21.28
101-751-930.000	REPAIRS	2,500.00	0.00	0.00	2,500.00	0.00
101-751-931.000	CONTRACTUAL	4,185.00	1,885.82	413.77	2,299.18	45.06

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		2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 06/30/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
Fund 101 - GENERAL FUND								
Expenditures								
101-751-943.000	EQUIP.RENTAL TRANSFER	13,600.00	6,616.32		2,085.37		6,983.68	48.65
101-751-963.000	MULTI-PERIL INSURANCE	1,050.00	0.00		0.00		1,050.00	0.00
101-751-985.000	COMMUNITY PROJECTS	0.00	9,270.00		0.00		(9,270.00)	100.00
Total Dept 751 - PARKS AND RECREATION		52,535.00	38,329.53		6,027.82		14,205.47	72.96
TOTAL EXPENDITURES		802,457.00	326,053.63		63,920.95		476,403.37	40.63
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		802,457.00	212,595.31		1,248.78		589,861.69	26.49
TOTAL EXPENDITURES		802,457.00	326,053.63		63,920.95		476,403.37	40.63
NET OF REVENUES & EXPENDITURES		0.00	(113,458.32)		(62,672.17)		113,458.32	100.00

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		2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 06/30/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	USED
Fund 202 - MAJOR ROADS								
Revenues								
Dept 000								
202-000-546.000	STATE OF MICHIGAN	175,000.00	61,988.22	14,860.71		113,011.78		35.42
202-000-664.100	INTEREST ON INVESTMENT	2,500.00	49.67	0.00		2,450.33		1.99
Total Dept 000		177,500.00	62,037.89	14,860.71		115,462.11		34.95
TOTAL REVENUES		177,500.00	62,037.89	14,860.71		115,462.11		34.95
Expenditures								
Dept 463 - MAINTENANCE								
202-463-703.000	SALARIES-MAINTENANCE	5,400.00	1,739.00	644.00		3,661.00		32.20
202-463-703.010	OVERTIME PAY	100.00	0.00	0.00		100.00		0.00
202-463-715.000	SOCIAL SECURITY	500.00	0.00	0.00		500.00		0.00
202-463-717.000	WORKMAN'S COMP.	1,100.00	3,620.00	3,620.00		(2,520.00)		329.09
202-463-719.000	HEALTH INSURANCE	0.00	266.76	104.31		(266.76)		100.00
202-463-782.000	MATERIALS	3,500.00	259.34	0.00		3,240.66		7.41
202-463-812.000	ENGINEERING	62,200.00	16,879.00	0.00		45,321.00		27.14
202-463-943.000	EQUIPMENT RENTAL	9,850.00	2,372.71	1,181.50		7,477.29		24.09
202-463-963.000	LIABILITY	800.00	0.00	0.00		800.00		0.00
202-463-981.000	CAPITAL OUTLAY	169,000.00	0.00	0.00		169,000.00		0.00
Total Dept 463 - MAINTENANCE		252,450.00	25,136.81	5,549.81		227,313.19		9.96
Dept 474 - TRAFFIC								
202-474-703.000	SALARIES-TRAFFIC SERVICES	0.00	30.00	0.00		(30.00)		100.00
Total Dept 474 - TRAFFIC		0.00	30.00	0.00		(30.00)		100.00
Dept 479 - ICE/SNOW								
202-479-703.000	SALARIES-SNOW & ICE REMOVAL	5,000.00	652.80	0.00		4,347.20		13.06
202-479-703.010	OVERTIME PAY	1,500.00	141.28	0.00		1,358.72		9.42
202-479-715.000	SOCIAL SECURITY	100.00	0.00	0.00		100.00		0.00
202-479-719.000	HEALTH INSURANCE	0.00	236.00	0.00		(236.00)		100.00
202-479-782.000	MATERIALS	5,700.00	0.00	0.00		5,700.00		0.00
202-479-943.000	EQUIPMENT RENTAL	7,500.00	606.09	0.00		6,893.91		8.08
Total Dept 479 - ICE/SNOW		19,800.00	1,636.17	0.00		18,163.83		8.26
Dept 483 - ADMINISTRATION								
202-483-703.172	MANAGER SALARY	6,000.00	2,275.07	500.00		3,724.93		37.92
202-483-703.215	CLERK SALARY	1,500.00	1,072.65	238.68		427.35		71.51
202-483-715.000	SOCIAL SECURITY	360.00	256.14	56.52		103.86		71.15
202-483-718.000	PENSION	0.00	200.86	44.32		(200.86)		100.00
202-483-719.000	HEALTH INSURANCE	0.00	350.56	87.65		(350.56)		100.00
202-483-807.000	AUDIT	2,000.00	700.68	0.00		1,299.32		35.03
Total Dept 483 - ADMINISTRATION		9,860.00	4,855.96	927.17		5,004.04		49.25
TOTAL EXPENDITURES		282,110.00	31,658.94	6,476.98		250,451.06		11.22

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	06/30/2022	MONTH	06/30/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 202 - MAJOR ROADS							
Fund 202 - MAJOR ROADS:							
TOTAL REVENUES		177,500.00	62,037.89	14,860.71		115,462.11	34.95
TOTAL EXPENDITURES		282,110.00	31,658.94	6,476.98		250,451.06	11.22
NET OF REVENUES & EXPENDITURES		(104,610.00)	30,378.95	8,383.73		(134,988.95)	29.04

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		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	06/30/2022	MONTH 06/30/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 203 - LOCAL ROADS						
Revenues						
Dept 000						
203-000-403.500	COUNTY ROAD MILLAGE	26,000.00	0.00	0.00	26,000.00	0.00
203-000-546.000	STATE OF MICHIGAN	77,000.00	27,234.15	6,528.84	49,765.85	35.37
203-000-664.100	INTEREST ON INVESTMENT	800.00	19.61	0.00	780.39	2.45
203-000-679.230	TRANSFER FROM STREETS	125,000.00	125,000.00	0.00	0.00	100.00
Total Dept 000		228,800.00	152,253.76	6,528.84	76,546.24	66.54
TOTAL REVENUES		228,800.00	152,253.76	6,528.84	76,546.24	66.54
Expenditures						
Dept 463 - MAINTENANCE						
203-463-703.000	SALARIES-MAINTENANCE	29,000.00	13,727.16	3,811.00	15,272.84	47.34
203-463-703.010	OVERTIME PAY	400.00	370.50	370.50	29.50	92.63
203-463-715.000	SOCIAL SECURITY	100.00	0.00	0.00	100.00	0.00
203-463-717.000	WORKMAN'S COMP.	1,100.00	3,620.00	3,620.00	(2,520.00)	329.09
203-463-719.000	HEALTH INSURANCE	0.00	2,467.03	803.41	(2,467.03)	100.00
203-463-782.000	MATERIALS	3,700.00	259.33	0.00	3,440.67	7.01
203-463-812.000	ENGINEERING	10,000.00	13,063.07	236.98	(3,063.07)	130.63
203-463-822.000	CONTRACTUAL	10,000.00	0.00	0.00	10,000.00	0.00
203-463-943.000	EQUIPMENT RENTAL	40,000.00	18,127.79	6,316.01	21,872.21	45.32
203-463-963.000	LIABILITY	900.00	0.00	0.00	900.00	0.00
203-463-981.000	CAPITAL OUTLAY	160,000.00	0.00	0.00	160,000.00	0.00
Total Dept 463 - MAINTENANCE		255,200.00	51,634.88	15,157.90	203,565.12	20.23
Dept 474 - TRAFFIC						
203-474-921.000	ELECTRIC	1,500.00	99.97	0.00	1,400.03	6.66
203-474-943.000	TRAFFIC SERVICE EQUIP RENTAL	500.00	0.00	0.00	500.00	0.00
Total Dept 474 - TRAFFIC		2,000.00	99.97	0.00	1,900.03	5.00
Dept 479 - ICE/SNOW						
203-479-703.000	SALARIES-SNOW & ICE REMOVAL	6,000.00	342.01	0.00	5,657.99	5.70
203-479-703.010	OVERTIME PAY	0.00	141.25	0.00	(141.25)	100.00
203-479-715.000	SOCIAL SECURITY	50.00	0.00	0.00	50.00	0.00
203-479-719.000	HEALTH INSURANCE	0.00	125.10	0.00	(125.10)	100.00
203-479-943.000	EQUIPMENT RENTAL	6,000.00	141.73	0.00	5,858.27	2.36
Total Dept 479 - ICE/SNOW		12,050.00	750.09	0.00	11,299.91	6.22
Dept 483 - ADMINISTRATION						
203-483-703.172	MANAGER SALARY	3,000.00	2,274.98	499.98	725.02	75.83
203-483-703.215	CLERK SALARY	1,500.00	1,072.63	238.68	427.37	71.51
203-483-715.000	SOCIAL SECURITY	360.00	256.06	56.50	103.94	71.13
203-483-718.000	PENSION	0.00	200.86	44.32	(200.86)	100.00
203-483-719.000	HEALTH INSURANCE	0.00	350.55	87.65	(350.55)	100.00
203-483-807.000	AUDIT	2,000.00	700.68	0.00	1,299.32	35.03
Total Dept 483 - ADMINISTRATION		6,860.00	4,855.76	927.13	2,004.24	70.78



GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	06/30/2022 NORMAL (ABNORMAL)	MONTH 06/30/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 203 - LOCAL ROADS								
Expenditures								
TOTAL EXPENDITURES		276,110.00	57,340.70	16,085.03	218,769.30	20.77		
Fund 203 - LOCAL ROADS:								
TOTAL REVENUES		228,800.00	152,253.76	6,528.84	76,546.24	66.54		
TOTAL EXPENDITURES		276,110.00	57,340.70	16,085.03	218,769.30	20.77		
NET OF REVENUES & EXPENDITURES		(47,310.00)	94,913.06	(9,556.19)	(142,223.06)	200.62		

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE INSURANCE PROCEEDS						
Revenues						
Dept 000						
206-000-664.100	INTEREST INCOME	0.00	0.02	0.00	(0.02)	100.00
206-000-664.200	INTEREST ON SAVINGS	0.00	0.08	0.00	(0.08)	100.00
Total Dept 000		0.00	0.10	0.00	(0.10)	100.00
TOTAL REVENUES		0.00	0.10	0.00	(0.10)	100.00
Fund 206 - FIRE INSURANCE PROCEEDS:						
TOTAL REVENUES		0.00	0.10	0.00	(0.10)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.10	0.00	(0.10)	100.00

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Fund 213 - SALVAGE VEHICLE INSPECTIONS						
Revenues						
Dept 000						
213-000-610.000	VEHICLE INSPECTION FEE	20,000.00	5,700.00	1,800.00	14,300.00	28.50
213-000-664.100	INTEREST INCOME	10.00	2.92	0.00	7.08	29.20
Total Dept 000		20,010.00	5,702.92	1,800.00	14,307.08	28.50
TOTAL REVENUES		20,010.00	5,702.92	1,800.00	14,307.08	28.50
Expenditures						
Dept 301 - POLICE DEPARTMENT						
213-301-703.011	VEHICLE INSPECTION	9,000.00	6,248.05	2,131.27	2,751.95	69.42
213-301-715.000	FICA/MEDICARE	1,200.00	0.00	0.00	1,200.00	0.00
213-301-719.000	HEALTH INSURANCE	0.00	404.11	106.94	(404.11)	100.00
213-301-865.500	VEH INSP MILEAGE/EXPENSES	1,800.00	0.00	0.00	1,800.00	0.00
Total Dept 301 - POLICE DEPARTMENT		12,000.00	6,652.16	2,238.21	5,347.84	55.43
TOTAL EXPENDITURES		12,000.00	6,652.16	2,238.21	5,347.84	55.43
Fund 213 - SALVAGE VEHICLE INSPECTIONS:						
TOTAL REVENUES		20,010.00	5,702.92	1,800.00	14,307.08	28.50
TOTAL EXPENDITURES		12,000.00	6,652.16	2,238.21	5,347.84	55.43
NET OF REVENUES & EXPENDITURES		8,010.00	(949.24)	(438.21)	8,959.24	11.85

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED		
		AMENDED BUDGET	06/30/2022 NORMAL (ABNORMAL)	MONTH 06/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 230 - STREETS								
Revenues								
Dept 000								
230-000-403.000	STREETS-PROPERTY TAXES	142,000.00	0.00	0.00	142,000.00	0.00		
230-000-410.000	PERSONAL PROPERTY TAX	40,000.00	0.00	0.00	40,000.00	0.00		
230-000-445.000	REAL ESTATE TAX INTEREST	1,000.00	0.00	0.00	1,000.00	0.00		
230-000-664.100	INTEREST INCOME	70.00	19.66	0.00	50.34	28.09		
Total Dept 000		183,070.00	19.66	0.00	183,050.34	0.01		
TOTAL REVENUES		183,070.00	19.66	0.00	183,050.34	0.01		
Expenditures								
Dept 728 - ECONOMIC DEVELOPMENT								
230-728-999.030	TRANSFER TO LOCAL ROADS	125,000.00	125,000.00	0.00	0.00	100.00		
Total Dept 728 - ECONOMIC DEVELOPMENT		125,000.00	125,000.00	0.00	0.00	100.00		
TOTAL EXPENDITURES		125,000.00	125,000.00	0.00	0.00	100.00		
Fund 230 - STREETS:								
TOTAL REVENUES		183,070.00	19.66	0.00	183,050.34	0.01		
TOTAL EXPENDITURES		125,000.00	125,000.00	0.00	0.00	100.00		
NET OF REVENUES & EXPENDITURES		58,070.00	(124,980.34)	0.00	183,050.34	215.22		

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Fund 244 - BUSINESS LOANS						
Revenues						
Dept 000						
244-000-664.100	INTEREST INCOME	40.00	9.66	0.00	30.34	24.15
244-000-685.000	PRINCIPAL ON LOANS	5,000.00	2,920.00	0.00	2,080.00	58.40
Total Dept 000		5,040.00	2,929.66	0.00	2,110.34	58.13
TOTAL REVENUES		5,040.00	2,929.66	0.00	2,110.34	58.13
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
244-728-807.000	AUDIT	200.00	0.00	0.00	200.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		200.00	0.00	0.00	200.00	0.00
TOTAL EXPENDITURES		200.00	0.00	0.00	200.00	0.00
Fund 244 - BUSINESS LOANS:						
TOTAL REVENUES		5,040.00	2,929.66	0.00	2,110.34	58.13
TOTAL EXPENDITURES		200.00	0.00	0.00	200.00	0.00
NET OF REVENUES & EXPENDITURES		4,840.00	2,929.66	0.00	1,910.34	60.53

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Fund 245 - HOME REHAB LOANS						
Revenues						
Dept 000						
245-000-664.100	INTEREST INCOME	50.00	15.35	0.00	34.65	30.70
245-000-685.000	PRINCIPAL ON LOANS	1,850.00	515.68	128.92	1,334.32	27.87
Total Dept 000		1,900.00	531.03	128.92	1,368.97	27.95
TOTAL REVENUES		1,900.00	531.03	128.92	1,368.97	27.95
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
245-728-807.000	AUDIT	200.00	0.00	0.00	200.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		200.00	0.00	0.00	200.00	0.00
TOTAL EXPENDITURES		200.00	0.00	0.00	200.00	0.00
Fund 245 - HOME REHAB LOANS:						
TOTAL REVENUES		1,900.00	531.03	128.92	1,368.97	27.95
TOTAL EXPENDITURES		200.00	0.00	0.00	200.00	0.00
NET OF REVENUES & EXPENDITURES		1,700.00	531.03	128.92	1,168.97	31.24

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DDA						
Revenues						
Dept 000						
248-000-404.000	PROPERTY TAXES	11,000.00	0.00	0.00	11,000.00	0.00
248-000-410.000	PERSONAL PROPERTY TAX	3,500.00	0.00	0.00	3,500.00	0.00
248-000-445.000	REAL ESTATE TAX INTEREST	120.00	0.00	0.00	120.00	0.00
248-000-664.100	INTEREST INCOME	50.00	6.17	0.00	43.83	12.34
248-000-671.000	OTHER REVENUE	13,000.00	6,950.00	500.00	6,050.00	53.46
Total Dept 000		27,670.00	6,956.17	500.00	20,713.83	25.14
TOTAL REVENUES		27,670.00	6,956.17	500.00	20,713.83	25.14
Expenditures						
Dept 290 - CONTINGENCY						
248-290-969.000	CONTINGENCY	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 290 - CONTINGENCY		1,000.00	0.00	0.00	1,000.00	0.00
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-756.000	DDA-SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
248-728-801.000	CONSULTING FEES	1,000.00	581.25	0.00	418.75	58.13
248-728-901.000	PRINTING/PUBLISHING	0.00	150.00	0.00	(150.00)	100.00
248-728-930.000	REPAIRS	0.00	70.00	0.00	(70.00)	100.00
248-728-959.000	MISCELLANEOUS	170.00	151.68	0.00	18.32	89.22
248-728-981.000	CAPITAL OUTLAY	0.00	980.00	980.00	(980.00)	100.00
248-728-985.000	COMMUNITY SERVICE PROJECTS	20,000.00	0.00	0.00	20,000.00	0.00
248-728-986.000	DOWNTOWN FLOWERS	0.00	4,274.52	2,878.00	(4,274.52)	100.00
248-728-999.010	GEN FUND ADMIN TRANSFER	4,500.00	4,500.00	0.00	0.00	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		26,670.00	10,707.45	3,858.00	15,962.55	40.15
TOTAL EXPENDITURES		27,670.00	10,707.45	3,858.00	16,962.55	38.70
Fund 248 - DDA:						
TOTAL REVENUES		27,670.00	6,956.17	500.00	20,713.83	25.14
TOTAL EXPENDITURES		27,670.00	10,707.45	3,858.00	16,962.55	38.70
NET OF REVENUES & EXPENDITURES		0.00	(3,751.28)	(3,358.00)	3,751.28	100.00

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Fund 265 - DRUG FORFEITURE						
Revenues						
Dept 000						
265-000-664.100	INTEREST INCOME	0.00	0.06	0.00	(0.06)	100.00
265-000-664.200	INTEREST-SAVINGS	0.00	0.23	0.00	(0.23)	100.00
Total Dept 000		0.00	0.29	0.00	(0.29)	100.00
TOTAL REVENUES		0.00	0.29	0.00	(0.29)	100.00
Fund 265 - DRUG FORFEITURE:						
TOTAL REVENUES		0.00	0.29	0.00	(0.29)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.29	0.00	(0.29)	100.00



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Fund 282 - APRA FUND						
Revenues						
Dept 000						
282-000-528.000	OTHER FEDERAL GRANTS	91,000.00	0.00	0.00	91,000.00	0.00
282-000-664.100	INTEREST INCOME	5.00	12.16	0.00	(7.16)	243.20
Total Dept 000		91,005.00	12.16	0.00	90,992.84	0.01
TOTAL REVENUES		91,005.00	12.16	0.00	90,992.84	0.01
Fund 282 - APRA FUND:						
TOTAL REVENUES		91,005.00	12.16	0.00	90,992.84	0.01
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		91,005.00	12.16	0.00	90,992.84	0.01

## REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 06/30/2022

% Fiscal Year Completed: 33.42

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	06/30/2022 NORMAL (ABNORMAL)	MONTH 06/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-626.000	TAP IN FEES	1,000.00	1,500.00	0.00	(500.00)	150.00
590-000-628.000	SEWER SERVICE CHARGES	228,000.00	85,967.06	23,378.59	142,032.94	37.70
590-000-629.000	PENALTIES	1,500.00	726.31	239.18	773.69	48.42
590-000-664.000	INTEREST ON CD'S	1,500.00	0.00	0.00	1,500.00	0.00
590-000-664.100	INTEREST ON CHECKING	100.00	(10.48)	0.00	110.48	(10.48)
590-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	70.84	0.00	129.16	35.42
Total Dept 000		232,300.00	88,253.73	23,617.77	144,046.27	37.99
TOTAL REVENUES		232,300.00	88,253.73	23,617.77	144,046.27	37.99
Expenditures						
Dept 483 - ADMINISTRATION						
590-483-703.172	MANAGER SALARY	10,000.00	3,981.24	874.99	6,018.76	39.81
590-483-703.215	CLERK SALARY	7,000.00	2,860.40	636.48	4,139.60	40.86
590-483-715.000	FICA/MEDICARE	1,000.00	523.38	115.62	476.62	52.34
590-483-718.000	PENSION	0.00	410.47	90.68	(410.47)	100.00
590-483-719.000	HEALTH INSURANCE	0.00	934.78	233.69	(934.78)	100.00
590-483-807.000	AUDIT	700.00	0.00	0.00	700.00	0.00
Total Dept 483 - ADMINISTRATION		18,700.00	8,710.27	1,951.46	9,989.73	46.58
Dept 548 - SEWER LINE MAINTENANCE						
590-548-756.000	OPERATING SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
590-548-768.000	UNIFORMS/BOOTS/ETC	1,000.00	45.04	0.00	954.96	4.50
590-548-812.000	ENGINEERING	0.00	34.13	0.00	(34.13)	100.00
590-548-820.000	MISS DIG	800.00	0.00	0.00	800.00	0.00
590-548-821.000	LAB TESTING	2,000.00	975.00	0.00	1,025.00	48.75
590-548-822.000	CONTRACTUAL SERVICES	200.00	1,108.00	0.00	(908.00)	554.00
590-548-853.020	CELL PHONE	500.00	107.68	0.00	392.32	21.54
590-548-864.000	CONFERENCES/WORKSHOPS	750.00	95.00	95.00	655.00	12.67
590-548-934.000	MAINTENANCE	10,000.00	800.00	0.00	9,200.00	8.00
590-548-936.000	TECH SERVICES	3,500.00	151.68	0.00	3,348.32	4.33
590-548-943.000	EQUIPMENT RENTAL	1,000.00	0.00	0.00	1,000.00	0.00
590-548-958.000	DUES/MEMBERSHIPS	300.00	0.00	0.00	300.00	0.00
590-548-963.000	LIABILITY INSURANCE	2,900.00	4,511.55	0.00	(1,611.55)	155.57
Total Dept 548 - SEWER LINE MAINTENANCE		23,950.00	7,828.08	95.00	16,121.92	32.69
Dept 549 - MAINTENANCE-LIFT STATIONS						
590-549-703.000	SALARIES-MAINTENANCE	40,000.00	17,591.76	2,919.24	22,408.24	43.98
590-549-703.010	OVERTIME PAY	2,000.00	890.25	225.00	1,109.75	44.51
590-549-703.020	HOLIDAY PAY	3,000.00	0.00	0.00	3,000.00	0.00
590-549-703.030	VACATION PAY	3,500.00	0.00	0.00	3,500.00	0.00
590-549-703.040	SICK/PERSONAL PAY	4,500.00	0.00	0.00	4,500.00	0.00
590-549-715.000	FICA	6,000.00	0.00	0.00	6,000.00	0.00
590-549-717.000	WORKMAN'S COMP	300.00	300.00	300.00	0.00	100.00
590-549-718.000	PENSION	7,000.00	0.00	0.00	7,000.00	0.00
590-549-719.000	HEALTH INSURANCE	19,200.00	2,138.42	537.99	17,061.58	11.14
590-549-719.500	DISABILITY INSURANCE	1,000.00	162.00	34.25	838.00	16.20
590-549-720.000	LIFE INSURANCE	350.00	168.40	42.10	181.60	48.11

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
590-549-722.000	VISION REIMBURSEMENT	500.00	145.00	0.00	355.00	29.00
590-549-756.000	OPERATING SUPPLIES	150.00	0.00	0.00	150.00	0.00
590-549-807.000	AUDIT	600.00	0.00	0.00	600.00	0.00
590-549-822.000	CONTRACTUAL SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
590-549-853.000	TELEPHONE	0.00	226.84	57.59	(226.84)	100.00
590-549-853.020	CELL PHONE	300.00	150.03	37.51	149.97	50.01
590-549-921.000	ELECTRIC	6,000.00	761.21	0.00	5,238.79	12.69
590-549-931.000	MAINTENANCE SERVICE	3,000.00	2,530.96	2,530.96	469.04	84.37
590-549-931.010	COUNTY DRAIN MAINTENANCE	1,000.00	0.00	0.00	1,000.00	0.00
590-549-943.000	EQUIPMENT RENTAL	11,000.00	6,121.23	1,248.91	4,878.77	55.65
590-549-963.000	LIABILITY INSURANCE	3,500.00	4,511.55	0.00	(1,011.55)	128.90
Total Dept 549 - MAINTENANCE-LIFT STATIONS		113,900.00	35,697.65	7,933.55	78,202.35	31.34
Dept 550 - COLLECTION						
590-550-703.000	SALARIES	20,000.00	13,253.27	3,471.92	6,746.73	66.27
590-550-703.020	HOLIDAY PAY	500.00	0.00	0.00	500.00	0.00
590-550-703.030	VACATION PAY	500.00	0.00	0.00	500.00	0.00
590-550-703.040	SICK/PERSONAL PAY	1,200.00	0.00	0.00	1,200.00	0.00
590-550-715.000	FICA/MEDICARE	2,000.00	1,013.85	265.60	986.15	50.69
590-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	3.64	0.00	6.36	36.40
590-550-717.000	WORKMAN'S COMP.	100.00	300.00	300.00	(200.00)	300.00
590-550-718.000	PENSION	1,000.00	385.05	85.68	614.95	38.51
590-550-719.000	HEALTH INSURANCE	5,000.00	913.08	228.27	4,086.92	18.26
590-550-719.500	DISABILITY INSURANCE	200.00	161.99	34.25	38.01	81.00
590-550-720.000	LIFE INSURANCE	40.00	168.40	42.10	(128.40)	421.00
590-550-722.000	VISION REIMBURSEMENT	125.00	0.00	0.00	125.00	0.00
590-550-728.000	OFFICE SUPPLIES	3,000.00	320.68	0.00	2,679.32	10.69
590-550-730.000	POSTAGE	1,000.00	602.58	0.00	397.42	60.26
590-550-807.000	AUDIT	1,000.00	0.00	0.00	1,000.00	0.00
590-550-808.000	PAYMENT PROCESSING FEES	800.00	134.79	0.00	665.21	16.85
590-550-853.000	TELEPHONE	1,000.00	226.84	57.59	773.16	22.68
590-550-864.000	CONFERENCES/WORKSHOPS	300.00	0.00	0.00	300.00	0.00
590-550-901.000	PRINTING	200.00	0.00	0.00	200.00	0.00
590-550-934.000	SERVICE CONTRACTS	1,500.00	1,051.23	0.00	448.77	70.08
590-550-936.000	TECH SERVICES	3,500.00	4,631.33	0.00	(1,131.33)	132.32
Total Dept 550 - COLLECTION		42,975.00	23,166.73	4,485.41	19,808.27	53.91
TOTAL EXPENDITURES		199,525.00	75,402.73	14,465.42	124,122.27	37.79
Fund 590 - SEWER FUND:						
TOTAL REVENUES		232,300.00	88,253.73	23,617.77	144,046.27	37.99
TOTAL EXPENDITURES		199,525.00	75,402.73	14,465.42	124,122.27	37.79
NET OF REVENUES & EXPENDITURES		32,775.00	12,851.00	9,152.35	19,924.00	39.21

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		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 06/30/2022	BALANCE	% BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-608.000	NSF CHECK FEE	200.00	20.00	0.00	180.00	10.00
591-000-629.000	PENALTIES	3,000.00	1,065.65	304.26	1,934.35	35.52
591-000-642.000	WATER TURN ONS	500.00	585.00	130.00	(85.00)	117.00
591-000-643.000	METERED SALES	300,000.00	116,021.02	33,069.65	183,978.98	38.67
591-000-645.000	WATER TAP FEES	1,000.00	1,500.00	0.00	(500.00)	150.00
591-000-664.000	INTEREST ON CD'S-RECEIVING	1,000.00	0.00	0.00	1,000.00	0.00
591-000-664.100	INTEREST-WATER OPERATING	100.00	(27.00)	0.00	127.00	(27.00)
591-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	81.31	0.00	118.69	40.66
Total Dept 000		306,000.00	119,245.98	33,503.91	186,754.02	38.97
TOTAL REVENUES		306,000.00	119,245.98	33,503.91	186,754.02	38.97
Expenditures						
Dept 483 - ADMINISTRATION						
591-483-703.172	MANAGER SALARY	10,500.00	3,981.27	875.00	6,518.73	37.92
591-483-703.215	CLERK SALARY	7,600.00	2,860.49	636.48	4,739.51	37.64
591-483-715.000	FICA/MEDICARE	1,500.00	523.44	115.64	976.56	34.90
591-483-718.000	PENSION	0.00	410.54	90.70	(410.54)	100.00
591-483-719.000	HEALTH INSURANCE	0.00	934.78	233.70	(934.78)	100.00
Total Dept 483 - ADMINISTRATION		19,600.00	8,710.52	1,951.52	10,889.48	44.44
Dept 550 - COLLECTION						
591-550-703.000	SALARIES-CLERICAL	26,000.00	6,417.93	1,428.08	19,582.07	24.68
591-550-703.020	HOLIDAY PAY	500.00	0.00	0.00	500.00	0.00
591-550-703.030	VACATION PAY	1,500.00	0.00	0.00	1,500.00	0.00
591-550-703.040	SICK/PERSONAL	1,200.00	0.00	0.00	1,200.00	0.00
591-550-715.000	FICA/MEDICARE	2,000.00	490.99	109.25	1,509.01	24.55
591-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	3.62	0.00	6.38	36.20
591-550-717.000	WORKMAN'S COMP	60.00	60.00	60.00	0.00	100.00
591-550-718.000	PENSION	1,000.00	385.06	85.68	614.94	38.51
591-550-719.000	HEALTH INSURANCE	4,000.00	913.16	228.29	3,086.84	22.83
591-550-719.500	DISABILITY INSURANCE	200.00	161.99	34.25	38.01	81.00
591-550-720.000	LIFE INSURANCE	60.00	168.40	42.10	(108.40)	280.67
591-550-722.000	VISION REIMBURSEMENT	125.00	145.00	0.00	(20.00)	116.00
591-550-728.000	OFFICE SUPPLIES	2,500.00	320.67	0.00	2,179.33	12.83
591-550-730.000	POSTAGE	2,000.00	602.58	0.00	1,397.42	30.13
591-550-807.000	AUDIT	1,200.00	0.00	0.00	1,200.00	0.00
591-550-808.000	PAYMENT PROCESSING FEES	500.00	134.79	0.00	365.21	26.96
591-550-853.000	TELEPHONE	1,000.00	226.84	57.59	773.16	22.68
591-550-864.000	CONFERENCES/WORKSHOPS	300.00	0.00	0.00	300.00	0.00
591-550-901.000	PRINTING	300.00	186.00	0.00	114.00	62.00
591-550-931.000	MAINT-SERVICES	0.00	1,486.85	1,486.85	(1,486.85)	100.00
591-550-934.000	SERVICE CONTRACTS	1,000.00	474.23	0.00	525.77	47.42
591-550-936.000	TECH SERVICES	3,500.00	3,372.92	0.00	127.08	96.37
591-550-964.000	NSF CHECK CHARGES	10.00	0.00	0.00	10.00	0.00
591-550-965.000	EQUIPMENT PURCHASE	0.00	161.87	0.00	(161.87)	100.00
Total Dept 550 - COLLECTION		48,965.00	15,712.90	3,532.09	33,252.10	32.09

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		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 06/30/2022	BALANCE	% BDGT USED
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
Dept 551 - UTILITY						
591-551-921.000	POWER PUMPING-ELECTRIC	12,000.00	1,833.31	0.00	10,166.69	15.28
Total Dept 551 - UTILITY		12,000.00	1,833.31	0.00	10,166.69	15.28
Dept 552 - DISTRIBUTION						
591-552-703.000	SALARIES-DISTRIBUTION	46,000.00	16,702.90	4,796.76	29,297.10	36.31
591-552-703.010	OVERTIME PAY	2,500.00	2,065.50	757.50	434.50	82.62
591-552-703.020	HOLIDAY PAY	3,500.00	0.00	0.00	3,500.00	0.00
591-552-703.030	VACATION PAY	3,500.00	0.00	0.00	3,500.00	0.00
591-552-703.040	SICK/PERSONAL PAY	4,500.00	0.00	0.00	4,500.00	0.00
591-552-715.000	FICA/MEDICARE	7,500.00	0.00	0.00	7,500.00	0.00
591-552-716.000	UNEMPLOYMENT INSURANCE	10.00	0.00	0.00	10.00	0.00
591-552-717.000	WORKMAN'S COMP	1,200.00	1,200.00	1,200.00	0.00	100.00
591-552-718.000	PENSION	7,000.00	0.00	0.00	7,000.00	0.00
591-552-719.000	HEALTH INSURANCE	16,000.00	1,965.59	773.91	14,034.41	12.28
591-552-719.500	DISABILITY INSURANCE	1,000.00	161.99	34.25	838.01	16.20
591-552-720.000	LIFE INSURANCE	300.00	168.40	42.10	131.60	56.13
591-552-722.000	VISION REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00
591-552-768.000	UNIFORMS/BOOTS/ETC	1,000.00	45.05	0.00	954.95	4.51
591-552-776.000	SUPPLIES & MAINTENANCE	5,000.00	481.43	320.00	4,518.57	9.63
591-552-807.000	AUDIT	1,600.00	0.00	0.00	1,600.00	0.00
591-552-812.000	ENGINEERING	50,000.00	5,594.12	0.00	44,405.88	11.19
591-552-820.000	MISS DIG	100.00	0.00	0.00	100.00	0.00
591-552-821.000	WATER TESTING	5,000.00	275.00	0.00	4,725.00	5.50
591-552-822.000	CONTRACTUAL SERVICES	5,000.00	1,576.50	0.00	3,423.50	31.53
591-552-853.020	CELL PHONE	1,500.00	584.39	120.06	915.61	38.96
591-552-864.000	CONF/WORKSHOPS	1,000.00	459.70	0.00	540.30	45.97
591-552-936.000	TECH SERVICES	1,000.00	1,392.08	0.00	(392.08)	139.21
591-552-943.000	EQUIPMENT RENTAL-WATER FUND	13,000.00	4,844.39	1,361.79	8,155.61	37.26
591-552-958.000	DUES/MEMBERSHIPS	1,000.00	0.00	0.00	1,000.00	0.00
591-552-963.000	LIABILITY INSURANCE	2,700.00	4,511.55	0.00	(1,811.55)	167.09
Total Dept 552 - DISTRIBUTION		181,410.00	42,028.59	9,406.37	139,381.41	23.17
Dept 553 - WELLS/TOWER						
591-553-703.000	SALARIES-WELLS & TOWER	500.00	0.00	0.00	500.00	0.00
591-553-715.000	FICA/MEDICARE	50.00	0.00	0.00	50.00	0.00
591-553-963.000	LIABILITY INSURNACE	3,250.00	4,511.55	0.00	(1,261.55)	138.82
591-553-968.000	DEPRECIATION	54,000.00	0.00	0.00	54,000.00	0.00
591-553-981.000	CAPITAL OUTLAY	228,000.00	2,633.34	133.34	225,366.66	1.15
Total Dept 553 - WELLS/TOWER		285,800.00	7,144.89	133.34	278,655.11	2.50
TOTAL EXPENDITURES		547,775.00	75,430.21	15,023.32	472,344.79	13.77
Fund 591 - WATER FUND:						
TOTAL REVENUES		306,000.00	119,245.98	33,503.91	186,754.02	38.97
TOTAL EXPENDITURES		547,775.00	75,430.21	15,023.32	472,344.79	13.77
NET OF REVENUES & EXPENDITURES		(241,775.00)	43,815.77	18,480.59	(285,590.77)	18.12

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GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	NORMAL	06/30/2022	(ABNORMAL)	MONTH 06/30/2022	INCREASE (DECREASE)	NORMAL	BALANCE	
								(ABNORMAL)		USED

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 06/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 596 - GARBAGE COLLECTION						
Revenues						
Dept 000						
596-000-628.000	TRASH SERVICE CHARGES	120,000.00	40,701.02	10,238.66	79,298.98	33.92
596-000-629.000	PENALTIES	300.00	137.56	41.51	162.44	45.85
596-000-664.100	INTEREST INCOME	0.00	(18.85)	0.00	18.85	100.00
596-000-664.120	INTEREST ON CHECKING-RECEIVING	20.00	18.06	0.00	1.94	90.30
Total Dept 000		120,320.00	40,837.79	10,280.17	79,482.21	33.94
TOTAL REVENUES		120,320.00	40,837.79	10,280.17	79,482.21	33.94
Expenditures						
Dept 528 - RUBBISH COLLECTION/DISPOSAL						
596-528-919.000	WASTE AND RUBBISH DISPOSAL	120,000.00	21,601.41	0.00	98,398.59	18.00
Total Dept 528 - RUBBISH COLLECTION/DISPOSAL		120,000.00	21,601.41	0.00	98,398.59	18.00
TOTAL EXPENDITURES		120,000.00	21,601.41	0.00	98,398.59	18.00
Fund 596 - GARBAGE COLLECTION:						
TOTAL REVENUES		120,320.00	40,837.79	10,280.17	79,482.21	33.94
TOTAL EXPENDITURES		120,000.00	21,601.41	0.00	98,398.59	18.00
NET OF REVENUES & EXPENDITURES		320.00	19,236.38	10,280.17	(18,916.38)	6,011.37

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PERIOD ENDING 06/30/2022

% Fiscal Year Completed: 33.42

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	06/30/2022	MONTH 06/30/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 661 - MOTOR POOL						
Revenues						
Dept 000						
661-000-664.100	INTEREST INCOME	1,200.00	28.26	0.00	1,171.74	2.36
661-000-668.100	RENTAL EQUIPMENT-POLICE	25,000.00	10,000.00	0.00	15,000.00	40.00
661-000-668.200	RENTAL EQUIPMENT PARKS	25,000.00	6,616.32	2,085.37	18,383.68	26.47
661-000-668.300	RENTAL EQUIPMENT-LOCAL	40,000.00	18,127.79	6,316.01	21,872.21	45.32
661-000-668.310	EQUIP RENTAL L/R ICE/SNOW	9,000.00	141.73	0.00	8,858.27	1.57
661-000-668.400	RENTAL EQUIPMENT-MAJOR	10,000.00	2,372.71	1,181.50	7,627.29	23.73
661-000-668.410	EQUIP RENTAL M/R ICE/SNOW	9,000.00	606.09	0.00	8,393.91	6.73
661-000-668.500	RENTAL EQUIPMENT-WATER	14,000.00	4,844.39	1,361.79	9,155.61	34.60
661-000-668.600	RENTAL EQUIPMENT-SEWER LINE	10,000.00	0.00	0.00	10,000.00	0.00
661-000-668.605	LS MAINT. EQUIP RENTAL	0.00	6,121.23	1,248.91	(6,121.23)	100.00
661-000-668.700	RENTAL EQUIPMENT-PUBLIC WORKS	10,000.00	4,411.71	384.88	5,588.29	44.12
661-000-671.000	MISCELLANEOUS	0.00	4,800.00	0.00	(4,800.00)	100.00
Total Dept 000		153,200.00	58,070.23	12,578.46	95,129.77	37.90
TOTAL REVENUES		153,200.00	58,070.23	12,578.46	95,129.77	37.90
Expenditures						
Dept 301 - POLICE DEPARTMENT						
661-301-870.000	GAS	10,000.00	2,673.57	0.00	7,326.43	26.74
661-301-872.000	TIRES	1,400.00	321.24	0.00	1,078.76	22.95
661-301-930.000	REPAIRS	1,000.00	237.04	47.25	762.96	23.70
661-301-963.000	MULTI-PERIL INSURANCE	6,000.00	6,015.40	0.00	(15.40)	100.26
Total Dept 301 - POLICE DEPARTMENT		18,400.00	9,247.25	47.25	9,152.75	50.26
Dept 441 - DPW						
661-441-807.000	AUDIT	500.00	151.68	0.00	348.32	30.34
661-441-870.000	GAS	20,000.00	11,065.18	6,542.03	8,934.82	55.33
661-441-872.000	TIRES	2,000.00	0.00	0.00	2,000.00	0.00
661-441-930.000	REPAIRS & MAINTENANCE	8,500.00	3,380.85	0.00	5,119.15	39.77
661-441-963.000	MULTI-PERIL INSURANCE	7,000.00	6,015.40	0.00	984.60	85.93
661-441-968.000	DEPRECIATION	67,000.00	0.00	0.00	67,000.00	0.00
Total Dept 441 - DPW		105,000.00	20,613.11	6,542.03	84,386.89	19.63
Dept 483 - ADMINISTRATION						
661-483-703.172	MANAGER SALARY	3,100.00	1,137.45	250.01	1,962.55	36.69
661-483-703.215	CLERK SALARY	1,900.00	715.09	159.14	1,184.91	37.64
661-483-715.000	FICA/MEDICARE	0.00	141.65	31.28	(141.65)	100.00
661-483-718.000	PENSION	0.00	111.13	24.54	(111.13)	100.00
661-483-719.000	HEALTH INSURANCE	0.00	233.67	58.42	(233.67)	100.00
661-483-999.010	GEN FUND ADMIN TRANSFER	5,000.00	5,000.00	0.00	0.00	100.00
Total Dept 483 - ADMINISTRATION		10,000.00	7,338.99	523.39	2,661.01	73.39
TOTAL EXPENDITURES		133,400.00	37,199.35	7,112.67	96,200.65	27.89



REVENUE AND EXPENDITURE REPORT  
PERIOD ENDING 06/30/2022  
% Fiscal Year Completed: 33.42

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	06/30/2022 NORMAL (ABNORMAL)	MONTH 06/30/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 661 - MOTOR POOL								
Fund 661 - MOTOR POOL:								
TOTAL REVENUES		153,200.00	58,070.23	12,578.46	95,129.77	37.90		
TOTAL EXPENDITURES		133,400.00	37,199.35	7,112.67	96,200.65	27.89		
NET OF REVENUES & EXPENDITURES		19,800.00	20,870.88	5,465.79	(1,070.88)	105.41		
TOTAL REVENUES - ALL FUNDS		2,349,272.00	749,446.68	105,047.56	1,599,825.32	31.90		
TOTAL EXPENDITURES - ALL FUNDS		2,526,447.00	767,046.58	129,180.58	1,759,400.42	30.36		
NET OF REVENUES & EXPENDITURES		(177,175.00)	(17,599.90)	(24,133.02)	(159,575.10)	9.93		

CASH SUMMARY BY FUND  
FROM 03/01/2022 TO 06/30/2022  
FUND: ALL FUNDS  
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 03/01/2022	Total Debits	Total Credits	Ending Balance 06/30/2022
101	GENERAL FUND	356,106.63	245,569.85	360,676.00	241,000.48
202	MAJOR ROADS	358,244.69	62,037.89	32,205.38	388,077.20
203	LOCAL ROADS	69,238.50	152,253.76	58,125.91	163,366.35
206	FIRE INSURANCE PROCEEDS	438.69	438.81	438.71	438.79
213	SALVAGE VEHICLE INSPECTIONS	21,978.57	5,702.92	6,652.16	21,029.33
230	STREETS	241,021.21	19.66	125,030.94	116,009.93
244	BUSINESS LOANS	70,802.74	2,929.66	0.00	73,732.40
245	HOME REHAB LOANS	114,752.49	531.03	0.00	115,283.52
248	DDA	48,876.45	6,956.17	12,497.00	43,335.62
265	DRUG FORFEITURE	1,382.72	1,383.07	1,382.78	1,383.01
282	APRA FUND	91,028.12	12.16	0.00	91,040.28
590	SEWER FUND	498,181.41	84,142.35	81,602.48	500,721.28
591	WATER FUND	451,880.89	116,675.45	95,209.94	473,346.40
596	GARBAGE COLLECTION	1,053.76	50,731.47	41,011.91	10,773.32
661	MOTOR POOL	216,301.02	58,070.23	40,663.48	233,707.77
	TOTAL - ALL FUNDS	2,541,287.89	787,454.48	855,496.69	2,473,245.68



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: July 5, 2022  
  
SUBJECT: Monthly Report June 2022

### **Updates – June:**

#### **2022 Decatur Community Cleanup Date.**

Attached to this report is an update from the Van Buren Conservation District for June 2022. Staff continues to work with the VBCD on the schedule for Decatur in 2023. No date has been set. A meeting with Township Supervisors Kusmack and Druskovich is scheduled for Wednesday, July 13, 2022

#### **VILLAGE MANAGER – VBC Managers Group**

Next meeting is scheduled for Friday, July 29, 2022. Meeting will be hosted “here” in the Village of Decatur

#### **UPDATE REGARDING PRAIRIE RONDE STREET PROJECT**

Project continues to show progress.

#### **UPDATE REGARDING FY 2022-23 CAPITAL IMPROVEMENT PROJECTS**

One of the topics listed on the Capital Improvement Project for FY 23 is a Camera System at Village Hall/Police Department and Village Parks. Staff currently has received one quote for the installation of a camera system at all of these locations. One of the red tape items is providing a wireless broadband connection at Red Woolfe Park and Raider Romp. Staff is working with BTC-BCI along with Abonmarche to provide a feasibility solution. This is also a topic for the Parks and Recreation Committee to work on also.

#### **UPDATE REGARDING 100 W BRONSON – VBISD**

Project continues to show progress.

**UPDATE REGARDING – Amendment to Parking Ordinance**

See memo attached.

**UPDATE 312 School Street – Old Decatur High School**

Request for proposals issued, 5/13/2022. Pre-bid walk through site visit, 5/20/2022. Due date/bid opening 5/25/2022.

**VILLAGE OF DECATUR**  
**Request for PROPOSALS**



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

**DEMOLITION AND SITE CLEAN-UP**

[312 School Street, Decatur, MI 49045](#)

**Key Dates**

Request for Proposals Issued.....**5/13/2022**  
Pre-bid / Walk Through Site Visit.....**5/20/2022**  
Due Date for Proposals.....**5/25/2022**  
Bid Opening .....**5/25/2022 @ 1:00 P.M.**

### **UPDATE Traffic Calming**

Staff has continued to research ideas centered on “Traffic Calming.” While much conversation has taken place, upon further review staff will be gathering the appropriate Council action for our meeting August 1, 2022. The following proposals are being reviewed and discussed;

(Proposal Four Way Stop)

Phelps Street (Edgar Bergen Blvd) – (facing south)

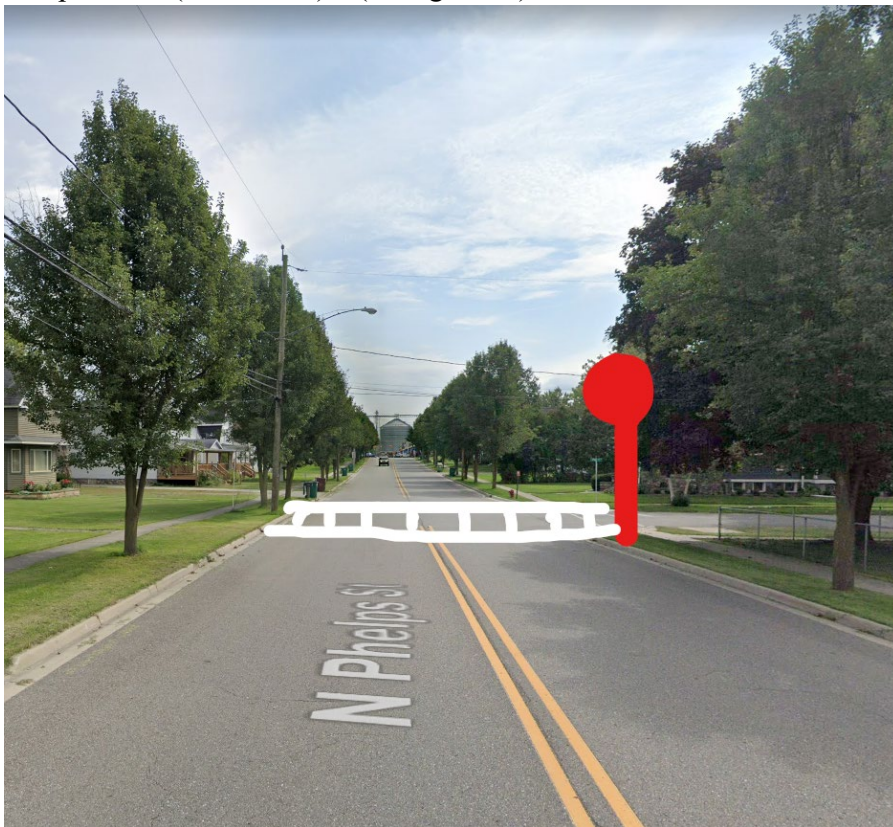


Phelps Street (Edgar Bergen Blvd) – (facing north)



(Proposal Four Way Stop)

Phelps Street (Pine Street) – (facing south)





Phelps Street (Pine Street) – (facing North)



E Edgar Blvd (Prospect & East) – (facing west)



E Edgar Blvd (Prospect & East) – (facing east)







Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

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

DATE: July 5, 2022

SUBJECT: Request to review Ordinance Amendment 2022-003 Regulate Parking

### Action Requested:

It is requested that Village Council review Ordinance Amendment 2022-003 Regulate Parking

### Background:

Council members have expressed concerns regarding the public parking in front, side, rear and public right of way surfaces. The following amendment addresses those concerns along with additional violations.

Staff continues efforts to revise and update Ordinances in which are outdate and difficult to enforce and interpreted.

### Attachments:

Ordinance 2022-003





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045



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

**ORDINANCE NO. 2022-003**

**AN ORDINANCE TO AMEND SECTION 36-7 OF THE VILLAGE CODE TO  
REGULATE PARKING**

The Village of Decatur Ordains:

Section 1. Amendment. Section 36-7 of the Code of Ordinances, Village of Decatur, Michigan, is amended to read as follows:

**Sec. 36-7. Parking regulations.**

(a) It is unlawful for any person to:

- (1) Park a vehicle on an unimproved surface or sidewalk within a public right-of-way.
- (2) Park a vehicle on an unimproved surface on any private property within the Village.
- (3) Park a vehicle in violation of a traffic control order promulgated by an authorized Village official or the Village Council
- (4) Park a vehicle in a Village parking lot or other Village property in violation of posted signage or applicable rules set by resolution of the Village Council.
- (5) Park a vehicle within the Delaware Street (Highway M-51) right-of-way at any time.

(b) As used in this section, the term “unimproved surface” means a surface comprised of grass, weed, dirt or similar substances. Unimproved surface shall also mean any lawn or grass areas or landscaped areas. A surface that was formerly gravel but which has not been maintained with a good, current, consistent and complete coating of gravel shall constitute an unimproved surface.

Section 4. Effective Date. This ordinance shall become effective either 20 days after adoption or upon publication, whichever occurs later.

YEAS: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

**CERTIFICATION**

As the duly appointed Clerk of the Village of Decatur, Van Buren County, Michigan, I certify this is a true and complete copy of an ordinance adopted by the Decatur Village Council at its meeting of \_\_\_\_\_, 2022.

\_\_\_\_\_  
, Village Clerk