

VILLAGE OF DECATUR COUNCIL REGULAR MEETING AGENDA

Monday
April 4, 2022



VILLAGE OF DECATUR
REGULAR COUNCIL MEETING
Monday, April 4, 2022 – 7:00PM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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

Note: Please be courteous and turn 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 CONCENT AGENDA ITEMS

5A.1 - Approval of the Regular Council Meeting Agenda for April 4, 2022.

5A.2 - Approval of the Regular Meeting Minutes from March 7, 2022.

5A.3 – Approval of the Closed Meeting Minutes from February 7, 2022

5A.3 - Approval of Accounts Payable and Payroll for week ending March 31, 2022.

6. COMMUNICATIONS TO THE COUNCIL – PRESENTATIONS & GUEST

7. PUBLIC HEARING

8. UNFINISHED BUSINESS

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

9. NEW BUSINESS

9A.1 – Request to approve professional service agreement – Night Magic Displays

9A.2 – Request to approve quote from Brink Wood Products (Red Woolfe & Veterans Park)

10. DEPARTMENT REPORTS

10A.1 – Department of Public Works Report

10A.2 – Police Department Report

10A.3 – Fire Department Report

10A.4 – Clerk & Treasurer Report

10A-5 – Village Manager Report

11. PUBLIC COMMENTS – SECOND OPPORTUNITY

12. COUNCIL COMMENTS

13. ADJOURNMENT

PLEASE NOTE

AUDIENCE PARTICIPATION:

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

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

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

Monday, March 7, 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, and President Elwaer in attendance. Also in attendance Village Manager, Christopher Tapper, Village Clerk/Treasurer, Megan Duncan, Chief of Police Thomas VanDerWoude.

III. **Public Comments**

- a. VFW Auxiliary President Evelyn Avery, Vice President Makrina Conklin, and VFW Post 6248 Michigan State Commander Kevin Conklin presented a Certificate of Appreciation to Chief of Police Thomas VanDerWoude for the Decatur Police Department for all do for the community as a first responder.
- b. Donald Hanson, Van Buren County Commissioner, expressed his gratitude to the Manager Tapper for the additional communication mailed to residents informing them of the water and sewer rates increasing.

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

- a. Trustee Verran made a motion with support from Trustee Mead Jr. to approve the agenda for March 7, 2022, along with approval of meeting minutes from February 7, 2022, and accounts payable in the amount of \$201,075.19, motion carried 7-0.

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

- a. Kellie Lindsey, Account Manager, and Ted Hanson, Building Inspector from Safebuilt presented to Council what permits and inspections Safebuilt has performed, and the additional services offered to the Village of Decatur.
- b. President Pro Tem Jackson expressed Decatur Plumbing and Heating is extremely happy with Safebuilt. Professional and how simple it is to get a permit when needed.

VI. Unfinished Business

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

VII. New Business – Request to Approve Contract Amendments Safebuilt

- a. President Pro Tem Jackson made a motion with the support of Trustee Gunther to approve contract amendments for Safebuilt. motion carried 7-0.

VIII. New Business – Request to approve recommendations for Village President for Appointments to DDA

- a. Trustee Verran made a motion with the support of Trustee Mead Jr. to approve Village Presidents appointments to DDA. motion carried 7-0.

IX. New Business – Request to Approve Engagement of Everbridge Nixle

- a. President Pro Tem Jackson made a motion with the support of Trustee Verran approving engagement of Everbridge Nixle, motion carried 7

X. Department Reports

Manager Tapper and Chief of Police, Thomas VanDerWoude provided Department Reports to the Council. Each department report was provided in the agenda packet. A general discussion ensued regarding the department reports.

XI. Council Comments & Additional Public Comments

- a. Dortha Pasley inquired if all residents of Decatur, Village and Township, would be able to enroll in Everbridge Nixel.
- b. President Elwaer thanked each department for the hard work they are doing for the Village and its residents. President Elwaer also inquired about the upcoming 4th of July Holiday.
- c. Trustee Verran liked Everbridge Nixle for additional communication about upcoming construction projects.

XII. Adjournment

- a. Trustee Mead Jr. made a motion with the support from Trustee Verran to adjourn the meeting at 8:01 P.M., motion carried 7-0. 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: April 4, 2022

SUBJECT: Approval of Accounts Payable and Payroll

Action Requested:

It is requested that Village Council approve accounts payable and payroll for the period ending March 31, 2022, in the amount of \$196,735.64

Background:

Attached is the Disbursement Report highlighting the accounts payable and payroll activities for the period of March 1, 2022, through March 31, 2022

Attachment(s):

Disbursement Report

Check Run Date	Check Number	Vendor Name	Amount Paid	Description
3/1/2022	GEN 29133	DICKINSON WRIGHT PLLC	3,601.50	ATTORNEY SERVICES (POLICE DEPARTMENT)
3/1/2022	GEN 931(E)	COMCAST CABLE	91.49	FEBRUARY PHONE LINE DPW
3/1/2022	GEN 937(E)	VERIZON WIRELESS	258.94	CELL PHONE SERVICES
3/1/2022	GEN	DECATUR DO IT CENTER	0.00	VOID
3/1/2022	GEN 29131	DECATUR DO IT CENTER	6.87	SUPPLIES FOR PD
3/1/2022	GEN 29141	DALE MOEN	25.00	WINDOW CLEANING
3/1/2022	GEN 29146	PRI MAR PETROLEUM INC	2,433.68	FUEL AT DPW
3/1/2022	GEN 29146	PRI MAR PETROLEUM INC	2,089.47	DIESEL AT DPW
3/1/2022	GEN 29133	DICKINSON WRIGHT PLLC	2,082.50	ATTORNEY SERVICES (POLICE DEPARTMENT)
3/1/2022	GEN	BLUE CROSS BLUE SHIELD OF MI	0.00	VOID
3/1/2022	GEN 29143	NYE UNIFORM COMPANY	930.00	BODY/ARMOUR/VEST FOR PD
3/1/2022	GEN 29143	NYE UNIFORM COMPANY	152.90	UNIFORM EQUIPMENT FOR PD
3/1/2022	GEN 29132	PAW PAW LOCK & KEY	141.00	REPLACEMENT LOCK ON PUBLIC RESTROOM
3/7/2022	GEN 29116	THE CURCIO LAW FIRM	1,893.51	ATTORNEY SERVICES
3/7/2022	GEN 29121	ZOOM VIDEO COMMUNICATIONS	216.91	INTERNET PHONES
3/7/2022	GEN 29103	KROGEL'S AUTO SERVICE	127.82	SWITCH ASSEMBLY ON F-250
3/7/2022	GEN 29120	WOLF KUBODA	53.14	BEARING/FLANGE REPLACEMENT DPW
3/7/2022	GEN 29110	PAW PAW LABORATORY	250.00	WATER TESTING
3/7/2022	GEN 29104	MICHIGAN CAT	28.77	REMAINING BALANCE ON INVOICE SD13157708
3/7/2022	GEN 29106	MICHIGAN RURAL WATER ASSN	235.00	WASTEWATER CONFERENCE FOR J. EBELING
3/7/2022	GEN 29109	DALE MOEN	25.00	WINDOW CLEANING
3/7/2022	GEN 29112	RC AUTOMOTIVE SUPPLY	59.07	SUPPLIES FOR DPW
3/7/2022	GEN 29117	TIM SHROYER	150.00	BOOT REIMBUREMENT
3/7/2022	GEN 29118	VC3 INC	5,136.00	ANNUAL SUPPORT SERVICE FOR IT RIGHT
3/7/2022	GEN 29114	ROYAL PUBLISHING	95.00	AD FOR INDIVIDUAL WRESTLING AT STATE
3/7/2022	GEN 29093	ABONMARCHE CONSULTANTS INC	1,200.00	100 W. BRONSON STAKE SURVEY
3/7/2022	GEN 29119	WIGHTMAN & ASSOCIATES	66.14	PRAIRIE RONDE IMPROVEMENTS
3/7/2022	GEN 29113	REPUBLIC SERVICES	760.80	GARBAGE SERVICE
3/7/2022	GEN 29095	BLOOMINGDALE COMMUNICATIONS	521.97	PHONE AND INTERNET SERVICES
3/7/2022	GEN 29115	SIEGFRIED, CRANDALL	1,935.00	PROFESSIONAL SERVICES AND BANK RECONCILIATIONS
3/7/2022	GEN 29102	HYDROCORP, INC	342.50	CROSS CONNECTION CONTROL PROGRAM
3/7/2022	GEN 29100	FERGUSON WATERWORKS #3386	130.43	DATA LOGGING FLASHLIGHT
3/7/2022	GEN 29099	JIMMY EBELING	12.99	REIMBURSEMENT FROM CONFERENCE
3/7/2022	GEN 29101	HONOR CREDIT UNION	320.30	CREDIT CARD PAYMENT
3/7/2022	GEN 29096	DECATUR DO IT CENTER	27.91	SUPPLIES FOR PD
3/7/2022	GEN 29111	PEERLESS-MIDWEST	5,881.00	6" WATER SPECIALTIES WATER METER
3/7/2022	GEN 29120	WOLF KUBODA	887.55	SNOWBLOWER PARTS
3/7/2022	GEN 29107	MIKE NORTHRUP	750.00	REPAIRS TO LEAF VAC
3/7/2022	GEN 29107	MIKE NORTHRUP	262.50	INSTALLATION OF PARTS FOR SNOWBLOWER
3/7/2022	GEN 29113	REPUBLIC SERVICES	10,036.00	GARBAGE SERVICE
3/7/2022	GEN 29092	PEREZ, JOSE	66.61	UTILITY BILLING REFUND
3/7/2022	GEN 29094	BARON LAND CORPORATION	109.40	UTILITY BILLING REFUND
3/07/2022	29079	BENSON, JANICE	108.50	PAYROLL
3/07/2022	29080	ELWAER, ALI M	167.00	PAYROLL
3/07/2022	29081	GUNTHER, KIM M	108.50	PAYROLL

Check Run Date	Check Number	Vendor Name	Amount Paid	Description
3/07/2022	29082	MEAD JR, ROBERT H	108.50	PAYROLL
3/07/2022	29083	PELFREY, JESSICA L	108.50	PAYROLL
3/07/2022	29084	VERRAN, MICHAEL D	108.50	PAYROLL
3/07/2022	29086	AFLAC ,	89.29	PAYROLL
3/07/2022	29087	BLUE CARE NETWORK,	9,716.51	PAYROLL
3/07/2022	29088	DELTA DENTAL,	470.39	PAYROLL
3/07/2022	29090	MISDU,	54.48	PAYROLL
3/07/2022	EFT869	INTERNAL REVENUE SERVICE,	5,644.74	PAYROLL
3/07/2022	EFT870	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM,	2,608.39	PAYROLL
3/07/2022	EFT871	STATE OF MICHIGAN,	859.07	PAYROLL
3/8/2022	GEN 29097	DECATUR LUMBER COMPANY	401.97	SUPPLIES FOR DPW
3/8/2022	GEN 935(E)	INVOICE CLOUD	140.85	PAPERLESS INVOICES FOR CUSTOMERS
3/8/2022	GEN 29091	ROBERT HICKS INVESTMENTS	41.73	UTILITY BILLING REFUND
3/08/2022	29085	MYERS, GORDY J	1,516.76	PAYROLL
3/08/2022	DD103	TAPPER, CHRISTOPHER C	2,500.00	PAYROLL
3/08/2022	DD104	DUNCAN, MEGAN M	1,597.48	PAYROLL
3/08/2022	DD105	DAHLQUIST, THOMAS L	2,564.62	PAYROLL
3/08/2022	DD106	GIBBS JR, RICHARD S	171.87	PAYROLL
3/08/2022	DD107	RIGG, THEODORE A	2,183.96	PAYROLL
3/08/2022	DD108	STRICKLIN, TAYLOR C	1,908.32	PAYROLL
3/08/2022	DD109	VANDERWOUDE, THOMAS C	2,582.84	PAYROLL
3/08/2022	DD110	BRIDGES, DEBRA J	432.00	PAYROLL
3/08/2022	DD111	MANN, ELESA F	432.00	PAYROLL
3/08/2022	DD112	BOITNOTT, PATRICK A	1,362.60	PAYROLL
3/08/2022	DD113	DRISCOLL, DAVID J	1,395.50	PAYROLL
3/08/2022	DD114	EBELING, JAMES S	2,898.80	PAYROLL
3/08/2022	DD115	SHROYER, TIMOTHY J	1,558.52	PAYROLL
3/08/2022	DD116	AVERY, EVELYN M	1,411.20	PAYROLL
3/9/2022	GEN 29098	DECATUR ONE STOP	628.88	FUEL FOR PD
3/9/2022	GEN 936(E)	UNUM	824.57	SHORT/LONG/LIFE/AD&D INSURANCE FOR EMPLOYEES
3/9/2022	GEN 29108	MML-LIABILITY & PROPERTY POOL	30,077.00	MML LIABILITY AND PROPERTY POOL INSURANCE THRU 3/2023
3/18/2022	GEN 29147	SAFEBUILT LLC	1,337.00	BUILDING PERMITS
3/18/2022	GEN 29136	FERGUSON WATERWORKS #3386	90.36	8 FT CURB KEY FOR DPW
3/18/2022	GEN 29140	MICHIGAN MUNICIPAL TREASURERS ASSOC	550.00	2022 BASIC INSTITUTE FOR MUNICIPLE TREASURERS
3/18/2022	GEN	COMCAST CABLE	0.00	VOID
3/21/2022	GEN 934(E)	CONSUMERS ENERGY	2,270.75	HEATING SERVICES
3/21/2022	GEN 933(E)	AMERICAN ELECTRIC POWER	4,160.61	ELECTRICIAL SERVICES
3/21/2022	29123	AFLAC ,	89.29	PAYROLL
3/21/2022	29124	BLUE CARE NETWORK,	1,086.62	PAYROLL
3/21/2022	29125	DELTA DENTAL,	52.28	PAYROLL
3/21/2022	29127	MISDU,	54.48	PAYROLL
3/21/2022	29128	FOPLC,	111.00	PAYROLL
3/21/2022	EFT872	INTERNAL REVENUE SERVICE,	5,936.28	PAYROLL
3/21/2022	EFT873	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM,	3,002.39	PAYROLL
3/21/2022	EFT874	STATE OF MICHIGAN,	898.64	PAYROLL

Check Run Date	Check Number	Vendor Name	Amount Paid	Description
3/22/2022	29122	MYERS, GORDY J	1,467.00	PAYROLL
3/22/2022	DD117	TAPPER, CHRISTOPHER C	2,500.00	PAYROLL
3/22/2022	DD118	DUNCAN, MEGAN M	1,591.20	PAYROLL
3/22/2022	DD119	DAHLQUIST, THOMAS L	2,698.32	PAYROLL
3/22/2022	DD120	RIGG, THEODORE A	2,602.32	PAYROLL
3/22/2022	DD121	STRICKLIN, TAYLOR C	2,003.80	PAYROLL
3/22/2022	DD122	TAYLOR, WYATT E	294.05	PAYROLL
3/22/2022	DD123	VANDERWOUDE, THOMAS C	2,800.00	PAYROLL
3/22/2022	DD124	BRIDGES, DEBRA J	432.00	PAYROLL
3/22/2022	DD125	MANN, ELES A F	367.20	PAYROLL
3/22/2022	DD126	BOITNOTT, PATRICK A	1,280.00	PAYROLL
3/22/2022	DD127	DRISCOLL, DAVID J	1,440.00	PAYROLL
3/22/2022	DD128	EBELING, JAMES S	2,910.00	PAYROLL
3/22/2022	DD129	SHROYER, TIMOTHY J	1,760.00	PAYROLL
3/22/2022	DD130	AVERY, EVELYN M	1,428.00	PAYROLL
3/22/2022	DD131	PENTLAND, SHANTEL M	496.00	PAYROLL
3/28/2022	GEN 29129	ROBERT HICKS INVESTMENTS	32.41	UTILITY BILLING REFUND
3/29/2022	GEN 29130	COMCAST CABLE	840.21	FINAL PAYMENT FOR INTERNET AND FAX AT VILLAGE HALL
3/29/2022	GEN 29138	KROGEL'S AUTO SERVICE	53.89	MAINTENANCE ON PATROL CAR
3/29/2022	GEN 29138	KROGEL'S AUTO SERVICE	47.98	MAINTENANCE ON PATROL CAR
3/29/2022	GEN 29145	PLEUNE SERVICE CO INC	590.00	FURNACE INSPECTIONS AT VILLAGE HALL
3/29/2022	GEN 29139	MEGAN DUNCAN	513.00	HOTEL AND MEAL FOR MAMC CONFERENCE
3/29/2022	GEN 29149	VC3 INC	165.00	LOG MONITORING AND 1 YEAR MAINTENANCE IT RIGHT
3/29/2022	GEN 29139	MEGAN DUNCAN	204.75	MILEAGE FOR MAMC CONFERENCE
3/29/2022	GEN 29134	JIMMY EBELING	89.50	MILEAGE FOR WASTEWATER CONFERENCE
3/29/2022	GEN 29148	TAPPER FORD	2,422.34	MAINTENANCE AND REPAIRS FOR 2016 PATROL CAR
3/29/2022	GEN 29150	WIGHTMAN & ASSOCIATES	3,244.00	USDA APPLICATIONS FOR WATER AND WASTEWATER
3/29/2022	GEN 29150	WIGHTMAN & ASSOCIATES	1,105.00	USDA APPLICATIONS FOR WATER AND WASTEWATER
3/29/2022	GEN 29135	EVERBRIDGE, INC	2,808.00	SETUP FEE AND NIXLE ENGAGE
3/29/2022	GEN 29142	NIEUWENHUIS BUILDERS LLC	9,764.00	RENOVATION OF PD RESTROOM
3/30/2022	GEN 29137	HARVEY CONSULTING, LLC	206.25	PROFESSIONAL SERVICES FOR DDA AND PLANNING COMMISSION (OCT)
3/30/2022	GEN 29137	HARVEY CONSULTING, LLC	618.75	PROFESSIONAL SERVICES FOR DDA AND PLANNING COMMISSION (NOV)
3/30/2022	GEN 29137	HARVEY CONSULTING, LLC	562.50	PROFESSIONAL SERVICES FOR DDA AND PLANNING COMMISSION (DEC)
3/30/2022	GEN 29137	HARVEY CONSULTING, LLC	525.00	PROFESSIONAL SERVICES FOR DDA AND PLANNING COMMISSION (JAN)
3/30/2022	GEN 29137	HARVEY CONSULTING, LLC	543.75	PROFESSIONAL SERVICES FOR DDA AND PLANNING COMMISSION (FEB)
3/30/2022	GEN 29144	PARRETT COMPANY	219.12	PRINTING SERVICES FOR VILLAGE HALL AND PD (JAN)
3/30/2022	GEN 29144	PARRETT COMPANY	388.09	PRINTING SERVICES FOR VILLAGE HALL AND PD (FEB)
3/30/2022	GEN 29150	WIGHTMAN & ASSOCIATES	5,700.00	GEORGE ST IMPROVEMENTS
3/31/2022	GEN 29151	POSTMASTER	204.00	POSTAGE FOR UTILITY BILLS
			196,735.64	



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY: N/A
DATE: April 4, 2022

SUBJECT: Night Magic Display – Fireworks

Action Requested:

It is requested the Village Council approve the quote from Night Magic Display for the annual fireworks display for 2022 and authorize staff to execute the necessary permits.

Background:

Decatur has historically held fireworks display for the July 4th celebration. Staff has requested proposals and has received one return. The Village President along with staff and the Assistant Fire Chief of the Decatur-Hamilton Fire Department met with Dick Wilson, Night Magic Display to discuss the details behind the proposal. Staff has also connected with Bernie Sherburn, property owner of the launch location of the display.

The VFW 4th of July event will always be an event in which takes place on the day of July 4th. The Village of Decatur supports this event and the activities of this day. I have spoken with the membership from the VFW about the fireworks display and membership had no concerns about the Village proceeding with the fireworks display for SUNDAY, JULY 3rd, 2022.

Staff has proposed this event to be a project of the Downtown Development Authority. This expenditure is in budget of the Downtown Development Authority.

Attachments:

Night Magic Display

Corporate Office:
3999 Hupp Rd. Bldg R-3-1
LaPorte IN 46505



(800) 998-3900
(574) 272-6042 fax

March 21, 2022

Village of Decatur
Mr. Christopher Tapper
114 N. Phelps
Decatur MI 49045

Dear Mr. Tapper;

Enclosed please find your bid for the Village of Decatur Independence Day celebration fireworks display. Please take a moment to review the proposal, and if you should have any questions, please give me a call.

As always, we deeply appreciate your business and look forward to providing many new and exciting products and services that demonstrate our commitment to being your provider of choice for pyrotechnic displays.

A handwritten signature in black ink that reads "Dick Wilson". The signature is written in a cursive, flowing style.

Dick Wilson
magicpyro@aol.com

PROPOSAL

Village of Decatur

This proposal includes the following:

BID AMOUNT: \$20,000.00

**DISPLAY
DATES: July 3, 2022**

**LIABILITY \$10,000,000.00 Coverage provided by Everest
Insurance Company**

PRODUCT: All fireworks in enclosed bid.

**We reserve the right to substitute for equal or greater value if
product is not available.**

DELIVERY: By CDL/Hazmat endorsed drivers

**FIRING: All setup, firing of display by our protechnicians
and initial clean up.**

**WORKER'S
COMP.: Liberty Mutual Insurance
to cover the pyrotechnicians if provided**

Village of Decatur
Spectacular Fireworks!

July 03, 2022

\$20,000.00

REVISED MARCH 21, 2022

Opening Barrage

Three Inch Display Shells

12 - Wizard Chrysanthemum and Peony Shells

Body Of Display

Three Inch Display Shells

72 - Japanese Style Chrysanthemums

36 - Guandu Assorted Color Shells

9 - Guandu Fancy Flight Shells

8 - Crackling Nishiki Kamuros in flight

6 - Titanium Salute with Rising Tail

4 - Smiley Face

3 - Titanium Salutes with Rising Tails Shot in Flight

1 - White Strobe with Red Pistil

1 - Twitter Glitter

Four Inch Display Shells

18 - Guandu Assorted Shells

18 - Wizard Special Imported Shells

- 18 - Japanese Style Chrysanthemums
- 3 - Crackling Nishiki Kamuros in flight
- 3 - Assorted Ring Shells
- 3 - Red Strobe Waterfalls
- 3 - Brocade Crowns in Flight
- 1 - Red Strobe Sky Girl
- 1 - Purple to Lemon Strobe
- 1 - Red Bees
- 1 - Twitter Glitter
- 1 - Flower Crown
- 1 - Green Strobe Shell
- 1 - White Strobe Shells

Five Inch Display Shells

- 18 - Guandu Assorted Shells
- 18 - Wizard Special Imported Shells
- 18 - Yuan Yang Japanese Style Shells
- 10 - Fancy Color & Effect Shells
- 3 - Crackling Nishiki Willows in flight
- 3 - Brocade Crowns in Flight
- 2 - Yung Feng Japanese-Style Chrysanthemums
- 1 - Moving Blue Bees
- 1 - Brocade Crown
- 1 - Green Windbell Flower
- 1 - Orange Star Waterfall
- 1 - Purple to Lemon Strobe
- 1 - Red Bees
- 1 - Twitter Glitter

- 1 - White Windbell Flower
- 1 - Blue to Red Strobe
- 1 - Crackling Willow Flower
- 1 - Flower Crown with Pistil
- 1 - Gold Strobe Shell
- 1 - White Strobe Shell

Six Inch Display Shells

- 9 - Guandu Assorted Shells
- 9 - Wizzard Brand Display Shell
- 9 - Yuan Yang Japanese Style Shells
- 2 - Yung Feng Display Shell
- 1 - Brocade Ring to Saturn Shell

Eight Inch Display Shells

- 2 - Guandu Brilliant Chrysanthemums

Night Magic

The Grand Finale

120 - Three Inch Guandu Specialty Finale Shells

120 - Three Inch Wizard Multi-color Finale Shells

36 - Three Inch Gold Brocade Finale Shells

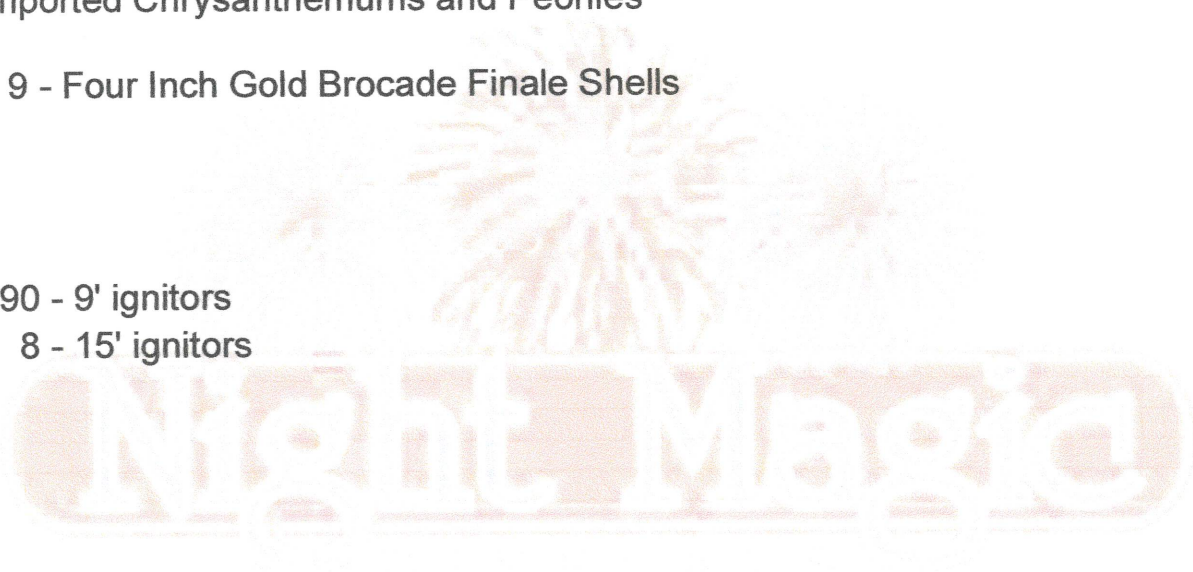
12 - Three Inch Titanium Salute Finale Shells

9 - Four Inch Grand Finale Bombshells consisting of Special Imported Chrysanthemums and Peonies

9 - Four Inch Gold Brocade Finale Shells

90 - 9' ignitors

8 - 15' ignitors



Quality or Quantity

If you need to make the choice, which will it be?

MAKE THE RIGHT CHOICE!

“NIGHT MAGIC QUALITY”

Is there really a difference in the quality of fireworks?

Is there a difference in cars, electronics, shoes, clothing and so on? Definitely.

And fireworks have differences, too.

When comparing fireworks proposals you may be tempted to base your decision on the number of shells you are getting.

BE AWARE

A large quantity of shells does not translate into a quality show.

A proposal with a high shell count will contain many cheap star shells and other poor quality fireworks.

A company who emphasizes their high number of shells is not likely to provide high quality shells.

From Night Magic Displays you will get Top-Quality Premium shells which transform into “ooo's” and “aahh's” from your audience.

Never choose a fireworks company just because it appears to have the most shells and the cheapest price. Always make your decision based on the high quality, safety, and reputation from

Night Magic Displays

(800) 998-3900

Remember, the bitterness of poor quality remains long after the sweetness of low price.



**COMPLETE FIREWORKS PROGRAMS FROM
SET UP TO CLEAN UP INCLUDING FULL
INSURANCE COVERAGE.**

**CUSTOM DESIGNED DISPLAYS CREATED
SPECIFICALLY FOR YOUR SITE AND BUDGET.
NIGHT MAGIC STOCKS THE LARGEST VARIETY
OF AMERICAN AND ORIENTAL SPECIAL EFFECTS
AVAILABLE, GIVING YOUR SPECTATORS THE VARIETY
AND EXCITEMENT THAT THEY EXPECT.**



Photos by Ewan Cheung



**P.O. Box 778
NEW CARLISLE, IN 46552
800-998-3900
574-272-6042 FAX
MAGICPYRO@AOL.COM**

2022 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY
OF CITY, VILLAGE OR TOWNSHIP
BOARD ONLY

DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256

The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☐ Display Fireworks
- ☐ Public Display ☐ Private Display
- ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Night Magic Displays		ADDRESS OF APPLICANT 3999 Hupp Road, Building R-3-1, La Porte, IN 46350	AGE OF APPLICANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER Richard Wilson		ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 3999 Hupp Road, Building R-3-1, La Porte, IN 46350	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) Tony Nault		ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT) 5980 East Hillcrest Drive Eaton Rapids, MI 48827	TELEPHONE NUMBER (517) 410-2361
NAME OF PYROTECHNIC OPERATOR Aubrey Schrock		ADDRESS OF PYROTECHNIC OPERATOR 66015 Miami Road Bremen, IN 46506	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
NO. YEARS EXPERIENCE 22	NO. DISPLAYS 100+	WHERE Diamond Lake, Paw Paw, Wyoming, MSU, etc	
NAME OF ASSISTANT		ADDRESS OF ASSISTANT	AGE OF ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO
NAME OF OTHER ASSISTANT		ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER <input type="checkbox"/> YES <input type="checkbox"/> NO

EXACT LOCATION OF PROPOSED DISPLAY

DATE OF PROPOSED DISPLAY **7/3/2022** TIME OF PROPOSED DISPLAY **Dusk**

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

No storage is required. Delivered to shooting site day of display.

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT) **\$10,000,000** NAME OF BONDING CORPORATION OR INSURANCE COMPANY **Britton-Gallagher & Associates**

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY
One Cleveland Center, Floor 30, 1375 East 9th Street, Cleveland, OH 44144

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
440	3 inch display shells
91	4 inch display shells
85	5 inch display shells
30	6 inch display shells
2	8 inch display shells

SIGNATURE OF APPLICANT **Richard Wilson**

DATE **3/21/2022**

2022 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256

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This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks
☒ Public Display ☐ Private Display
☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY.

PERMIT(S) EXPIRATION DATE
(ENTER DATE OF EXPIRATION)

NAME OF PERSON PERMIT ISSUED TO

Aubrey Schrock

AGE (18 YEARS OR OLDER)

☒ YES ☐ NO

ADDRESS OF PERSON PERMIT ISSUED TO

66015 Miami Road, Bremen, IN 46506

NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION

Night Magic Displays

ADDRESS

3999 Hupp Road, Building R-3-1, LaPorte IN 46350

NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary)

648 pcs 3 to 8 inch display shells

EXACT LOCATION OF DISPLAY OR USE

CITY, VILLAGE, TOWNSHIP

Village of Decatur

DATE

7/3/2022

TIME

Dusk

BOND OR INSURANCE FILED

☒ YES ☐ NO

AMOUNT

\$10,000,000.00

Issued by action of the Legislative Body of a

☐ City ☐ Village ☐ Township of _____ on the _____ day of _____

(Signature and Title of Legislative Body Representative)

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT

NIGHT MAGIC DISPLAYS

3999 Hupp Rd. Bldg R-3-1 La Porte IN 46350

800-998-3900 Toll Free

Fax 574-272-6042

AGREEMENT

AGREEMENT made this 21st day of March 2022 by **Night Magic Displays**, by its authorized agent hereinafter referred to as "Seller" and (the) **Village of Decatur** hereinafter referred to as "Buyer".

1. **SALE OF GOODS:** The Seller shall sell to the Buyer certain Fireworks Display(s) in accordance with the program (Bid) attached hereto which shall be incorporated herein. This Display will be given on the evening(s) of **July 3, 2022**, weather permitting, it being understood that should any factor prevent the giving of any Display on the date mentioned herein, it will be given on the next agreed upon date in 2022. *see item 2.

2. **PURCHASE PRICE and PAYMENT:** Purchase price shall be **\$20,000.00** Payment shall be made within 10 days after display is shot. A finance charge of one- and one-half percent per month will be assessed on all accounts overdue.

If inclement weather or any other factors should prevent the giving of this display on the agreed upon date, the Buyer will have the option of fulfilling this agreement with a buyout of 40% of the agreed display amount to the Seller.

3. **CLAIMS:** Any claims for loss or damage, defective materials and or product or shortages in count, or for any other cause is waived by Buyer unless made within Three (3) days after delivery.

WARRANTIES: The Seller warrants that the displays and their contents are in conformity with the specifications set forth in the Bid. No other representations or warranties have been made by the Seller or relied upon by the Buyer. This warranty is expressly in lieu of any and all warranties expressed or implied.

4. **LIABILITY:** The Buyer further agrees to provide the following:

- a) Sufficient area for the Displays in accordance with the N.F.P.A. code of distances.
- b) Adequate Security Staff protection to prevent spectators from entering Display Area.
- c) Protection of the Display area by roping off or similar facility.
- d) Daylight inspection of Display site the day following the Display.
- e) State Permit for Fireworks Display where required.

5. **ADDITIONAL COVENANTS:**

- a) Seller agrees to furnish Pyrotechnicians for this Display. This includes labor for setup, firing, tear down of display and initial inspection and cleanup of Display area.
- b) Seller shall purchase insurance for the benefit of Seller and Buyer in the amount of \$10,000,000.00 for each display. Such insurance shall cover damage and personal injury resulting from any aspect of this contract.
- c) All individual entities listed on the Certificate of Insurance will be deemed an additional insured per this contract.

6. **BENEFIT:** This agreement shall be binding upon and inure to the benefit of the parties, their successors, and assigns.

IN WITNESS, WHEREOF THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT THIS _____

DAY OF _____, 2022.

NIGHT MAGIC DISPLAYS

By _____
Authorized Agent of SELLER

By _____
Authorized Agent of BUYER

Insurance certificate will be emailed to
address provided here by buyer

Printed Name _____ email address _____

Billing Address _____ City _____ State _____ Zip _____



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY: N/A
DATE: April 4, 2022

SUBJECT: Brink Wood Products Quote - Parks

Action Requested:

It is requested the Village Council approve the quote from Brink Wood Products for playground mulch for the Village of Decatur, Red Woolfe Park and Veterans Memorial Park at a cost not to exceed \$6,300.00

Background:

As part of continue maintenance of the Village of Decatur park services. The DPW has received a quotation from Brink Wood Products to provide 210 c yards of playground mulch. The purchase is included in the fiscal year 2023 budget.

Attachments:

Brink Wood Products

Re: Quote

Christopher Tapper <ctapper@decaturmi.us>

Thu 3/17/2022 2:59 PM

To: Jim Ebeling <jebeling@decaturmi.us>



Christopher Tapper
Village Manager, Village of Decatur
269-423-6114

From: Jim Ebeling <jebeling@decaturmi.us>
Sent: Thursday, March 17, 2022 2:44:10 PM
To: Christopher Tapper <ctapper@decaturmi.us>
Subject: Fwd: Quote

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Sales - Brink Wood Products <sales@brinkwoodproducts.net>
Sent: Thursday, March 17, 2022 2:14:24 PM
To: Jim Ebeling <jebeling@decaturmi.us>
Subject: Quote

Hi Jim,
Thank you for contacting us.

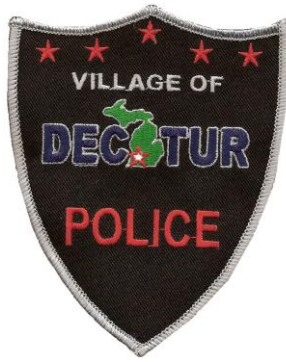
Re: Village of Decatur, Red Woolfe Park & Veterans Memorial Park

210 c. yards Playground Mulch Installed @ \$30 per cubic yard = \$6,300

This quote is valid thru October 15, 2022.

Let us know if you would like to work with us.

Make it a great day.
Shelly Doornbos
Brink Wood Products, Inc.
1175 - 76th Street SW
Byron Center, MI 49315
616-878-9190
Fax 616-878-0012
www.brinkwoodproducts.net
sales@brinkwoodproducts.net
All Tax Must Be Added If Applicable
We reserve the right to add a fuel surcharge pending market conditions.



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

To: Village Manager Chris Tapper
Fr: Chief Tom VanDerWoude
Date: March 29, 2022
Ref: Monthly Report for the Month of March 2022

Meetings / Events / Information:

- Treatment Court Policy Meeting
- Council Meeting
- Meeting with Local Chief's
- Fire Board Meeting
- Officer Evaluations Completed
- Meeting with SafeBuilt
- Meeting with Builder
- Meeting with MML Representative
- Meeting in regards to Facilities
- Meeting with Prosecutor Zuiderveen in regards to AFC Home
- Meeting with Sgt. Rigg
- Training: Sgt. Rigg attended TAC Training (LEIN Computer Information)

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

Arrests: March 1, 2022 to March 29, 2022

- 3-29-22, Male, Criminal Sexual Conduct

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

- Larceny of Gasoline
- Missing Person
- Check Railroad Crossing Gates
- Assist Fire Department
- FOIA Request
- FOIA Request
- Liquor Inspection

- Fraud
- Assist Medical
- General Assist
- Warrants, FTA
- Salvage
- Public Relations
- Suspicious Vehicle
- Assist Medical
- Found Property
- Suspicious Vehicles, Assist VBCS
- Assault
- Suicidal Subject
- General Assist
- Assault
- General Assist
- Counterfeit Money
- Alarm
- Trespass
- Traffic Policing
- Found Property
- Assist Medical
- Domestic Violence
- Assist Medical
- Salvage
- Salvage
- Salvage
- Identity Theft
- General Assist
- Suspicious Situation
- Suspicious Situation
- Reckless Driving
- General Assist
- Suspicious Situation
- Found Property
- Blight
- PDA
- Assist Medical
- Suicidal Subject
- General Assist
- Domestic Violence
- Assist, Stolen Vehicle
- Fraud
- General Assist
- Assist Medical
- Dog at Large

- Traffic Policing
- Assist Medical
- General Assist
- Assist to CPS
- Traffic Policing
- Alarm
- Civil Dispute
- Suspicious Situation
- Assist Medical
- Suspicious Situation
- Salvage
- Salvage
- No License
- Suspicious Vehicle
- Assist VBCS, Threats
- General Assist
- Stalking
- Assist Medical
- Probation Violation
- General Assist to VBCS, FOC Warrant Arrest
- Suspicious Situation
- Property Damage Accident
- Blight
- Blight
- Mental Investigation
- Accident, Assist MSP
- Suspicious Situation
- Found Property
- Salvage
- Salvage
- Alarm
- Found Property
- Assault
- Dog at Large
- Blight
- Bench Warrant
- Fugitive Information
- Assist Medical
- General Assist
- Suspicious Situation
- Suicidal Subject
- Non Compliant Sex Offender
- Non Compliant Sex Offender
- Civil Dispute
- Assist Medical

- Blight

Thank you! Please stay safe!

Chief Tom VanDerWoude



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM – WEEKLY REPORT

TO: Village Council
FROM: Jimmy Ebeling, DPW
REVIEWED BY: Christopher Tapper, Village Manager
DATE: April 4, 2022

SUBJECT: March 2022 Monthly Report from DPW

March 2022 – Jobs completed

Read Water Meters for billing
Marked Miss Digs (409 S. Williams, 303 Sandy Knoll, 508 S George, 207 N Williams, 218 N John, 100 W Bronson, 150 E Bronson)
Data-logged meter for high water usage (chart of usage- Hemenway)
Serviced equipment
Picked up brush
Checked sanitary sewers
Taught Driscoll to read water meters with auto reader
Turned OFF water meter – 107 N. John, 520 Cherry Ln,
Turned ON water meter - 302 N Phelps, 307 E St Mary's, 520 Cherry Lane
Read final usage on meter (314 W. St. Mary's, 408 Michigan Ave.)
Flushed water meter for smell/color – 312 Paw Paw,
Jetted Sewer - 409 S George,
Checked out sink hole in back yard – nothing to do with Village 107 N John
Filled dirt around water line access – 212 E St Mary's, Bailey White Oak
Removed Rainbow from front Office Window
Checked basement under Village Manager office for possible repairs
Snow & Ice removal
Cut dead trees down at Red Woolfe Park
Tree Trimming
Cold Patched roads
Picked up load of cold patch at VCRC
March Wastewater Discharge
Brush removal at wastewater lagoons
Spring parks clean up
Sewer Maintenance
Bathrooms opened at Raider Romp
Playground mulch delivered at Raider Romp
Leaves & brush pick up
Annual Pumpage report and cross connection report done for Eagle



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Christopher Tapper, Village Manager
REVIEWED BY: N/A
DATE: April 4, 2022

SUBJECT: Decatur-Hamilton Fire & QR Report – March 2022

Action Requested:

It is requested the Village Council receive a report from the March 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 QR Department will be proceeding to increase the millage rate from 0.5 to 1.5 mills. This is being requested to fund department staffing. As Council will recall, the Village does not need to formally approve or disapprove of this action from the Decatur-Hamilton Fire Board.

Attachments:

Fire Department – agenda 3/28/2022
QR Department – agenda 3/28/2022

DECATUR-HAMILTON FIRE BOARD

REGULAR MEETING

Monday, March 28, 2022

- 1. Call to Order, Pledge of Allegiance, and Roll Call**
- 2. Public Comment**
- 3. Additions/Deletions to the Agenda**
- 4. Approval of Agenda**
- 5. Approval of Minutes from the February 28, 2022 Fire Board Regular Meeting**
- 6. Approval of Bills in a total of \$8,462.22**
- 7. Treasurer's Report**
- 8. Officer Reports**
 - a. Chief's Report
 - b. Secretary's Report
 - c. Training Report
 - d. Truck Captain's Report
 - e. Building Report
- 9. DHFD Auxiliary Report**
- 10. Personnel**
- 11. Unfinished Business**
 - a. Ongoing By-Law Revisions
- 12. New Business**
- 13. Public Comment**
- 14. Adjournment**

DECATUR-HAMILTON FIRE BOARD

MEETING MINUTES

Monday, February 28, 2022

1. The meeting was called to order at 6:14 PM by Chairman Druskovich. Roll call was taken with Druskovich, , Flowers, Gateley, Kusmack K, Kusmack M, Newell, and Newton present.
2. Public Comment was given.
3. Kusmack M moved, Gateley seconded, CARRIED, to approve Agenda as presented. All were in favor.
4. Kusmack M moved, Gateley seconded, CARRIED, to approve the January 31, 2022 Regular Meeting Minutes as presented. All were in favor.
5. Newell moved, Flowers seconded, CARRIED, to approve bills as presented in a total of \$11,524.05 as presented. All were in favor.
6. Newton gave the Treasurer's Report noting \$130,307.79 in the General Fund, \$38,560.25 in the Capital Expense Fund, \$1,233.98 in the Donations Fund, and \$698.21 in the Restitutions Fund for a total fund balance of \$170,800.23 across all funds. Newton noted that Supplies; Utilities; Pagers-Radios; and Fire Prevention were overbudget at this time. However, he noted that there were several other accounts with lower than budgeted expenditures and budget adjustments will be completed in March/April to determine if any items will need approval at the 2022 Annual Meeting.
 - a. Kusmack K moved, Flowers seconded, CARRIED, to approve Treasurer's Report as presented. All were in favor.
7. Officer Reports
 - a. Chief's Report
 - i. Chief Gerhold noted that 1464 is in for spring repairs.
 - ii. Discussion was held on insurance coverage and if the level of coverage was sufficient. Department to speak with Jay Newell.
 - b. Secretary-add 2 calls: 2 in Hamilton Township.
 - c. Training Report-Fire Academy online learning system was reviewed. Costs were listed at \$3,040.00 per year over the proceeding 3 years.
 - i. Kusmack K moved, Flowers seconded, CARRIED, to approve purchase of Fire Academy Online Learning System. All were in favor.
 - d. Truck Captain's Report-Nothing to add.
 - e. Building Report-Nothing to add.
 - f. Newton moved, Flowers seconded, CARRIED, to accept Officer Reports as presented. All were in favor.
8. Auxiliary Report
 - a. Auxiliary will be taking over Address Sign Program.
9. Personnel-Nothing to add.
10. Unfinished business
 - a. By-Law Update-Planning to have some updated materials for next month.
11. New Business
 - a. Return of Turnout Gear and Books, N. Gaikis
 - i. There was a question raised from Gaikis regarding Firefighter I and II requirements.
 - ii. Gakis indicated he applied in 2019, Chief Conklin referred to Investigative Committee.

- iii. Gaikis indicated that he only had 2020 to complete Firefighter I and II due to pandemic.
- iv. Druskovich stated that board is trying to ensure this situation is evaluated properly and fairly.
- v. It was clarified that the timeframe for Firefighter I and II requirement was 2019 to 2021.
- vi. Druskovich indicated that anyone is welcomed to contact him via his office when necessary.
- vii. Druskovich stated that this is a volunteer group and everyone needs to communicate and work together.

12. Public Comment was given.

13. Newton moved, Flowers seconded, CARRIED, to adjourn the meeting at 6:43 PM.

Decatur-Hamilton Fire Administration Board

Income and Expense Report

03/02/22 to 04/01/22

Date	Check #	Name	Description	Debit	Credit
03/02/2022	11072	Kusmack Electric	Building Repairs		\$ 1,100.00
03/02/2022	11073	Lock Master Security LLC	Door Security System		\$ 180.00
03/02/2022	11074	Dinges Fire Company	Supplies		\$ 635.97
03/03/2022	EFT	Consumers	Natural Gas Service		\$ 437.55
03/03/2022	EFT	Village of Decatur	Water/Sewer Service		\$ 58.59
03/03/2022	EFT	COMCAST	Phone/Internet		\$ 206.63
03/10/2022	11075	D.L. Gallivan Office Solutions	Printer Service		\$ 46.80
03/11/2022	EFT	Wells Fargo	Printer Service		\$ 50.70
03/11/2022	EFT	AEP	Electric Service		\$ 223.87
03/15/2022	EFTPS	Internal Revenue Service	Payroll Exp		\$ 173.10
03/16/2022			Interest	\$ 4.91	
03/22/2022	11076	Dinges Fire Company	Supplies		\$ 92.62
03/22/2022	11077	West Shore	Equipment		\$ 221.17
03/22/2022	11078	Decatur Hardware	Supplies		\$ 106.41
03/22/2022	11079	Best Way Disposal	Trash Service		\$ 172.14
03/22/2022	11080	Reeder Accounting	Accounting Service		\$ 300.00
03/22/2022	11081	Newell Agency	Insurance		\$ 1,540.00
03/22/2022	11082	Decatur Hardware	Supplies		\$ 40.27
03/22/2022		Tax Revenue	Tax Revenue	\$ 34,978.37	
03/22/2022	11087	Van Buren County Fire Chiefs Association	Trav,Train,Misc		\$ 100.00
03/22/2022	11086	Amy M Williams	Payroll		\$ 826.40
04/01/2022	11083	DHFD	Contracted Services		\$ 500.00
04/01/2022	11084	Joe Gerhold	Chief		\$ 1,300.00
04/01/2022	11085	Matthew Newton	Treasurer		\$ 150.00
TOTAL:				\$ 34,983.28	\$ 8,462.22

HAMILTON & DECATUR FIRE

Balance Sheet

As of April 1, 2022

	Apr 1, 22
ASSETS	
Current Assets	
Checking/Savings	
HAMILTON FIRE	156,804.10
Savings 14986	38,560.25
Savings - Donation Fund 17883	1,233.98
Savings - Restitutions	698.21
Honor Savings #142386	205.00
Total Checking/Savings	197,501.54
Other Current Assets	
Prepaid insurance	15,142.46
Accts Receivable - Other	570.00
Total Other Current Assets	15,712.46
Total Current Assets	213,214.00
Fixed Assets	
Equipment	835,915.10
Fixed assets	11,681.00
Total Fixed Assets	847,596.10
TOTAL ASSETS	1,060,810.10
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
First State Bank Loan	300,000.00
Accts payable	1,464.00
24000 - Payroll Liabilities	314.69
Total Other Current Liabilities	301,778.69
Total Current Liabilities	301,778.69
Long Term Liabilities	
Deferred Revenue	104,500.00
Total Long Term Liabilities	104,500.00
Total Liabilities	406,278.69
Equity	
3900 - Retained Earnings	398,051.78
3000 - Open Bal Equity	265,167.50
Net Income	-8,687.87
Total Equity	654,531.41
TOTAL LIABILITIES & EQUITY	1,060,810.10

HAMILTON & DECATUR FIRE

Annual Budget vs Fiscal Year To Date

July 1, 2021 through April 1, 2022

	07/01/2021 - 04/01/2022	Annual Budget	\$ Over Budget
Income			
Tax Rev			
Hamilton	94,891.46	110,000.00	-15,108.54
Decatur Twp	31,771.52	160,000.00	-128,228.48
Total Tax Rev	126,662.98	270,000.00	-143,337.02
Building Lease	9,000.00	23,000.00	-14,000.00
Int Inc	8,147.63	1,000.00	7,147.63
Misc Inc	600.00	1,500.00	-900.00
Insurance Payout	547.00	0.00	547.00
Total Income	144,957.61	295,500.00	-150,542.39
Expense			
Repairs			
Vehicles	27,781.75	35,000.00	-7,218.25
Bldg	8,793.94	15,000.00	-6,206.06
Equip	1,393.97	5,000.00	-3,606.03
Kitchen	142.00	0.00	142.00
Other	0.00	1,000.00	-1,000.00
Radio	0.00	1,000.00	-1,000.00
Total Repairs	38,111.66	57,000.00	-18,888.34
Supplies Turnout Gear	28,030.05	80,000.00	-51,969.95
Supplies	21,675.04	15,000.00	6,675.04
66000 - Payroll Expenses	12,337.94	15,000.00	-2,662.06
Salaries	11,275.00	32,000.00	-20,725.00
Util	10,604.56	7,500.00	3,104.56
Supplies Pagers- Radios	8,178.79	7,500.00	678.79
Prof Fee	5,026.50	6,000.00	-973.50
Contracted Serv	5,000.00	7,500.00	-2,500.00
Insur	3,918.00	25,000.00	-21,082.00
Trav,Train,Misc	2,745.96	3,500.00	-754.04
Fuel & Oil	2,356.57	3,000.00	-643.43
Travel Fire Prevention	2,147.83	2,000.00	147.83
Supplies Hoses	2,061.32	8,000.00	-5,938.68
Capital outlay/Reserve	176.26	30,000.00	-29,823.74
Audit	0.00	6,500.00	-6,500.00
Total Expense	153,645.48	305,500.00	-151,854.52
Net Income	-8,687.87	-10,000.00	1,312.13

HAMILTON & DECATUR FIRE
Profit & Loss
March 2 through April 1, 2022

	<u>Mar 2 - Apr 1, 22</u>
Income	
Tax Rev	
Hamilton	28,371.77
Decatur Twp	<u>5,606.60</u>
Total Tax Rev	33,978.37
Building Lease	1,000.00
Int Inc	<u>4.91</u>
Total Income	34,983.28
Expense	
Repairs	
Bldg	1,280.00
Equip	<u>267.97</u>
Total Repairs	1,547.97
Insur	1,540.00
Salaries	1,450.00
Util	1,098.78
66000 · Payroll Expenses	1,036.67
Supplies	875.27
Contracted Serv	500.00
Prof Fee	300.00
Trav,Train,Misc	<u>100.00</u>
Total Expense	8,448.69
Net Income	<u><u>26,534.59</u></u>

Secretary Report for March 2022

5 calls for month

Village	1-Co2 Alarm
Decatur Twp	1-Vehicle Accident 1-Co2 Alarm
Hamilton Twp	1-Lift Assist

1 Mutual aid call to Wayne Township

Reported as of March 20, 2022

Submitted by Secretary,

Amy M. Williams

DECATUR-HAMILTON FIRE DEPARTMENT AGENDA

**For
March 7th, 2022**

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
- 4. Approval of Treasure Report**
- 5. Motion to Pay Bills**
- 6. Additions/Deletions to Agenda**
- 7. Old Business**
- 8. New Business**
 - A. Truck Maintenance
 - B. Applications
 - C. Shirt Store
 - D. Training Program
- 9. Training**
- 10. Committee Reports**
 - A. Kitchen
 - B. Sick
 - C. Fire Prevention/Jamboree
 - D. Awards
 - E. Investigating
 - F. SOG/ByLaws
 - G. Uniform
 - H. Truck
 - I. Auxiliary
- 11. Comments from Membership**
- 12. Motion for Adjournment**

Upcoming Events

3/7 Business Meeting @1830hrs
3/8 Auxiliary Meeting @1930hrs
3/9 Jamboree Meeting @1800hrs
3/12 Tentatively Cadet/Probie Training 1800hrs w/ Ken & Jacob
3/13 Day Training 0800hrs
3/14 Night Training @1830hrs
3/19 Truck/Building Report due today!
3/28 Fireboard Meeting 1800hrs

Note-These events are subject to change so please check the board in the meeting room.

Register Report - Feb 2022

2/1/2022 through 2/28/2022

Page 1

3/4/2022

Date	Account	Description	Memo	Category	Amount
BALANCE 1/31/2022					758.87
2/1/2022	Checking	Fire Board	February	Other Inc, Bus	500.00
2/7/2022	Checking	*State Of Michigan	program fee for new radio in new truck		-250.00
2/22/2022	Checking	*USPS	postage		-14.76
2/28/2022	Checking	Interest Earned		Interest Inc	0.04
2/28/2022	Checking	Fire Board	program new radio in new truck	Reimbursement	250.00
2/28/2022	Checking	FOIA Request	copy of fire report		15.00
2/28/2022	Checking	Village Market	account at store	Groceries	-174.76
2/1/2022 - 2/28/2022					325.52
BALANCE 2/28/2022					1,084.39

Register Report - Q4 2021

10/1/2021 through 12/31/2021

Page 1

3/4/2022

Date	Account	Description	Memo	Category	Amount
BALANCE 9/30/2021					6,089.37
10/18/2021	Checking	Fire Preventi... Fire Jamboree	donations from Jamboree		100.00
10/18/2021	Checking	Fire Preventi... Look Sharp Image	jamboree shirts		-885.50
10/31/2021	Checking	Fire Preventi... To Checking Account	suspenders for sparky		-13.77
12/31/2021	Checking	Fire Preventi... Connie McIntyre	donation for burn pile	Donation	200.00
10/1/2021 - 12/31/2021					-599.27
BALANCE 12/31/2021					5,490.10

Register Report - Feb 2022

2/1/2022 through 2/28/2022

Page 1

3/4/2022

Date	Account	Description	Memo	Amount
BALANCE 1/31/2022				1,467.95
2/2/2022	Auxiliary	Amazon	gender reveal for members	-69.90
2/14/2022	Auxiliary	Cricut	stuff for cricut	-10.59
2/28/2022	Auxiliary	Dollar General	supplies for station	-18.72
2/28/2022	Auxiliary	Mike Flowers	address sign	25.00
2/28/2022	Auxiliary	Paul Pullen	address sign	25.00
2/28/2022	Auxiliary	Connie Johnson	address sign	25.00
2/1/2022 - 2/28/2022				-24.21
BALANCE 2/28/2022				1,443.74

Cash on hand

Register Report - Feb 2022

2/1/2022 through 2/28/2022

Page 1

3/3/2022

Date	Account	Description	Memo	Amount
BALANCE 1/31/2022				263.08
2/7/2022	Cash Account	Steve Mroczek Donation		50.00
2/7/2022	Cash Account	Bottle Returns	bottle returns	21.10
2/1/2022 - 2/28/2022				71.10
BALANCE 2/28/2022				334.18

Non Incident Event

Decatur-Hamilton Fire Dept

Reference# 1106

General Information

Start Date/Time 01/09/2022 09:00:00

End Date/Time 01/09/2022 10:00:00

Length in Hours 1.00

Location Firehall

Event Type Training,

Description FIT TESTING

Comments**Personnel Attendance**

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000045	Anderson, James	1.00		0.00
00000001	Arnold, Bill	1.00		0.00
00000025	Bishop, Scotty	1.00		0.00
00000029	Bush, Mike	1.00		0.00
00000027	Bush, Tom	1.00		0.00
00000034	Cullen, Zachary	1.00		0.00
00000008	Duncan, Harry	1.00		0.00
00000009	Duncan, Scott	1.00		0.00
00000035	Dunkerley, Kenneth	1.00		0.00
00000055	Emmons, Jason	1.00		0.00
00000046	Flowers, Nychole	1.00		0.00
00000012	Gerhold, Joseph	1.00		0.00
00000054	Harris, Jesse	1.00		0.00
00000024	Haun, Randall	1.00		0.00
00000039	Holmes, Shawn	1.00		0.00
00000013	Jackson, Erin	1.00		0.00
00000022	Jerue, Joseph	1.00		0.00
00000023	Krall, Dustin	1.00		0.00
00000053	McBride, Shane	1.00		0.00
00000015	Pullen Sr., Paul	1.00		0.00
00000030	Schaap, Chris	1.00		0.00
00000017	Secondi, Rich	1.00		0.00
00000041	Seelye, Heath	1.00		0.00
00000044	Williams, Marissa	1.00		0.00
00000047	Williams, Randy	1.00		0.00
		Total Manpower	25.00	
		Total Attended	25	

Personnel Involved

ID#	Last Name, First	Type
-----	------------------	------

Class, Evolutions, Topics

Training Type or Category	Description	Start	End	Length
				0.00

Non Incident Event

Decatur-Hamilton Fire Dept

Reference# 1108

General Information

Start Date/Time 03/07/2022 18:27:00

End Date/Time 03/07/2022 19:38:00

Length in Hours 1.18

Location Firehall

Event Type Meeting,

Description Business Meeting

Comments**Personnel Attendance**

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000045	Anderson, James	1.18		0.00
00000001	Arnold, Bill	1.18		0.00
00000002	Avery, Dale	1.18		0.00
00000029	Bush, Mike	1.18		0.00
00000027	Bush, Tom	1.18		0.00
00000052	Carlsen, Gaige	1.18		0.00
00000034	Cullen, Zachary	1.18		0.00
00000005	Dragomir, David	1.18		0.00
00000008	Duncan, Harry	1.18		0.00
00000009	Duncan, Scott	1.18		0.00
00000035	Dunkerley, Kenneth	1.18		0.00
00000037	Gerhold, Jacob	1.18		0.00
00000012	Gerhold, Joseph	1.18		0.00
00000054	Harris, Jesse	1.18		0.00
00000024	Haun, Randall	1.18		0.00
00000007	Hayes, Art	1.18		0.00
00000039	Holmes, Shawn	1.18		0.00
00000013	Jackson, Erin	1.18		0.00
00000022	Jerue, Joseph	1.18		0.00
00000023	Krall, Dustin	1.18		0.00
00000015	Pullen Sr., Paul	1.18		0.00
00000017	Secondi, Rich	1.18		0.00
00000016	Shugars, Ron	1.18		0.00
00000044	Williams, Marissa	1.18		0.00
00000047	Williams, Randy	1.18		0.00
		Total Manpower	29.50	
		Total Attended	25	

Personnel Involved

ID#	Last Name, First	Type
-----	------------------	------

Class, Evolutions, Topics

Training Type or Category	Description	Start	End	Length
				0.00

Non Incident Event

Decatur-Hamilton Fire Dept

Reference# 1109

General Information

Start Date/Time 03/07/2022 18:27:00

End Date/Time 03/07/2022 19:27:00

Length in Hours 1.00

Location Firehall

Event Type Meeting,

Description Officer Continuing Ed Training

Comments

Personnel Attendance

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000027	Bush, Tom	1.00		0.00
00000012	Gerhold, Joseph	1.00		0.00
00000024	Haun, Randall	1.00		0.00
00000022	Jerue, Joseph	1.00		0.00
		Total Manpower	4.00	
		Total Attended	4	

Personnel Involved

ID#	Last Name, First	Type
-----	------------------	------

Class, Evolutions, Topics

Training Type or Category	Description	Start	End	Length
				0.00

Non Incident Event

Decatur-Hamilton Fire Dept

Reference# 1102

General Information

Start Date/Time 03/12/2022 18:00:00

End Date/Time 03/12/2022 19:00:00

Length in Hours 1.00

Location Firehall

Event Type Training,

Description Cadet/Probie Training-Scene Size Up

Comments**Personnel Attendance**

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000051	Bishop, Jossalyn	1.00		0.00
00000025	Bishop, Scotty	1.00		0.00
00000050	Bishop, Xavier	1.00		0.00
00000034	Cullen, Zachary	1.00		0.00
00000035	Dunkerley, Kenneth	1.00		0.00
00000048	Flowers, Nolyn	1.00		0.00
00000046	Flowers, Nychole	1.00		0.00
00000049	Flowers, Rilyn	1.00		0.00
00000037	Gerhold, Jacob	1.00		0.00
00000012	Gerhold, Joseph	1.00		0.00
00000038	Haun, Chloe	1.00		0.00
00000024	Haun, Randall	1.00		0.00
00000040	Shindeldecker, Tyler	1.00		0.00
		Total Manpower	13.00	
		Total Attended	13	

Personnel Involved

ID#	Last Name, First	Type
-----	------------------	------

Class, Evolutions, Topics

Training Type or Category	Description	Start	End	Length
				0.00

Non Incident Event

Decatur-Hamilton Fire Dept

Reference# 1100

General Information

Start Date/Time 03/13/2022 09:00:00

End Date/Time 03/13/2022 13:00:00

Length in Hours 4.00

Location Firehall

Event Type Training,

Description Blood Borne Pathogens

Comments

Personnel Attendance

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000051	Bishop, Jossalyn	4.00		0.00
00000025	Bishop, Scotty	4.00		0.00
00000050	Bishop, Xavier	4.00		0.00
00000027	Bush, Tom	4.00		0.00
00000009	Duncan, Scott	4.00		0.00
00000055	Emmons, Jason	4.00		0.00
00000037	Gerhold, Jacob	4.00		0.00
00000038	Haun, Chloe	4.00		0.00
00000024	Haun, Randall	4.00		0.00
00000039	Holmes, Shawn	4.00		0.00
00000022	Jerue, Joseph	4.00		0.00
00000023	Krall, Dustin	4.00		0.00
00000043	Mead, Austin	4.00		0.00
00000015	Pullen Sr., Paul	4.00		0.00
00000040	Shindeldecker, Tyler	4.00		0.00
		Total Manpower	60.00	
		Total Attended	15	

Personnel Involved

ID#	Last Name, First	Type
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Class, Evolutions, Topics

Training Type or Category	Description	Start	End	Length
				0.00

Non Incident Event

Decatur-Hamilton Fire Dept

Reference# 1101

General Information

Start Date/Time 03/14/2022 17:00:00

End Date/Time 03/14/2022 21:00:00

Length in Hours 4.00

Location Firehall

Event Type Training,

Description Blood Borne Pathogens

Comments

and DHFD Auxiliary President Jamie Haun

Personnel Attendance

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000045	Anderson, James	4.00		0.00
00000001	Arnold, Bill	4.00		0.00
00000002	Avery, Dale	4.00		0.00
00000029	Bush, Mike	4.00		0.00
00000052	Carlsen, Gaige	4.00		0.00
00000034	Cullen, Zachary	4.00		0.00
00000005	Dragomir, David	4.00		0.00
00000008	Duncan, Harry	4.00		0.00
00000035	Dunkerley, Kenneth	4.00		0.00
00000048	Flowers, Nolyn	4.00		0.00
00000046	Flowers, Nychole	4.00		0.00
00000049	Flowers, Rilyn	4.00		0.00
00000054	Harris, Jesse	4.00		0.00
00000007	Hayes, Art	4.00		0.00
00000013	Jackson, Erin	4.00		0.00
00000056	Pawlowski, Dominic	4.00		0.00
00000017	Secondi, Rich	4.00		0.00
00000016	Shugars, Ron	4.00		0.00
00000044	Williams, Marissa	4.00		0.00
00000047	Williams, Randy	4.00		0.00
		Total Manpower	80.00	
		Total Attended	20	

Personnel Involved

ID#	Last Name, First	Type
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Class, Evolutions, Topics

Training Type or Category	Description	Start	End	Length
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0.00

Decatur-Hamilton Fire Dept

Reference# 1105

General Information

Start Date/Time 03/19/2022 08:00:00

End Date/Time 03/19/2022 09:00:00

Length in Hours 1.00

Location ONLINE CLASS

Event Type Training,

Description Catch up on Fema Classes

Comments

Lt. Randy Haun IS 703b 1hr
IS 706 1hr

Personnel Attendance

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000024	Haun, Randall	1.00		0.00
Total Manpower			1.00	
Total Attended			1	

Personnel Involved

ID#	Last Name, First	Type
-----	------------------	------

Class, Evolutions, Topics

Training Type or Category	Description	Start	End	Length
				0.00



Inventory

Action # 1049

Service Information

Date Done 03/15/2022

Out of Service 0.0 Hrs.

Additional

Vendor

Personnel

Status

1420

Outside Work #

Notes

Mileage: 4218.4
Pump: 75.50
Calls: 3

Engine Hours: 375.8
Fuel Level: Full

Comments: Nothing at this time.

Service Parts

Part Number	Description	Part Cost	Quantity	Part Total	Labor Length	Labor Rate	Labor Cost	Shipping Cost
		0.00	0	0.00	0.00	0.00	0.00	0.00
Service Total		Shipping Cost		0.00	Labor Length		0.00	
		Part Total		0.00	Labor Total		0.00	
		Total Cost		0.00				



Inventory

Action # 1051

Service Information

Date Done 03/18/2022

Out of Service 0.0 Hrs.

Additional 1421

Vendor

Personnel 00000001 Bill Arnold

Status

Outside Work # 1421

Notes

Mileage: 31032.0 Engine Hours: 2495.6
Pump Hours: 660.7 Fuel Level: 7/8

Runs: 0

Comments: Exhaust Rattle

Service Parts

Part Number	Description	Part Cost	Quantity	Part Total	Labor Length	Labor Rate	Labor Cost	Shipping Cost
		0.00	0	0.00	0.00	0.00	0.00	0.00

Service Total	Shipping Cost	0.00	Labor Length	0.00
	Part Total	0.00	Labor Total	0.00
	Total Cost	0.00		



Inventory

Action # 1052

Service Information

Date Done 03/18/2022

Out of Service 0.0 Hrs.

Additional 1422

Vendor

Personnel 00000017 Rich Secondi

Status

Outside Work # 1422

Notes

Mileage: 13723.9 Engine Hours: 1163.8
Pump Hours: 208.5 Fuel Level: FULL

Runs: 0

Comments: nothing at this time

Service Parts

Part Number	Description	Part Cost	Quantity	Part Total	Labor Length	Labor Rate	Labor Cost	Shipping Cost
		0.00	0	0.00	0.00	0.00	0.00	0.00

Service Total	Shipping Cost	0.00	Labor Length	0.00
	Part Total	0.00	Labor Total	0.00
	Total Cost	0.00		



Inventory

Action # 1053

Service Information

Date Done 03/10/2022

Out of Service 0.0 Hrs.

Additional 1430

Vendor

Personnel 00000025 Scotty Bishop

Status

Outside Work # 1430

Notes

Mileage: 11440.0 Engine Hours: 1075.9
Pump Hours: N/A Fuel Level: 5/8

Runs: 0

Comments: storage compartment middle driver & back passenger need lights.

Service Parts

Part Number	Description	Part Cost	Quantity	Part Total	Labor Length	Labor Rate	Labor Cost	Shipping Cost
		0.00	0	0.00	0.00	0.00	0.00	0.00

Service Total	Shipping Cost	0.00	Labor Length	0.00
	Part Total	0.00	Labor Total	0.00
	Total Cost	0.00		



Inventory

Action # 1054

Service Information

Date Done 03/11/2022

Out of Service 0.0 Hrs.

Additional 1465

Vendor

Personnel 00000035 Kenneth Dunkerley

Status

Outside Work # 1465

Notes

Mileage: 2325.0 Engine Hours: 254
Pump Hours: N/A Fuel Level: Full

Runs: 1

Comments: Nothing at this time.

Service Parts

Part Number	Description	Part Cost	Quantity	Part Total	Labor Length	Labor Rate	Labor Cost	Shipping Cost
		0.00	0	0.00	0.00	0.00	0.00	0.00

Service Total	Shipping Cost	0.00	Labor Length	0.00
	Part Total	0.00	Labor Total	0.00
	Total Cost	0.00		



Inventory

Action # 1050

Service Information

Date Done 03/13/2022

Out of Service 0.0 Hrs.

Additional

Vendor

Personnel 00000023 Dustin Krall

Status

Outside Work #

1471

Notes

Mileage: 7946.4 Engine Hours: 1169.7
Pump Hours: N/A Fuel Level: Full

Runs: 2

Comments: Need new mixed gas for chain saws.

Service Parts

Service Parts		Part Cost	Quantity	Part Total	Labor Length	Labor Rate	Labor Cost	Shipping Cost
Part Number	Description							
		0.00	0	0.00	0.00	0.00	0.00	0.00
Service Total	Shipping Cost		0.00		Labor Length		0.00	
	Part Total		0.00		Labor Total		0.00	
	Total Cost			0.00				

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

Truck number 14172
Mileage 530.2
Engine Hours 78.7
Pump Hours -
Fuel Level Full

Number of runs since last report 0

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

Complaints _____

Needs _____

Truck Captain _____
Building Chief Signature _____

Date 3/17/22

DECATUR-HAMILTON FIRE DEPARTMENT

BUILDING AND GROUNDS REPORT

BUILDING A			
AREA	ACCEPTABLE	NEEDS ATTENTION	COMMENTS
MEETING ROOM	XX		
MEETING FLOORS	XX		
OFFICE	XX		
OFFICE FLOORS	XX		
BATHROOMS	XX		
KITCHEN	XX		
ENGINE ROOM	XX		
ENGINE FLOORS		XX	Floor needs to be re-lined
SERVICE DOORS	XX		
OVERHEAD DOORS	XX		
APPROACH	XX		
WINDOWS	XX		
EQUIPMENT	XX		
STORAGE ROOMS	XX		
FLAG LIGHT		XX	
REAR BUILDING LIGHT		XX	

BUILDING B			
AREA	ACCEPTABLE	NEEDS ATTENTION	COMMENTS
MEETING ROOM	XX		
DAY USE ROOM		XX	Wall behind couch needs repair with protective cover added, couch hits wall if it slides back
BEDROOMS	XX		
KITCHEN	XX		
BATHROOMS	XX		
FLOORS		XX	Floors need to be stripped and re waxed
ENGINE ROOM		XX	Clutter on QR side of bay, lots of misc. items need to be cleaned up or put away

ENGINE FLOORS		XX	Drain grates need to be replaced. One grate has an approximately 12" section broken out, major hazard
STORAGE ROOMS		XX	Mechanical room need to be cleaned and organized
APPROACH	XX		
SERVICE DOORS		XX	Door between engine room and meeting room needs door handle repaired
Overhead doors	XX		Overhead door has been replaced and new opener installed.
Windows	XX		
equipment	XX		
Cord Reels		XX	Additional 30amp shore power drop has been installed on QR side, 1 cord reel need new plug as they have been removed and bare wires now wrapped with electrical tape. Reel is unplugged.

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

Captain Signature	<i>Joe Jerue Capt.</i>	Date: 03/19/2022
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DECATUR-HAMILTON QUICK RESPONSE BOARD

REGULAR MEETING

Monday, March 28, 2022

- 1. Call to Order, Pledge of Allegiance, and Roll Call**
- 2. Public Comment**
- 3. Additions/Deletions to the Agenda**
- 4. Approval of Agenda**
- 5. Approval of Minutes from the February 28, 2022 QR Board Regular Meeting**
- 6. Approval of Bills in a Total of \$2,698.75**
- 7. Treasurer's Report**
- 8. Officer Reports**
 - a. Team Leader's Report
- 9. Personnel**
- 10. Unfinished Business**
 - a. QR Vehicle
 - b. QR Staffing
 - c. Credit Card
- 11. New Business**
- 12. Public Comment**
- 13. Adjournment**

DECATUR-HAMILTON QUICK RESPONSE BOARD

MEETING MINUTES

Monday, February 28, 2022

1. The meeting was called to order at 6:00 PM by Chairman Druskovich. Roll call was taken with Druskovich, Flowers, Gateley, Kusmack K, Kusmack M, Newell, and Newton present.
2. No public comment was given.
3. Kusmack M moved, Newton seconded, CARRIED, to approve Agenda as amended to include c) Credit Cards under Unfinished Business. All were in favor.
4. Kusmack K moved, Newell seconded, CARRIED, to approve January 31, 2022 Regular Meeting Minutes as presented. All were in favor.
5. Newell moved, Gateley seconded, CARRIED, to approve bills in a total of \$12,372.34 as presented. All were in favor.
6. Newton gave the Treasurer's report indicating fund balance of \$134,432.91 in the General Fund, \$442.86 in the Member's Savings Fund, and \$113,150.67 in the Capital Expenditure Fund for a total fund balance of \$248,026.44. Newton noted that there were not budget exceptions at this time.
 - a. Kusmack K moved, Newell seconded, CARRIED, to accept Treasurer's Report as presented. All were in favor.
7. Team Leader Report
 - a. Assistant Team Leader Benson reported 12 responses on 62 calls in December for a response rate of 19% and 12 responses on 60 calls for January with a response rate of 20%.
 - b. Newton moved, Flowers seconded, CARRIED, to approve Team Leader Report as presented. All were in favor.
8. Personnel
 - a. Nothing to add.
9. Unfinished Business
 - a. QR Vehicle-Still exploring options. Vehicle availability creating challenges. Planning to have some options for moving forward within the next 2 to 3 months.
 - b. QR Staffing-Will review next month.
 - c. Credit Card – Newton reported that options are still being explored. First State Bank does not offer a program but investigating options to utilize Honor Credit Union.
10. New Business-None
11. Public Comment was given.
12. Kusmack K moved, Flowers seconded, CARRIED, to adjourn the meeting at 6:13 PM.

Decatur-Hamilton Quick Response Administration Board
Income & Expense Report
03/02/22 to 04/01/22

Date	Check #	Name	Description	Debit	Credit
03/02/2022	EFT	Consumers	Natural Gas Service		\$ 234.16
03/02/2022	EFT	Village Of Decatur	Water/Sewer Service		\$ 62.59
03/02/2022	EFT	AEP	Electric Service		\$ 450.04
03/07/2022	EFT	Comcast	Phone/Internet		\$ 351.96
03/16/2022			Interest	\$ 5.05	
03/22/2022	5452	Reeder Accounting	Accounting Services		\$ 150.00
03/22/2022			Tax Proceeds	\$ 12,699.10	
04/01/2022	5453	Christina Benson	Asst. Team Leader		\$ 150.00
04/01/2022	5454	DH Fire Board	Building Rental		\$ 1,000.00
04/01/2022	5455	Terry Burns	Team Leader		\$ 300.00
TOTAL:				\$ 12,704.15	\$ 2,698.75

Decatur-Hamilton Quick Response
Balance Sheet
As of April 1, 2022

	Apr 1, 22
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking 34599	144,438.31
Cash - Savings - Vehicle 16696	113,150.67
Cash - Savings - Member 15771	442.86
Total Checking/Savings	258,031.84
Other Current Assets	
Prepaid Insurance	1,458.52
Accts Receivable - Other	600.00
Total Other Current Assets	2,058.52
Total Current Assets	260,090.36
Other Assets	
Prepaid Building Rent	104,500.00
Total Other Assets	104,500.00
TOTAL ASSETS	364,590.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Accounts payable - year end acc	3,344.00
Total Other Current Liabilities	3,344.00
Total Current Liabilities	3,344.00
Total Liabilities	3,344.00
Equity	
Retained Earnings	269,992.66
Opening Bal Equity	55,242.52
Net Income	36,011.18
Total Equity	361,246.36
TOTAL LIABILITIES & EQUITY	364,590.36

Decatur-Hamilton Quick Response
Annual Budget vs Fiscal Year To Date
 July 1, 2021 through April 1, 2022

	07/01/2021 - 04/01/2022	Annual Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Tax Revenue - Hamilton Township	29,327.91	28,000.00	1,327.91
Tax Revenue - Decatur Township	25,573.24	38,000.00	-12,426.76
Misc. Inc	16,780.00	5,500.00	11,280.00
Interest Income	42.76	75.00	-32.24
Funds Equity	0.00	0.00	0.00
CD Interest	0.00	0.00	0.00
Total Income	71,723.91	71,575.00	148.91
Expense			
Building Rental	10,000.00	23,000.00	-13,000.00
Capital - Equipment	9,995.92	0.00	9,995.92
Salaries	8,160.00	12,000.00	-3,840.00
Insurance	5,466.00	5,800.00	-334.00
Utilities	3,333.40	10,500.00	-7,166.60
Contracted Services	1,350.00	1,800.00	-450.00
Building Repairs	498.64	1,500.00	-1,001.36
Equipment & Supplys	208.77	5,500.00	-5,291.23
Vehicle & Equip. Repairs	40.00	4,000.00	-3,960.00
Fuel & Oil	0.00	750.00	-750.00
Audit	0.00	4,000.00	-4,000.00
Training	-3,340.00	2,500.00	-5,840.00
Total Expense	35,712.73	71,350.00	-35,637.27
Net Ordinary Income	36,011.18	225.00	35,786.18
Net Income	36,011.18	225.00	35,786.18

Decatur-Hamilton Quick Response
Profit & Loss

March 2 through April 1, 2022

	<u>Mar 2 - Apr 1, 22</u>
Ordinary Income/Expense	
Income	
Tax Revenue - Hamilton Township	12,699.10
Interest Income	5.05
	<hr/>
Total Income	12,704.15
Expense	
Utilities	1,098.75
Building Rental	1,000.00
Salaries	450.00
Contracted Services	150.00
	<hr/>
Total Expense	2,698.75
	<hr/>
Net Ordinary Income	10,005.40
	<hr/>
Net Income	<u>10,005.40</u>



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Village Council
FROM: Megan Duncan, Clerk/Treasurer
REVIEWED BY: Christopher Tapper, Village Manager
DATE: April 4, 2022

SUBJECT: Financial Statement – March 2022

Action Requested:

It is requested that Village Council review Revenue & Expense Report along with Cash Balance report for the period ending March 31, 2022.

Background:

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

Attachment(s):

Cash Balances
Revenue & Expense Report

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CASH SUMMARY BY FUND
FROM 03/01/2021 TO 03/31/2022
FUND: ALL FUNDS
CASH AND INVESTMENT ACCOUNTS

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Fund	Description	Beginning Balance 03/01/2021	Total Debits	Total Credits	Ending Balance 03/31/2022
101	GENERAL FUND	591,741.16	1,348,502.17	1,325,026.77	615,216.56
202	MAJOR ROADS	596,319.27	190,485.60	115,860.87	670,944.00
203	LOCAL ROADS	118,597.75	234,233.92	178,320.96	174,510.71
206	FIRE INSURANCE PROCEEDS	438.39	0.36	0.06	438.69
213	SALVAGE VEHICLE INSPECTIONS	27,239.70	15,964.50	21,182.75	22,021.45
230	STREETS	179,987.34	171,571.55	125,699.09	225,859.80
244	BUSINESS LOANS	63,877.91	8,179.75	221.77	71,835.89
245	HOME REHAB LOANS	113,365.88	1,743.49	222.92	114,886.45
248	DDA	40,280.68	19,284.42	12,578.86	46,986.24
265	DRUG FORFEITURE	1,381.85	1.04	0.17	1,382.72
282	APRA FUND	0.00	91,032.12	0.00	91,032.12
590	SEWER FUND	788,677.63	251,404.00	235,213.02	804,868.61
591	WATER FUND	610,878.98	355,229.96	315,566.04	650,542.90
596	GARBAGE COLLECTION	9,293.36	126,179.52	134,280.89	1,191.99
661	MOTOR POOL	383,943.93	149,584.57	233,098.78	300,429.72
	TOTAL - ALL FUNDS	3,526,023.83	2,963,396.97	2,697,272.95	3,792,147.85

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2022	MONTH 03/31/2022	INCREASE (DECREASE)	BALANCE	
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
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	112,906.88		(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	0.00	0.00		2,050.00	0.00
101-000-476.000	BUILDING PERMIT FEES	3,000.00	1,700.00	1,700.00		1,300.00	56.67
101-000-478.000	RENTAL INSPECTION FEE	3,000.00	0.00	0.00		3,000.00	0.00
101-000-480.000	MARIHUANA LICENSE FEES	25,000.00	0.00	0.00		25,000.00	0.00
101-000-481.000	ZONING LICENSES & PERMITS	500.00	80.00	80.00		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	0.00	0.00		9,700.00	0.00
101-000-570.000	POLICE TRAINING-STATE	650.00	0.00	0.00		650.00	0.00
101-000-574.000	STATE REVENUE SHARING	204,000.00	0.00	0.00		204,000.00	0.00
101-000-606.000	PARKING FEES/FINES	800.00	0.00	0.00		800.00	0.00
101-000-607.000	POLICE REPORTS	200.00	0.00	0.00		200.00	0.00
101-000-664.100	INTEREST CHECKING	600.00	16.57	16.57		583.43	2.76
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	82.88	82.88		13,917.12	0.59
101-000-671.000	OTHER REVENUE	20,000.00	131.81	131.81		19,868.19	0.66
101-000-679.248	ADMIN TRANSFER DDA	4,500.00	0.00	0.00		4,500.00	0.00
101-000-679.610	ADMIN TRANSFER-MOTOR POOL	7,660.00	0.00	0.00		7,660.00	0.00
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	114,918.14	114,918.14		687,538.86	14.32
TOTAL REVENUES		802,457.00	114,918.14	114,918.14		687,538.86	14.32
Expenditures							
Dept 101 - VILLAGE COUNCIL							
101-101-703.000	COUNCIL SALARY	9,900.00	818.00	818.00		9,082.00	8.26
101-101-715.000	FICA/MEDICARE	760.00	62.57	62.57		697.43	8.23
101-101-717.000	WORKMAN'S COMP.	100.00	0.00	0.00		100.00	0.00
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	0.00	0.00		2,500.00	0.00
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	0.00	0.00		3,500.00	0.00
101-101-958.000	DUES/MEMBERSHIPS	2,000.00	1,521.00	1,521.00		479.00	76.05
Total Dept 101 - VILLAGE COUNCIL		22,260.00	2,401.57	2,401.57		19,858.43	10.79
Dept 137 - MUNICIPAL ATTORNEY							
101-137-826.000	ATTORNEY FEES	8,500.00	0.00	0.00		8,500.00	0.00
101-137-827.000	LABOR ATTORNEY EXPENSES	0.00	2,082.50	2,082.50		(2,082.50)	100.00
Total Dept 137 - MUNICIPAL ATTORNEY		8,500.00	2,082.50	2,082.50		6,417.50	24.50

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 8.49

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 03/31/2022	BALANCE	% BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 172 - VILLAGE MANAGER						
101-172-703.000	SALARY-MANAGER	24,000.00	2,000.00	2,000.00	22,000.00	8.33
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	153.00	153.00	3,247.00	4.50
101-172-716.000	UNEMPLOYMENT COMPENSATION	20.00	0.00	0.00	20.00	0.00
101-172-717.000	WORKMAN'S COMPENSATION	175.00	0.00	0.00	175.00	0.00
101-172-718.000	PENSION	4,000.00	120.00	120.00	3,880.00	3.00
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	72.25	72.25	627.75	10.32
101-172-720.000	LIFE INSURANCE	115.00	9.50	9.50	105.50	8.26
101-172-721.000	TUITION REIMBURSEMENT	7,500.00	0.00	0.00	7,500.00	0.00
101-172-728.000	SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00
101-172-730.000	POSTAGE	20.00	0.00	0.00	20.00	0.00
101-172-853.000	TELEPHONE	1,000.00	52.20	52.20	947.80	5.22
101-172-864.000	CONFERENCES/WORKSHOPS	1,250.00	0.00	0.00	1,250.00	0.00
101-172-901.000	PRINTING	100.00	0.00	0.00	100.00	0.00
101-172-936.000	TECH SERVICES	3,500.00	102.72	102.72	3,397.28	2.93
101-172-958.000	DUES/MEMBERSHIPS	500.00	0.00	0.00	500.00	0.00
Total Dept 172 - VILLAGE MANAGER		67,155.00	2,509.67	2,509.67	64,645.33	3.74
Dept 215 - VILLAGE CLERK						
101-215-703.000	SALARY-ADMIN. CLERK	9,500.00	949.09	949.09	8,550.91	9.99
101-215-715.000	FICA/MEDICARE	1,250.00	72.61	72.61	1,177.39	5.81
101-215-716.000	UNEMPLOYMENT COMPENSATION	15.00	0.00	0.00	15.00	0.00
101-215-717.000	WORKERS COMP. FUND.	120.00	0.00	0.00	120.00	0.00
101-215-718.000	PENSION-ADMIN. CLERK	0.00	56.94	56.94	(56.94)	100.00
101-215-719.000	HEALTH INSURANCE	0.00	359.79	359.79	(359.79)	100.00
101-215-719.500	DISABILITY INSURANCE	350.00	47.16	47.16	302.84	13.47
101-215-720.000	LIFE INSURANCE	100.00	9.50	9.50	90.50	9.50
101-215-728.000	SUPPLIES	1,800.00	0.00	0.00	1,800.00	0.00
101-215-730.000	POSTAGE	100.00	0.00	0.00	100.00	0.00
101-215-830.000	BANK SERVICE CHGS	240.00	20.00	20.00	220.00	8.33
101-215-853.000	TELEPHONE	1,080.00	52.20	52.20	1,027.80	4.83
101-215-853.020	CELL PHONE	0.00	12.51	12.51	(12.51)	100.00
101-215-864.000	CONFERENCES/WORKSHOPS	1,000.00	717.75	717.75	282.25	71.78
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	945.12	945.12	5,054.88	15.75
101-215-958.000	DUES/MEMBERSHIPS	100.00	0.00	0.00	100.00	0.00
Total Dept 215 - VILLAGE CLERK		23,155.00	3,242.67	3,242.67	19,912.33	14.00
Dept 253 - VILLAGE TREASURER						
101-253-703.000	SALARY-TREASURER	3,800.00	316.38	316.38	3,483.62	8.33
101-253-715.000	FICA/MEDICARE	280.00	24.21	24.21	255.79	8.65
101-253-717.000	WORKMAN'S COMP.	60.00	0.00	0.00	60.00	0.00
101-253-718.000	PENSION	0.00	18.98	18.98	(18.98)	100.00
101-253-719.000	HEALTH INSURANCE	0.00	126.11	126.11	(126.11)	100.00
101-253-728.000	SUPPLIES	150.00	0.00	0.00	150.00	0.00
101-253-730.000	POSTAGE	400.00	0.00	0.00	400.00	0.00
101-253-807.000	AUDIT	3,000.00	0.00	0.00	3,000.00	0.00
101-253-853.020	CELL PHONE	0.00	38.59	38.59	(38.59)	100.00

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-864.000	CONFERENCES/WORKSHOPS	0.00	550.00	550.00	(550.00)	100.00
101-253-936.000	TECH SERVICES	1,200.00	102.72	102.72	1,097.28	8.56
Total Dept 253 - VILLAGE TREASURER		8,890.00	1,176.99	1,176.99	7,713.01	13.24
Dept 265 - VILLAGE HALL						
101-265-776.000	SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00
101-265-822.000	CONTRACTUAL SERVICES	540.00	615.00	615.00	(75.00)	113.89
101-265-921.000	ELECTRIC	6,000.00	0.00	0.00	6,000.00	0.00
101-265-923.000	HEAT	2,500.00	0.00	0.00	2,500.00	0.00
101-265-931.000	REPAIRS & MAINTENANCE	12,000.00	0.00	0.00	12,000.00	0.00
101-265-959.000	MISCELLANEOUS	100.00	147.87	147.87	(47.87)	147.87
Total Dept 265 - VILLAGE HALL		23,140.00	762.87	762.87	22,377.13	3.30
Dept 301 - POLICE DEPARTMENT						
101-301-703.000	POLICE SALARY	283,000.00	17,382.35	17,382.35	265,617.65	6.14
101-301-703.010	OVERTIME PAY	0.00	1,349.25	1,349.25	(1,349.25)	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	171.87	171.87	14,828.13	1.15
101-301-715.000	FICA/MEDICARE	22,000.00	1,512.38	1,512.38	20,487.62	6.87
101-301-716.000	UNEMPLOYMENT INSURANCE	100.00	0.00	0.00	100.00	0.00
101-301-717.000	WORKMAN'S COMP	7,000.00	0.00	0.00	7,000.00	0.00
101-301-718.000	PENSION	22,000.00	1,749.63	1,749.63	20,250.37	7.95
101-301-719.000	HEALTH INSURANCE	49,000.00	4,401.81	4,401.81	44,598.19	8.98
101-301-719.500	DISABILITY INSURANCE	2,300.00	285.76	285.76	2,014.24	12.42
101-301-720.000	LIFE INSURANCE	500.00	95.00	95.00	405.00	19.00
101-301-722.000	VISION REIMBURSEMENT	750.00	0.00	0.00	750.00	0.00
101-301-728.000	SUPPLIES	4,750.00	0.00	0.00	4,750.00	0.00
101-301-730.000	POSTAGE	200.00	0.00	0.00	200.00	0.00
101-301-768.000	UNIFORMS/BOOTS/ETC	3,000.00	152.90	152.90	2,847.10	5.10
101-301-768.100	UNIFORM CLEANING	1,000.00	0.00	0.00	1,000.00	0.00
101-301-853.000	TELEPHONE	1,600.00	104.39	104.39	1,495.61	6.52
101-301-853.020	CELL PHONE	1,500.00	25.00	25.00	1,475.00	1.67
101-301-853.030	RADIOS	762.00	0.00	0.00	762.00	0.00
101-301-865.000	MILEAGE/TRAVEL EXP	0.00	120.52	120.52	(120.52)	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	159.09	159.09	6,340.91	2.45
101-301-937.000	LEIN SERVICE	500.00	0.00	0.00	500.00	0.00
101-301-955.000	TRAINING FUNDS-STATE	1,200.00	0.00	0.00	1,200.00	0.00
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	10,694.00	10,694.00	3,306.00	76.39
101-301-999.610	PD EQUIP RENTAL TO MOTOR POOL	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 301 - POLICE DEPARTMENT		479,412.00	38,203.95	38,203.95	441,208.05	7.97
Dept 302 - CROSSING GUARDS						
101-302-703.050	SALARIES PART-TIME	7,500.00	1,663.20	1,663.20	5,836.80	22.18
101-302-715.000	FICA/MEDICARE	600.00	127.23	127.23	472.77	21.21

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 8.49

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	03/31/2022	MONTH 03/31/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
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	0.00	0.00	300.00	0.00
Total Dept 302 - CROSSING GUARDS		8,410.00	1,790.43	1,790.43	6,619.57	21.29
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	0.00	0.00	6,000.00	0.00
Total Dept 371 - BUILDING INSPECTOR		8,000.00	0.00	0.00	8,000.00	0.00
Dept 441 - DPW						
101-441-703.000	SALARIES	41,000.00	3,240.02	3,240.02	37,759.98	7.90
101-441-703.010	OVERTIME PAY	1,500.00	470.25	470.25	1,029.75	31.35
101-441-715.000	FICA/MEDICARE	200.00	1,313.09	1,313.09	(1,113.09)	656.55
101-441-716.000	UNEMPLOYMENT INSURANCE	100.00	0.00	0.00	100.00	0.00
101-441-717.000	WORKMAN'S COMP	2,600.00	0.00	0.00	2,600.00	0.00
101-441-718.000	PENSION	100.00	1,019.07	1,019.07	(919.07)	1,019.07
101-441-719.000	HEALTH INSURANCE	400.00	652.85	652.85	(252.85)	163.21
101-441-776.000	SUPPLIES	4,500.00	0.00	0.00	4,500.00	0.00
101-441-801.000	PROFESSIONAL/CONTRACT SERVICES	1,000.00	102.72	102.72	897.28	10.27
101-441-836.000	CDL EXPENSES	1,000.00	0.00	0.00	1,000.00	0.00
101-441-853.000	TELEPHONE	1,500.00	78.30	78.30	1,421.70	5.22
101-441-921.000	ELECTRIC	3,000.00	0.00	0.00	3,000.00	0.00
101-441-923.000	HEAT	3,000.00	0.00	0.00	3,000.00	0.00
101-441-926.000	STREET LIGHTS	14,500.00	0.00	0.00	14,500.00	0.00
101-441-931.000	BUILDING REPAIRS & MAINT.	3,000.00	380.40	380.40	2,619.60	12.68
101-441-934.000	CONTRACTUAL SERVICES	10,000.00	0.00	0.00	10,000.00	0.00
101-441-943.000	PW EQUIPMENT RENTALGENERAL FUN	13,000.00	95.32	95.32	12,904.68	0.73
101-441-963.000	MULTI-PERIL INSURANCE	600.00	0.00	0.00	600.00	0.00
Total Dept 441 - DPW		101,000.00	7,352.02	7,352.02	93,647.98	7.28
Dept 751 - PARKS AND RECREATION						
101-751-703.000	SALARIES-LEISURE SERVICES	19,000.00	1,534.50	1,534.50	17,465.50	8.08
101-751-703.010	OVERTIME	400.00	0.00	0.00	400.00	0.00
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	384.69	384.69	(384.69)	100.00
101-751-756.000	SUPPLIES & MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
101-751-901.000	PRINTING/PUBLISHING	400.00	0.00	0.00	400.00	0.00
101-751-921.000	ELECTRIC	1,000.00	0.00	0.00	1,000.00	0.00
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	661.20	661.20	3,523.80	15.80
101-751-943.000	EQUIP.RENTAL TRANSFER	13,600.00	167.82	167.82	13,432.18	1.23
101-751-963.000	MULTI-PERIL INSURANCE	1,050.00	0.00	0.00	1,050.00	0.00
Total Dept 751 - PARKS AND RECREATION		52,535.00	2,748.21	2,748.21	49,786.79	5.23
TOTAL EXPENDITURES		802,457.00	62,270.88	62,270.88	740,186.12	7.76

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	03/31/2022	MONTH	03/31/2022	NORMAL	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)			USED
<hr/>								
Fund 101 - GENERAL FUND								
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		802,457.00	114,918.14		114,918.14		687,538.86	14.32
TOTAL EXPENDITURES		802,457.00	62,270.88		62,270.88		740,186.12	7.76
NET OF REVENUES & EXPENDITURES		0.00	52,647.26		52,647.26		(52,647.26)	100.00

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2022 NORMAL (ABNORMAL)	MONTH 03/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR ROADS						
Revenues						
Dept 000						
202-000-546.000	STATE OF MICHIGAN	175,000.00	15,076.85	15,076.85	159,923.15	8.62
202-000-664.100	INTEREST ON INVESTMENT	2,500.00	15.99	15.99	2,484.01	0.64
Total Dept 000		177,500.00	15,092.84	15,092.84	162,407.16	8.50
TOTAL REVENUES		177,500.00	15,092.84	15,092.84	162,407.16	8.50
Expenditures						
Dept 463 - MAINTENANCE						
202-463-703.000	SALARIES-MAINTENANCE	5,400.00	298.00	298.00	5,102.00	5.52
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	0.00	0.00	1,100.00	0.00
202-463-782.000	MATERIALS	3,500.00	0.00	0.00	3,500.00	0.00
202-463-812.000	ENGINEERING	62,200.00	5,700.00	5,700.00	56,500.00	9.16
202-463-943.000	EQUIPMENT RENTAL	9,850.00	0.00	0.00	9,850.00	0.00
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	5,998.00	5,998.00	246,452.00	2.38
Dept 474 - TRAFFIC						
202-474-703.000	SALARIES-TRAFFIC SERVICES	0.00	30.00	30.00	(30.00)	100.00
Total Dept 474 - TRAFFIC		0.00	30.00	30.00	(30.00)	100.00
Dept 479 - ICE/SNOW						
202-479-703.000	SALARIES-SNOW & ICE REMOVAL	5,000.00	635.80	635.80	4,364.20	12.72
202-479-703.010	OVERTIME PAY	1,500.00	141.28	141.28	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	222.78	222.78	(222.78)	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	532.90	532.90	6,967.10	7.11
Total Dept 479 - ICE/SNOW		19,800.00	1,532.76	1,532.76	18,267.24	7.74
Dept 483 - ADMINISTRATION						
202-483-703.172	MANAGER SALARY	6,000.00	500.02	500.02	5,499.98	8.33
202-483-703.215	CLERK SALARY	1,500.00	237.26	237.26	1,262.74	15.82
202-483-715.000	SOCIAL SECURITY	360.00	56.41	56.41	303.59	15.67
202-483-718.000	PENSION	0.00	44.24	44.24	(44.24)	100.00
202-483-719.000	HEALTH INSURANCE	0.00	87.63	87.63	(87.63)	100.00
202-483-807.000	AUDIT	2,000.00	102.72	102.72	1,897.28	5.14
Total Dept 483 - ADMINISTRATION		9,860.00	1,028.28	1,028.28	8,831.72	10.43
TOTAL EXPENDITURES		282,110.00	8,589.04	8,589.04	273,520.96	3.04

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	03/31/2022	MONTH	03/31/2022	BALANCE		
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)		USED
Fund 202 - MAJOR ROADS								
Fund 202 - MAJOR ROADS:								
TOTAL REVENUES		177,500.00	15,092.84	15,092.84		162,407.16		8.50
TOTAL EXPENDITURES		282,110.00	8,589.04	8,589.04		273,520.96		3.04
NET OF REVENUES & EXPENDITURES		(104,610.00)	6,503.80	6,503.80		(111,113.80)		6.22

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2022 NORMAL (ABNORMAL)	MONTH 03/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	6,624.17	6,624.17	70,375.83	8.60
203-000-664.100	INTEREST ON INVESTMENT	800.00	3.17	3.17	796.83	0.40
203-000-679.230	TRANSFER FROM STREETS	125,000.00	0.00	0.00	125,000.00	0.00
Total Dept 000		228,800.00	6,627.34	6,627.34	222,172.66	2.90
TOTAL REVENUES		228,800.00	6,627.34	6,627.34	222,172.66	2.90
Expenditures						
Dept 463 - MAINTENANCE						
203-463-703.000	SALARIES-MAINTENANCE	29,000.00	2,864.16	2,864.16	26,135.84	9.88
203-463-703.010	OVERTIME PAY	400.00	0.00	0.00	400.00	0.00
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	0.00	0.00	1,100.00	0.00
203-463-719.000	HEALTH INSURANCE	0.00	390.03	390.03	(390.03)	100.00
203-463-782.000	MATERIALS	3,700.00	0.00	0.00	3,700.00	0.00
203-463-812.000	ENGINEERING	10,000.00	0.00	0.00	10,000.00	0.00
203-463-822.000	CONTRACTUAL	10,000.00	0.00	0.00	10,000.00	0.00
203-463-943.000	EQUIPMENT RENTAL	40,000.00	377.70	377.70	39,622.30	0.94
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	3,631.89	3,631.89	251,568.11	1.42
Dept 474 - TRAFFIC						
203-474-921.000	ELECTRIC	1,500.00	0.00	0.00	1,500.00	0.00
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	0.00	0.00	2,000.00	0.00
Dept 479 - ICE/SNOW						
203-479-703.000	SALARIES-SNOW & ICE REMOVAL	6,000.00	342.01	342.01	5,657.99	5.70
203-479-703.010	OVERTIME PAY	0.00	141.25	141.25	(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	125.10	(125.10)	100.00
203-479-943.000	EQUIPMENT RENTAL	6,000.00	115.48	115.48	5,884.52	1.92
Total Dept 479 - ICE/SNOW		12,050.00	723.84	723.84	11,326.16	6.01
Dept 483 - ADMINISTRATION						
203-483-703.172	MANAGER SALARY	3,000.00	500.00	500.00	2,500.00	16.67
203-483-703.215	CLERK SALARY	1,500.00	237.26	237.26	1,262.74	15.82
203-483-715.000	SOCIAL SECURITY	360.00	56.39	56.39	303.61	15.66
203-483-718.000	PENSION	0.00	44.24	44.24	(44.24)	100.00
203-483-719.000	HEALTH INSURANCE	0.00	87.62	87.62	(87.62)	100.00
203-483-807.000	AUDIT	2,000.00	102.72	102.72	1,897.28	5.14
Total Dept 483 - ADMINISTRATION		6,860.00	1,028.23	1,028.23	5,831.77	14.99

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2022 NORMAL (ABNORMAL)	MONTH 03/31/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 203 - LOCAL ROADS								
Expenditures								
TOTAL EXPENDITURES		276,110.00	5,383.96	5,383.96		270,726.04		1.95
Fund 203 - LOCAL ROADS:								
TOTAL REVENUES		228,800.00	6,627.34	6,627.34		222,172.66		2.90
TOTAL EXPENDITURES		276,110.00	5,383.96	5,383.96		270,726.04		1.95
NET OF REVENUES & EXPENDITURES		(47,310.00)	1,243.38	1,243.38		(48,553.38)		2.63

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT
		AMENDED BUDGET	03/31/2022	MONTH	03/31/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	USED
Fund 206 - FIRE INSURANCE PROCEEDS							
Revenues							
Dept 000							
206-000-664.200	INTEREST ON SAVINGS	0.00	0.06		0.06	(0.06)	100.00
Total Dept 000		0.00	0.06		0.06	(0.06)	100.00
TOTAL REVENUES		0.00	0.06		0.06	(0.06)	100.00
Fund 206 - FIRE INSURANCE PROCEEDS:							
TOTAL REVENUES		0.00	0.06		0.06	(0.06)	100.00
TOTAL EXPENDITURES		0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.06		0.06	(0.06)	100.00

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 213 - SALVAGE VEHICLE INSPECTIONS						
Revenues						
Dept 000						
213-000-610.000	VEHICLE INSPECTION FEE	20,000.00	1,000.00	1,000.00	19,000.00	5.00
213-000-664.100	INTEREST INCOME	10.00	0.97	0.97	9.03	9.70
Total Dept 000		20,010.00	1,000.97	1,000.97	19,009.03	5.00
TOTAL REVENUES		20,010.00	1,000.97	1,000.97	19,009.03	5.00
Expenditures						
Dept 301 - POLICE DEPARTMENT						
213-301-703.011	VEHICLE INSPECTION	9,000.00	866.12	866.12	8,133.88	9.62
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	91.97	91.97	(91.97)	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	958.09	958.09	11,041.91	7.98
TOTAL EXPENDITURES		12,000.00	958.09	958.09	11,041.91	7.98
Fund 213 - SALVAGE VEHICLE INSPECTIONS:						
TOTAL REVENUES		20,010.00	1,000.97	1,000.97	19,009.03	5.00
TOTAL EXPENDITURES		12,000.00	958.09	958.09	11,041.91	7.98
NET OF REVENUES & EXPENDITURES		8,010.00	42.88	42.88	7,967.12	0.54

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED		
		AMENDED BUDGET	03/31/2022 NORMAL (ABNORMAL)	MONTH 03/31/2022 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	9.92	9.92	60.08	14.17		
Total Dept 000		183,070.00	9.92	9.92	183,060.08	0.01		
TOTAL REVENUES		183,070.00	9.92	9.92	183,060.08	0.01		
Expenditures								
Dept 728 - ECONOMIC DEVELOPMENT								
230-728-999.030	TRANSFER TO LOCAL ROADS	125,000.00	0.00	0.00	125,000.00	0.00		
Total Dept 728 - ECONOMIC DEVELOPMENT		125,000.00	0.00	0.00	125,000.00	0.00		
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00		
Fund 230 - STREETS:								
TOTAL REVENUES		183,070.00	9.92	9.92	183,060.08	0.01		
TOTAL EXPENDITURES		125,000.00	0.00	0.00	125,000.00	0.00		
NET OF REVENUES & EXPENDITURES		58,070.00	9.92	9.92	58,060.08	0.02		

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Fund 244 - BUSINESS LOANS						
Revenues						
Dept 000						
244-000-664.100	INTEREST INCOME	40.00	3.15	3.15	36.85	7.88
244-000-685.000	PRINCIPAL ON LOANS	5,000.00	1,030.00	1,030.00	3,970.00	20.60
Total Dept 000		5,040.00	1,033.15	1,033.15	4,006.85	20.50
TOTAL REVENUES		5,040.00	1,033.15	1,033.15	4,006.85	20.50
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	1,033.15	1,033.15	4,006.85	20.50
TOTAL EXPENDITURES		200.00	0.00	0.00	200.00	0.00
NET OF REVENUES & EXPENDITURES		4,840.00	1,033.15	1,033.15	3,806.85	21.35

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Fund 245 - HOME REHAB LOANS						
Revenues						
Dept 000						
245-000-664.100	INTEREST INCOME	50.00	5.04	5.04	44.96	10.08
245-000-685.000	PRINCIPAL ON LOANS	1,850.00	128.92	128.92	1,721.08	6.97
Total Dept 000		1,900.00	133.96	133.96	1,766.04	7.05
TOTAL REVENUES		1,900.00	133.96	133.96	1,766.04	7.05
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	133.96	133.96	1,766.04	7.05
TOTAL EXPENDITURES		200.00	0.00	0.00	200.00	0.00
NET OF REVENUES & EXPENDITURES		1,700.00	133.96	133.96	1,566.04	7.88

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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	2.06	2.06	47.94	4.12
248-000-671.000	OTHER REVENUE	13,000.00	0.00	0.00	13,000.00	0.00
Total Dept 000		27,670.00	2.06	2.06	27,667.94	0.01
TOTAL REVENUES		27,670.00	2.06	2.06	27,667.94	0.01
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	0.00	0.00	1,000.00	0.00
248-728-959.000	MISCELLANEOUS	170.00	102.72	102.72	67.28	60.42
248-728-985.000	COMMUNITY SERVICE PROJECTS	20,000.00	0.00	0.00	20,000.00	0.00
248-728-999.010	GEN FUND ADMIN TRANSFER	4,500.00	0.00	0.00	4,500.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		26,670.00	102.72	102.72	26,567.28	0.39
TOTAL EXPENDITURES		27,670.00	102.72	102.72	27,567.28	0.37
Fund 248 - DDA:						
TOTAL REVENUES		27,670.00	2.06	2.06	27,667.94	0.01
TOTAL EXPENDITURES		27,670.00	102.72	102.72	27,567.28	0.37
NET OF REVENUES & EXPENDITURES		0.00	(100.66)	(100.66)	100.66	100.00

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2022	MONTH 03/31/2022		BALANCE		
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 265 - DRUG FORFEITURE								
Revenues								
Dept 000								
265-000-664.200	INTEREST-SAVINGS	0.00	0.17		0.17		(0.17)	100.00
Total Dept 000		0.00	0.17		0.17		(0.17)	100.00
TOTAL REVENUES		0.00	0.17		0.17		(0.17)	100.00
Fund 265 - DRUG FORFEITURE:								
TOTAL REVENUES		0.00	0.17		0.17		(0.17)	100.00
TOTAL EXPENDITURES		0.00	0.00		0.00		0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.17		0.17		(0.17)	100.00

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	4.00	4.00	1.00	80.00
Total Dept 000		91,005.00	4.00	4.00	91,001.00	0.00
TOTAL REVENUES		91,005.00	4.00	4.00	91,001.00	0.00
Fund 282 - APRA FUND:						
TOTAL REVENUES		91,005.00	4.00	4.00	91,001.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		91,005.00	4.00	4.00	91,001.00	0.00

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2022 NORMAL (ABNORMAL)	MONTH 03/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-626.000	TAP IN FEES	1,000.00	1,500.00	1,500.00	(500.00)	150.00
590-000-628.000	SEWER SERVICE CHARGES	228,000.00	19,145.61	19,145.61	208,854.39	8.40
590-000-629.000	PENALTIES	1,500.00	141.00	141.00	1,359.00	9.40
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	(2.60)	(2.60)	102.60	(2.60)
590-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	0.00	0.00	200.00	0.00
Total Dept 000		232,300.00	20,784.01	20,784.01	211,515.99	8.95
TOTAL REVENUES		232,300.00	20,784.01	20,784.01	211,515.99	8.95
Expenditures						
Dept 483 - ADMINISTRATION						
590-483-703.172	MANAGER SALARY	10,000.00	875.00	875.00	9,125.00	8.75
590-483-703.215	CLERK SALARY	7,000.00	632.75	632.75	6,367.25	9.04
590-483-715.000	FICA/MEDICARE	1,000.00	115.34	115.34	884.66	11.53
590-483-718.000	PENSION	0.00	90.46	90.46	(90.46)	100.00
590-483-719.000	HEALTH INSURANCE	0.00	233.67	233.67	(233.67)	100.00
590-483-807.000	AUDIT	700.00	0.00	0.00	700.00	0.00
Total Dept 483 - ADMINISTRATION		18,700.00	1,947.22	1,947.22	16,752.78	10.41
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	0.00	0.00	1,000.00	0.00
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	0.00	0.00	2,000.00	0.00
590-548-822.000	CONTRACTUAL SERVICES	200.00	0.00	0.00	200.00	0.00
590-548-853.020	CELL PHONE	500.00	0.00	0.00	500.00	0.00
590-548-864.000	CONFERENCES/WORKSHOPS	750.00	0.00	0.00	750.00	0.00
590-548-934.000	MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
590-548-936.000	TECH SERVICES	3,500.00	102.72	102.72	3,397.28	2.93
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	4,511.55	(1,611.55)	155.57
Total Dept 548 - SEWER LINE MAINTENANCE		23,950.00	4,614.27	4,614.27	19,335.73	19.27
Dept 549 - MAINTENANCE-LIFT STATIONS						
590-549-703.000	SALARIES-MAINTENANCE	40,000.00	4,523.48	4,523.48	35,476.52	11.31
590-549-703.010	OVERTIME PAY	2,000.00	80.25	80.25	1,919.75	4.01
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	0.00	0.00	300.00	0.00
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	549.30	549.30	18,650.70	2.86
590-549-719.500	DISABILITY INSURANCE	1,000.00	34.25	34.25	965.75	3.43
590-549-720.000	LIFE INSURANCE	350.00	42.10	42.10	307.90	12.03
590-549-722.000	VISION REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2022 NORMAL (ABNORMAL)	MONTH 03/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Expenditures						
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	52.20	52.20	(52.20)	100.00
590-549-853.020	CELL PHONE	300.00	37.50	37.50	262.50	12.50
590-549-921.000	ELECTRIC	6,000.00	0.00	0.00	6,000.00	0.00
590-549-931.000	MAINTENANCE SERVICE	3,000.00	0.00	0.00	3,000.00	0.00
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	205.77	205.77	10,794.23	1.87
590-549-963.000	LIABILITY INSURANCE	3,500.00	4,511.55	4,511.55	(1,011.55)	128.90
Total Dept 549 - MAINTENANCE-LIFT STATIONS		113,900.00	10,036.40	10,036.40	103,863.60	8.81
Dept 550 - COLLECTION						
590-550-703.000	SALARIES	20,000.00	1,915.52	1,915.52	18,084.48	9.58
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	146.53	146.53	1,853.47	7.33
590-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	0.00	0.00	10.00	0.00
590-550-717.000	WORKMAN'S COMP.	100.00	0.00	0.00	100.00	0.00
590-550-718.000	PENSION	1,000.00	85.17	85.17	914.83	8.52
590-550-719.000	HEALTH INSURANCE	5,000.00	228.27	228.27	4,771.73	4.57
590-550-719.500	DISABILITY INSURANCE	200.00	34.25	34.25	165.75	17.13
590-550-720.000	LIFE INSURANCE	40.00	42.10	42.10	(2.10)	105.25
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	0.00	0.00	3,000.00	0.00
590-550-730.000	POSTAGE	1,000.00	102.00	102.00	898.00	10.20
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	0.00	0.00	800.00	0.00
590-550-853.000	TELEPHONE	1,000.00	52.20	52.20	947.80	5.22
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	165.86	165.86	1,334.14	11.06
590-550-936.000	TECH SERVICES	3,500.00	2,794.08	2,794.08	705.92	79.83
Total Dept 550 - COLLECTION		42,975.00	5,565.98	5,565.98	37,409.02	12.95
TOTAL EXPENDITURES		199,525.00	22,163.87	22,163.87	177,361.13	11.11
Fund 590 - SEWER FUND:						
TOTAL REVENUES		232,300.00	20,784.01	20,784.01	211,515.99	8.95
TOTAL EXPENDITURES		199,525.00	22,163.87	22,163.87	177,361.13	11.11
NET OF REVENUES & EXPENDITURES		32,775.00	(1,379.86)	(1,379.86)	34,154.86	4.21

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		AMENDED BUDGET	03/31/2022	MONTH 03/31/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-608.000	NSF CHECK FEE	200.00	0.00	0.00	200.00	0.00
591-000-629.000	PENALTIES	3,000.00	288.00	288.00	2,712.00	9.60
591-000-642.000	WATER TURN ONS	500.00	80.00	80.00	420.00	16.00
591-000-643.000	METERED SALES	300,000.00	25,327.81	25,327.81	274,672.19	8.44
591-000-645.000	WATER TAP FEES	1,000.00	1,500.00	1,500.00	(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	(8.05)	(8.05)	108.05	(8.05)
591-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	0.00	0.00	200.00	0.00
Total Dept 000		306,000.00	27,187.76	27,187.76	278,812.24	8.88
TOTAL REVENUES		306,000.00	27,187.76	27,187.76	278,812.24	8.88
Expenditures						
Dept 483 - ADMINISTRATION						
591-483-703.172	MANAGER SALARY	10,500.00	875.00	875.00	9,625.00	8.33
591-483-703.215	CLERK SALARY	7,600.00	632.74	632.74	6,967.26	8.33
591-483-715.000	FICA/MEDICARE	1,500.00	115.35	115.35	1,384.65	7.69
591-483-718.000	PENSION	0.00	90.47	90.47	(90.47)	100.00
591-483-719.000	HEALTH INSURANCE	0.00	233.66	233.66	(233.66)	100.00
Total Dept 483 - ADMINISTRATION		19,600.00	1,947.22	1,947.22	17,652.78	9.93
Dept 550 - COLLECTION						
591-550-703.000	SALARIES-CLERICAL	26,000.00	1,419.68	1,419.68	24,580.32	5.46
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	108.61	108.61	1,891.39	5.43
591-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	0.00	0.00	10.00	0.00
591-550-717.000	WORKMAN'S COMP	60.00	0.00	0.00	60.00	0.00
591-550-718.000	PENSION	1,000.00	85.18	85.18	914.82	8.52
591-550-719.000	HEALTH INSURANCE	4,000.00	228.29	228.29	3,771.71	5.71
591-550-719.500	DISABILITY INSURANCE	200.00	34.25	34.25	165.75	17.13
591-550-720.000	LIFE INSURANCE	60.00	42.10	42.10	17.90	70.17
591-550-722.000	VISION REIMBURSEMENT	125.00	0.00	0.00	125.00	0.00
591-550-728.000	OFFICE SUPPLIES	2,500.00	0.00	0.00	2,500.00	0.00
591-550-730.000	POSTAGE	2,000.00	102.00	102.00	1,898.00	5.10
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	0.00	0.00	500.00	0.00
591-550-853.000	TELEPHONE	1,000.00	52.20	52.20	947.80	5.22
591-550-864.000	CONFERENCES/WORKSHOPS	300.00	0.00	0.00	300.00	0.00
591-550-901.000	PRINTING	300.00	0.00	0.00	300.00	0.00
591-550-934.000	SERVICE CONTRACTS	1,000.00	165.86	165.86	834.14	16.59
591-550-936.000	TECH SERVICES	3,500.00	1,951.68	1,951.68	1,548.32	55.76
591-550-964.000	NSF CHECK CHARGES	10.00	0.00	0.00	10.00	0.00
Total Dept 550 - COLLECTION		48,965.00	4,189.85	4,189.85	44,775.15	8.56
Dept 551 - UTILITY						
591-551-921.000	POWER PUMPING-ELECTRIC	12,000.00	0.00	0.00	12,000.00	0.00

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		AMENDED BUDGET	03/31/2022	MONTH 03/31/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Expenditures						
Total Dept 551 - UTILITY		12,000.00	0.00	0.00	12,000.00	0.00
Dept 552 - DISTRIBUTION						
591-552-703.000	SALARIES-DISTRIBUTION	46,000.00	3,035.18	3,035.18	42,964.82	6.60
591-552-703.010	OVERTIME PAY	2,500.00	153.00	153.00	2,347.00	6.12
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	0.00	0.00	1,200.00	0.00
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	586.02	586.02	15,413.98	3.66
591-552-719.500	DISABILITY INSURANCE	1,000.00	34.25	34.25	965.75	3.43
591-552-720.000	LIFE INSURANCE	300.00	42.10	42.10	257.90	14.03
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	0.00	0.00	1,000.00	0.00
591-552-776.000	SUPPLIES & MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
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	0.00	0.00	50,000.00	0.00
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	0.00	0.00	5,000.00	0.00
591-552-822.000	CONTRACTUAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
591-552-853.020	CELL PHONE	1,500.00	114.68	114.68	1,385.32	7.65
591-552-864.000	CONF/WORKSHOPS	1,000.00	235.00	235.00	765.00	23.50
591-552-936.000	TECH SERVICES	1,000.00	945.12	945.12	54.88	94.51
591-552-943.000	EQUIPMENT RENTAL-WATER FUND	13,000.00	538.00	538.00	12,462.00	4.14
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	4,511.55	(1,811.55)	167.09
Total Dept 552 - DISTRIBUTION		181,410.00	10,194.90	10,194.90	171,215.10	5.62
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	4,511.55	(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	0.00	0.00	228,000.00	0.00
Total Dept 553 - WELLS/TOWER		285,800.00	4,511.55	4,511.55	281,288.45	1.58
TOTAL EXPENDITURES		547,775.00	20,843.52	20,843.52	526,931.48	3.81
Fund 591 - WATER FUND:						
TOTAL REVENUES		306,000.00	27,187.76	27,187.76	278,812.24	8.88
TOTAL EXPENDITURES		547,775.00	20,843.52	20,843.52	526,931.48	3.81
NET OF REVENUES & EXPENDITURES		(241,775.00)	6,344.24	6,344.24	(248,119.24)	2.62

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DB: Decatur

REVENUE AND EXPENDITURE REPORT

Page: 22/24

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 03/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2022 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	10,091.31	10,091.31	109,908.69	8.41
596-000-629.000	PENALTIES	300.00	30.37	30.37	269.63	10.12
596-000-664.100	INTEREST INCOME	0.00	(5.90)	(5.90)	5.90	100.00
596-000-664.120	INTEREST ON CHECKING-RECEIVING	20.00	0.00	0.00	20.00	0.00
Total Dept 000		120,320.00	10,115.78	10,115.78	110,204.22	8.41
TOTAL REVENUES		120,320.00	10,115.78	10,115.78	110,204.22	8.41
Expenditures						
Dept 528 - RUBBISH COLLECTION/DISPOSAL						
596-528-919.000	WASTE AND RUBBISH DISPOSAL	120,000.00	102.72	102.72	119,897.28	0.09
Total Dept 528 - RUBBISH COLLECTION/DISPOSAL		120,000.00	102.72	102.72	119,897.28	0.09
TOTAL EXPENDITURES		120,000.00	102.72	102.72	119,897.28	0.09
Fund 596 - GARBAGE COLLECTION:						
TOTAL REVENUES		120,320.00	10,115.78	10,115.78	110,204.22	8.41
TOTAL EXPENDITURES		120,000.00	102.72	102.72	119,897.28	0.09
NET OF REVENUES & EXPENDITURES		320.00	10,013.06	10,013.06	(9,693.06)	3,129.08

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REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED	BUDGET	NORMAL	(ABNORMAL)	MONTH 03/31/2022	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 661 - MOTOR POOL										
Revenues										
Dept 000										
661-000-664.100	INTEREST INCOME		1,200.00		8.46		8.46		1,191.54	0.71
661-000-668.100	RENTAL EQUIPMENT-POLICE		25,000.00		0.00		0.00		25,000.00	0.00
661-000-668.200	RENTAL EQUIPMENT PARKS		25,000.00		167.82		167.82		24,832.18	0.67
661-000-668.300	RENTAL EQUIPMENT-LOCAL		40,000.00		377.70		377.70		39,622.30	0.94
661-000-668.310	EQUIP RENTAL L/R ICE/SNOW		9,000.00		115.48		115.48		8,884.52	1.28
661-000-668.400	RENTAL EQUIPMENT-MAJOR		10,000.00		0.00		0.00		10,000.00	0.00
661-000-668.410	EQUIP RENTAL M/R ICE/SNOW		9,000.00		532.90		532.90		8,467.10	5.92
661-000-668.500	RENTAL EQUIPMENT-WATER		14,000.00		538.00		538.00		13,462.00	3.84
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		205.77		205.77		(205.77)	100.00
661-000-668.700	RENTAL EQIPMENT-PUBLIC WORKS		10,000.00		95.32		95.32		9,904.68	0.95
Total Dept 000			153,200.00		2,041.45		2,041.45		151,158.55	1.33
TOTAL REVENUES			153,200.00		2,041.45		2,041.45		151,158.55	1.33
Expenditures										
Dept 301 - POLICE DEPARTMENT										
661-301-870.000	GAS		10,000.00		0.00		0.00		10,000.00	0.00
661-301-872.000	TIRES		1,400.00		0.00		0.00		1,400.00	0.00
661-301-930.000	REPAIRS		1,000.00		53.89		53.89		946.11	5.39
661-301-963.000	MULTI-PERIL INSURANCE		6,000.00		6,015.40		6,015.40		(15.40)	100.26
Total Dept 301 - POLICE DEPARTMENT			18,400.00		6,069.29		6,069.29		12,330.71	32.99
Dept 441 - DPW										
661-441-807.000	AUDIT		500.00		102.72		102.72		397.28	20.54
661-441-870.000	GAS		20,000.00		4,523.15		4,523.15		15,476.85	22.62
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		1,900.05		1,900.05		6,599.95	22.35
661-441-963.000	MULTI-PERIL INSURANCE		7,000.00		6,015.40		6,015.40		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		12,541.32		12,541.32		92,458.68	11.94
Dept 483 - ADMINISTRATION										
661-483-703.172	MANAGER SALARY		3,100.00		249.98		249.98		2,850.02	8.06
661-483-703.215	CLERK SALARY		1,900.00		158.20		158.20		1,741.80	8.33
661-483-715.000	FICA/MEDICARE		0.00		31.21		31.21		(31.21)	100.00
661-483-718.000	PENSION		0.00		24.49		24.49		(24.49)	100.00
661-483-719.000	HEALTH INSURANCE		0.00		58.41		58.41		(58.41)	100.00
661-483-999.010	GEN FUND ADMIN TRANSFER		5,000.00		0.00		0.00		5,000.00	0.00
Total Dept 483 - ADMINISTRATION			10,000.00		522.29		522.29		9,477.71	5.22
TOTAL EXPENDITURES			133,400.00		19,132.90		19,132.90		114,267.10	14.34

Fund 661 - MOTOR POOL:

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REVENUE AND EXPENDITURE REPORT

Page: 24/24

PERIOD ENDING 03/31/2022

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2022 NORMAL (ABNORMAL)	MONTH	03/31/2022 (DECREASE)	NORMAL	(ABNORMAL)	
Fund 661 - MOTOR POOL								
TOTAL REVENUES		153,200.00	2,041.45		2,041.45		151,158.55	1.33
TOTAL EXPENDITURES		133,400.00	19,132.90		19,132.90		114,267.10	14.34
NET OF REVENUES & EXPENDITURES		19,800.00	(17,091.45)		(17,091.45)		36,891.45	86.32
TOTAL REVENUES - ALL FUNDS		2,349,272.00	198,951.61		198,951.61		2,150,320.39	8.47
TOTAL EXPENDITURES - ALL FUNDS		2,526,447.00	139,547.70		139,547.70		2,386,899.30	5.52
NET OF REVENUES & EXPENDITURES		(177,175.00)	59,403.91		59,403.91		(236,578.91)	33.53



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: April 4, 2022

SUBJECT: Monthly Report March 2022

Updates – March:

2022 Decatur Community Cleanup Date has been scheduled for Saturday, April 30, 2022. This was my first opportunity to work with Emily Hickmott, Recycling Coordinator, Van Buren County Conservation District in regard to Decatur Community Cleanup date. I look forward to the continued positive relationship.

UPDATE REGARDING 2022 CLASSIFICATION & COMPENSATION

Staff met with Marcia Cornell, MML on Tuesday, March 22. During this time staff was able to meet one on one with Marcia regarding current job descriptions and discuss other items that may not be included. The MML has copies of all job descriptions and will be evaluating those to determine updates. Included in this report, I have provided a list of comparable communicates the MML will be using to determine market study assessment.

UPDATE REGARDING PRAIRIE RONDE STREET PROJECT

Staff met with stakeholders on Friday, March 18 for a preconstruction meeting. I have included a copy of the preconstruction meeting agenda with this report. Please feel free to discuss further if the Council has additional questions. The primary contractor on this project was awarded to the low bid from Reith-Riley. I have included a copy of the bid openings with this report. I have met with several residents who live on Praire Ronde.

UPDATE REGARDING ARPA

Monday, March 14, 2022, I attended a meeting regarding design and implement of ARPA Compliant Programs. I have included a copy of the meeting agenda for discussion. Please feel free to discuss further if the Council has additional questions. Currently the Village Council has not made decisions regarding who, what, where and when the Village will use ARPA funds. Prior discussion included; possibility of expanding broadband use, or possibility of use towards water system improvements.

UPDATE REGARDING FY 2022-23 CAPITAL IMPROVEMENT PROJECTS

February 7, 2022, the Village Council adopt the FY 2022-23 annual appropriation bill. Included in this appropriation bill, the Village Council approved a list of Capital Improvement Projects (pg. 27.) Facility Study – Village Hall & DPW. Tuesday, March 22, 2022, the first site visit of Village Hall was conducted. This project will continue to take place over the next few months. As additional information is provided to staff, I will forward on to the Council. A formal presentation will take place once the study is completed.

UPDATE REGARDING ADULT-USE MARIJUANA PAYMENTS

As part of the Michigan Regulation and Taxation of Marihuana Act 2018. The State of Michigan has provided the following update regarding distributions to Local Units of Government. Cities, Villages, Townships and Counties will be receiving over \$42.2 million dollars under the Act. The distribution rate for FY 2021 adult-use marijuana payment is slightly over \$56,450 per licensed marijuana retail store and microbusiness. I have included in this report a complete document providing details from the State of Michigan.

UPDATE REGARDING 100 W BRONSON – VBISD

March 1, 2021, the Village Council approve the donation transition between the Village of Decatur and the VBISD Construction Trade Home Program. I am happy to report the project is now underway with an expectation of completing the construction by the end of April to the beginning of May. I would like to take this opportunity to thank Robert Smith, ED. S CTE Director/Principal and Larry Jackson from the VBISD along with Eric Larcinese, Geologist, Holocene Environmental LLC and Katie Saintz, Business Development Assistant, Abonmarche to see this project come through.

UPDATE REGARDING VILLAGE ADMINSTRATIVE ASSISTANCE

Monday, March 14, 2022, Shantel Pentland joined the Village of Decatur staff. Under the general supervision of the Village Clerk & Treasurer, Shantel will provide support and assistance to the Utility Billing Office & Clerk & Treasurer's Office. Shantel will be performing tasks with clerical duties such as collection of taxes, utility payments. Additionally, Shantel will also be working on tasks with the Downtown Development Authority.

UPDATE REGARDING – JULY 4th FIREWORKS DISPLAY

The Village Council will be considering a recommendation from staff at the Monday, April 4, 2022, pertaining to the July 4th Fireworks Display. Staff requested proposals in December 2021. As of today's date, one proposal has been received.

UPDATE REGARDING – M51 RESURFACING

The Michigan Department of Transportation will be resurfacing M51 (Delaware Street) from the Village limits. The project will consist of 1.36 miles of hot mix asphalt and resurfacing, drainage structure adjustments, curb ramp and pavement markings on M51 from south of Mills Street northerly to north of Parkhurst Drive. This project has an estimated progress start of April 11, 2022, and a proposed completion date of May 13, 2022

e-PRECONSTRUCTION MEETING MINUTES

CONTROL SECTION - JOB NUMBER: 80071-207803

LETTING DATE: 2/4/2022

PROJECT DESCRIPTION:

1.36 mi of hot mix asphalt and resurfacing, drainage structure adjusts, curb ramp and pavement markings on M-51 from south of Mills Street northerly to north of Parkhurst Drive, Van Buren County.

DESIGNATION OF SUPERVISORS:

CONSTRUCTION ENGINEER: Chris Jacobs
TSC MANAGER: Pete Pfeiffer
PROJECT MANAGER: Rennardo Waugh

CONTRACTOR: Michigan Paving Inc.

PROJECT SUPERVISOR: Nick Ricketts

The project supervisor shall be authorized to act as the contractor's agent and be responsible for all subcontractors.

ADDENDA:

There were one addenda on this project, Construction Management.

E-CONSTRUCTION:

All documentation must be submitted in ProjectWise. Signatures must be digital in accordance with the Construction Manual. When submitting documentation in ProjectWise, the "state" must be changed from "pending" to "submitted" when it is ready for MDOT review. See "Special Provision for Construction Document Management"

SUBCONTRACTORS:

Form 2124, Bi-weekly Prime Contractor Statement of Subcontractor/Supplier Payments, shall be submitted in MERS. The prime contractor is reminded that all subcontractors must have a subcontract form submitted in ProjectWise before they start work on the project.

The Contractor shall submit the "Post Certification of Subcontract Compliance" form (1386) upon completion of the project.

The list of subcontractors has been submitted in ProjectWise.

UTILITIES:

The contractor is reminded to call "**MISS DIG**" (1-800-482-7171 or 811) THREE WORKING DAYS IN ADVANCE OF ANY DIGGING OR EXCAVATION ACTIVITIES. For any MDOT underground utilities or traffic control devices, contact the Engineer to request staking.

Relocation issues:

- No comments from the utilities.

PROGRESS CLAUSE:

Start date April 11, 2022

Completion date is May 13, 2022

SAFETY PROGRAM (Section 104.07):

The contractor's safety program was submitted: Yes ☒ No ☐
MSDS sheets to be kept onsite.
Safety Officer: Dave Bennett

DAMAGE CLAIM PROGRAM (Section 107.10.E):

The designated damage claim officer is: Nick Ricketts

24 HR. EMERGENCY CONTROL LETTER:

Submitted in ProjectWise:

Yes ☒ No ☐

Region Policy for Emergency Calls: Contractor must respond in a timely manner to 24 hr. phone number.

LOCAL ORDINANCES: (noise, working hours): - N/A

LIQUIDATED DAMAGES:

The liquidated damages on the project are \$ 950 per calendar day.

CERTIFIED PAYROLLS:

Minimum Wage Rates shall apply as detailed in the Proposal. These Wage Rates must be posted at the job site along with the E.E.O. and nondiscrimination posters. See form 1967 for required poster checklist.

Mobilization will not be paid until posters are properly in place.

All certified payrolls are to be submitted in LCP Tracker.

DBE:

Page 13 of the proposal notes that 4 % DBE participation is required on this project.

EEO officer: Radesha Williams

TRAFFIC:

The following traffic items are noted for discussion:

- Perform work during daytime hours 7:00am to 6:00pm only.
- No lane closures allowed between 7:00am-9:00am.
- Maintain a minimum of one lane of traffic in each direction at all times on M-51. (And all intersecting roads and ramps.)

The Engineer will be conducting periodic inspection throughout the duration of the project to ensure that the devices meet the *Quality Standards for Work Zone Traffic Control Devices* published by the American Traffic Safety Services Association and to ensure that all traffic devices are placed in accordance with the MMUTCD, as shown on the plans or as directed in writing.

Per Spec 812.03D, Inspect traffic control devices daily to ensure devices are relevant, in place, positioned, aligned, and oriented as required. Record inspections and make the records available to the Engineer upon request. The Department may take possession of the inspection records at project completion.

LANE WIDTH RESTRICTIONS:

Oversize permits will be restricted to maximum width of 11'.

COORDINATION CLAUSE:

Page 186 of the proposal:

- JN 210872A, CS14032 – Various locations chip seal on M-51 from Swartwood Dr., to south of Decatur village limits. Work Zones and signing will overlap.

TESTING:

Material Source Lists must be submitted in ProjectWise with enough lead time to ensure that the testing agency can sample & test or receive appropriate acceptance documentation, i.e. test reports, certification from approved suppliers, check the Qualified Products Listing in the MDOT Materials Source Guide.

Any materials that have NOT been properly tested and documented to meet MDOT specifications or verified as from a MDOT approved source will be considered out of specification material and may be removed at the contractors expense, at the discretion of the Project Engineer.

The contractor is reminded that if the prime contractor or any subcontractors change the source of a material, the contractor must submit a revised material source list in ProjectWise.

SOIL EROSION AND SEDIMENTATION CONTROL(SESC) AND NPDES:

MDOT expects prompt action regarding soil erosion and sedimentation control along with temporary and/or permanent restoration.

1. Install temporary controls prior to earth disturbance
2. Maintain SESC measures throughout the life of the project until acceptance
3. Final restoration within 5 days after establishing final grade

CONTRACTOR QUALITY CONTROL (CQC) PLAN – HMA and CONCRETE (Sections 501 & 604):

The quality control plans will be submitted in ProjectWise prior to preproduction meetings, which will be scheduled at a later date.

PROPOSAL:

The Contractor shall be aware of all Special Provisions, Supplemental Specifications and Notice to Bidders that are included in the Proposal.

- Page 83 – Construction Document Management
- Page 104 – Adjusting, Drainage Structure, Case 1, Modified
- Page 166 – Concrete Curb and Gutter, with _Fiber Reinforced Polymer, Detail_
- Page 170 – Sidewalk, Clay Brick Pavers on Sand Bed

MISCELLANEOUS NOTES:

Contractor shall provide all documentation that is required by the contract to final the project. All documentation shall be submitted within **60** days after the completion date. If the contractor fails to do so, a negative pay adjustment may be processed.

The Engineer's representative and the contractor should meet at the end of each day to discuss final measured quantities.

NOTICE TO BIDDERS INQUIRIES AND RESPONSES:

Project specific inquiries and responses can be found by logging in at <http://mdotcf.state.mi.us/public/bids/> and selecting the appropriate letting date and item number.

CONTRACTOR ISSUES OR CONCERNS:

Attachments:
Progress Schedule
Contractor Emergency Numbers

I have reviewed the above minutes:
(Place e-signature below):

Nicholas L. Ricketts Nicholas L. Ricketts
Mar 16 2022 8:25 AM

Contractor

Christopher Jacobs Christopher Jacobs
Mar 17 2022 10:14 AM
MDOT Engineer/or Project Manager

Information required by MDOT in order to establish a construction schedule. This form is not required when a CPM Schedule is required.

Distribution: Original - Project Files

CONTRACT ID ST 80071		WORK DESCRIPTION 207803A	
CONTRACTOR Michigan Paving and Materials Co.		SCHEDULE TYPE <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Update	DATE SUBMITTED 03/14/22
LETTING DATE 02/04/22	AWARD DATE 02/15/22	ESTIMATED START 04/11/22	ESTIMATED COMPLETION 05/13/22
PLANNED WORK DAYS <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input type="checkbox"/> Sunday			PLANNED WORK HOURS 7-5

[illegible]

DESCRIPTION OF PLANNED WORK CREWS (major/specialty subcontractors, major pieces of equipment, plants, etc. Reference 108.05.A.2.e)

Excavators, back hoes, dump trucks, loaders, skid steers, mills, pavers, rollers

OTHER COMMENTS *(weather considerations, seasonal suspensions, non-work periods, night work, third-party operations, etc. Reference 108.05A.2.e&f)*

Some items will obviously overlap and possibly move depending on availability.

SIGNATURES AND APPROVALS

CONTRACTOR REPRESENTATIVE		LOCAL AGENCY - If applicable	MDOT - CONSTRUCTION/PROJECT ENGINEER
<i>Nicholas L. Ricketts</i>	Nicholas L. Ricketts Mar 14 2022 3:12 PM		Christopher Jacobs Christopher Jacobs Mar 15 2022 10:24 AM

NOTICE TO BIDDERS
LETTING OF FEBRUARY 4, 2022
ADDENDUM NO. 1

This Addendum changes the terms of the Bid Proposal and/or plans associated with the project indicated below. By submitting a bid, any and all changes included in this Addendum are made a part of the contract.

ITEM NUMBER: 2202 020

<u>CONTRACT I.D.</u>	<u>CONTROL SECTION</u>	<u>PROJECT</u>	<u>FEDERAL NO.</u>
80071-207803	ST80071	207803A	22A0220

This addendum does not require FHWA approval.

Changes were requested by TSC .

CHANGES TO PROPOSAL OR PLANS (e-PROPOSAL)

In this addendum, page numbers refer to the electronic proposal and/or plans (if separate) published on the MDOT e-Proposal website. (www.michigan.gov/mdot-eprop)

When instructions for additions, deletions or revisions are made to a non-bid item (e.g., progress clause, unique special provision, plan sheet detail), revised page(s) will be included in the issued Addendum and MUST be considered in developing a bid.

CHANGES TO ELECTRONIC BID (EXPEDITE BID)

If an electronic addendum (e.g., .001, .002, etc.) is issued to warrant changes that occur to the Schedule of Items page(s) referenced by this addendum, apply the electronic addendum to the electronic proposal (EBS proposal file). NOTE: Bids cannot be electronically submitted without applying any and all numeric type electronic addendums issued for this project item.

Acknowledge any and all addendums (both alpha and numeric type) in the Addendum Acknowledgement folder prior to submitting the electronic bid.

FAILURE TO CARRY OUT THE INSTRUCTIONS IN THIS ADDENDUM MAY RESULT IN THE REJECTION OF YOUR BID.

Lansing, Michigan
1/28/2022

Paul C. Ajegba, Director
Michigan Department Of Transportation

CC: Smith, Jonathon
Jacobs, Christopher



MDOT - Notice to Bidders-Addendum

Contract ID: 80071-207803

Letting of: February 4, 2022

Addendum No. 1

Description of Changes:

Proposal

1)

Add page 56A through 56B, titled "SPECIAL PROVISION FOR CONSTRUCTION MANAGEMENT."

MICHIGAN
DEPARTMENT OF TRANSPORTATION

SPECIAL PROVISION
FOR
CONSTRUCTION MANAGEMENT

COS:DCB

1 of 2

APPR:JJG:LFS:07-15-21

a. Description. This work consists of complying with the Department's construction management processes. The Department will manage this contract using the AASHTOWare Project Construction Materials (APCM) software. Ensure all change orders are approved using APCM. No paper documents, faxes, or other methods/media are permitted for change order approvals except as allowed by this special provision or specifically approved by the Engineer.

b. Terminology. Replace the following terms in all of the contract:

- Inspector's Daily Report (IDR) replaced with Daily Work Report (DWR)
- Contract Modification replaced with Change Order
- Construction Pay Estimate Report replaced with Pay Estimate for Contractor
- Contractor's Performance Evaluation replaced with Contractor Evaluation
- Site Times replaced with Contract Times

The new terms have the same definition as the term being replaced.

c. Contractor Access to APCM. APCM access is available at no cost to all contractors associated with the project. APCM user accounts and access is granted using the State of Michigan Identity, Credential and Access Management solution, MILogin. MILogin is a web based access portal at the following website:

<https://milogintp.michigan.gov>

Use MILogin to submit all APCM access requests.

d. Roles and Contract Authority. Roles restrict what data each user can view and the actions they can perform in the system. Roles will be assigned at user creation through the MILogin access request process. Read only and change order approver roles are available to the Contractor. The change order approval role requires written authorization from an authorized officer of the company.

Contract authority grants the user the ability to use one of the user's roles on a specific contract. Contract authority will be granted by the Engineer at the request of the Contractor. Provide the Engineer with a list of users and the user role for this contract at the time of the preconstruction meeting.

Notify the Engineer within 24 hours of any user access changes for this contract.

e. Training. Additional documentation and training for APCM processes, details of scheduled classes and methods for requesting training are available by contacting the MDOT AASHTOWare Help Desk at 1-844-4MI-MDOT (1-844-464-6368) between the hours of 8:00 a.m.

and 4:00 p.m., Monday through Friday.

f. Technical Issue Resolution. Upon discovery of an APCM access issue the Contractor must immediately notify the Engineer and submit a notice to the e-mail resource at:

MDOT-ConstructionSoftware@michigan.gov.

g. Change Order Approvals. Ensure electronic review/approval of change orders are accomplished through APCM approval decisions and automated e-mail notifications. An approval decision is the system recorded decision entered by the user. When a change order is ready for approval, the user with authority to approve is notified by e-mail. Submit the approval decision by accessing APCM, reviewing the change order, and recording the approval decision within the system.

h. Data/File Retention. The electronic data and files stored within APCM are part of the official project documentation and will be retained per the current documentation retention schedule.

i. Measurement and Payment. The work included in this special provision will not be paid for separately and is considered to be included in other pay items of work in the contract.



2300 Glendenning Rd. Kalamazoo, MI 49001
Ph. 269-343-4659 / Fx. 269-343-8980



2/23/22

1.36 mi of hot mix asphalt cold milling and resurfacing, drainage structure adjusts, curb ramp and pavement markings on M-51 from south of Mills Street northerly to north of Parkhurst Drive, Van Buren County

Project# 80071-207803 This is to notify you that Michigan Paving and Materials Company will be doing road construction work in your area.

The following personnel have been assigned to this project:

Project Manager - Nick Ricketts 269-491-7680

In the event of an emergency after our office hours, the project manager may be reached nights and weekends at the above phone number

Thank you

Nick Ricketts
Area Manager



A CRH COMPANY

2300 Glendenning Rd. Kalamazoo, MI 49001

Ph. 269-343-4659 / Fx. 269-343-8980

In accordance with pre-construction procedure requirements, we wish to submit this outline of our proposed operation.

1. **SCOPE OF WORK**

1.36 mi of hot mix asphalt cold milling and resurfacing, drainage structure adjusts, curb ramp and pavement markings on M-51 from south of Mills Street northerly to north of Parkhurst Drive, Van Buren County

2. **SAFETY SUPERVISOR:** The safety supervisor on the job will be Nick Ricketts
3. **CORPORATE SAFETY SUPERVISOR:** The safety supervisor is Dave Bennett 231-629-0073
EEO officer is Radesha Williams 734-224-6154
4. **LOCATION OF FIRST AID KITS & EMERGENCY DATA:** Small first aid kits are carried in the foreman's pickup and at the field office. Information pertaining to doctors, ambulance service, hospital etc., will be posted on the dashboards of the foreman's pickup. Two-way radios are also available in each foreman's pickup and in the field office to expedite emergencies calls.
5. **SAFETY EQUIPMENT:** Hard hats, safety glasses, and safety vests are required on all personnel.
6. **MAINTAINING TRAFFIC:** If the road is not closed to traffic, we will have flag persons on the job. Each flag person will be instructed as to the importance of his/her job, as well as the manner in which it should be performed. Proper vest, hats, safety glasses, and signs will be furnished.
7. **FIRE PROTECTION:** Fire extinguishers and gel burn kits are available in pickup trucks as well as on other equipment on the project.
8. **PLANT FACILITIES:** The asphalt plant site, as well as the gravel pit location, will be inspected to assure they are in safe operational order.

We feel the above outline will enable us to operate in accordance with "Supplemental Specifications for Accident & Fire Prevention". In addition, we also welcome any recommendations, suggestions or constructive criticism by any member of the operation, that will further the effectiveness of our safety program.

Nick Ricketts
Area Manager

Fire Department	911
Police Department	911
Sheriff Department	911

Adult-Use Marijuana Payments
Based on Marijuana Revenues Collected in Fiscal Year 2021
March 2022

Amount Available Per Marijuana Retail Store/Microbusiness **\$ 56,453.44**

<u>Municipality</u> <u>Number</u>	<u>Municipality</u> <u>Name</u>	<u>Municipality</u> <u>Type</u>	<u>County</u>	<u>Number of</u> <u>Licenses</u> ⁽¹⁾	<u>City, Village,</u> <u>Township</u> <u>Distributions</u> ⁽²⁾	<u>County</u> <u>Distributions</u> ⁽²⁾
46-3010	Addison	Village	Lenawee	2	112,906.88	
46-2010	Adrian	City	Lenawee	8	451,627.52	
01-0000	Alcona	County	Alcona	1		56,453.44
02-0000	Alger	County	Alger	1		56,453.44
03-0000	Allegan	County	Allegan	5		282,267.20
03-2010	Allegan	City	Allegan	1	56,453.44	
80-1010	Almena	Township	Van Buren	1	56,453.44	
81-2010	Ann Arbor	City	Washtenaw	25	1,411,336.00	
06-0000	Arenac	County	Arenac	1		56,453.44
06-1030	Au Gres	Township	Arenac	1	56,453.44	
35-1020	Au Sable	Township	Iosco	1	56,453.44	
35-1030	Baldwin	Township	Iosco	2	112,906.88	
08-1020	Baltimore	Township	Barry	1	56,453.44	
09-1010	Bangor	Township	Bay	12	677,441.28	
80-2010	Bangor	City	Van Buren	2	112,906.88	
08-0000	Barry	County	Barry	1		56,453.44
13-2020	Battle Creek	City	Calhoun	9	508,080.96	
09-0000	Bay	County	Bay	24		1,354,882.56
09-2020	Bay City	City	Bay	10	564,534.40	
11-2010	Benton Harbor	City	Berrien	1	56,453.44	
10-0000	Benzie	County	Benzie	3		169,360.32
10-1020	Benzonia	Township	Benzie	3	169,360.32	
11-0000	Berrien	County	Berrien	9		508,080.96
68-1010	Big Creek	Township	Oscoda	1	56,453.44	
54-2010	Big Rapids	City	Mecosta	12	677,441.28	
12-0000	Branch	County	Branch	8		451,627.52
80-3020	Breedsville	Village	Van Buren	1	56,453.44	
11-2030	Buchanan	City	Berrien	5	282,267.20	
25-2005	Burton	City	Genesee	8	451,627.52	
83-2010	Cadillac	City	Wexford	2	112,906.88	
13-0000	Calhoun	County	Calhoun	21		1,185,522.24
30-3020	Camden	Village	Hillsdale	2	112,906.88	
14-0000	Cass	County	Cass	4		225,813.76
14-3010	Cassopolis	Village	Cass	2	112,906.88	
41-2010	Cedar Springs	City	Kent	1	56,453.44	
50-2010	Centerline	City	Macomb	4	225,813.76	
16-0000	Cheboygan	County	Cheboygan	3		169,360.32
16-2010	Cheboygan	City	Cheboygan	3	169,360.32	
73-3020	Chesaning	Village	Saginaw	2	112,906.88	
17-0000	Chippewa	County	Chippewa	3		169,360.32
12-2020	Coldwater	City	Branch	6	338,720.64	

Adult-Use Marijuana Payments
Based on Marijuana Revenues Collected in Fiscal Year 2021
March 2022

Amount Available Per Marijuana Retail Store/Microbusiness

\$ 56,453.44

Municipality Number	Municipality Name	Municipality Type	County	Number of Licenses⁽¹⁾	City, Village, Township Distributions⁽²⁾	County Distributions⁽²⁾
75-3040	Constantine	Village	St. Joseph	2	112,906.88	
20-0000	Crawford	County	Crawford	2		112,906.88
70-1040	Crockery	Township	Ottawa	2	112,906.88	
59-1050	Crystal	Township	Montcalm	1	56,453.44	
36-2020	Crystal Falls	City	Iron	2	112,906.88	
17-3010	De Tour	Village	Chippewa	1	56,453.44	
80-3030	Decatur	Village	Van Buren	2	112,906.88	
72-1030	Denton	Township	Roscommon	2	112,906.88	
22-0000	Dickinson	County	Dickinson	2		112,906.88
03-2015	Douglas	City	Allegan	2	112,906.88	
33-2010	East Lansing	City	Ingham	3	169,360.32	
34-1050	Easton	Township	Ionia	1	56,453.44	
59-3010	Edmore	Village	Montcalm	2	112,906.88	
14-3020	Edwardsburg	Village	Cass	2	112,906.88	
13-1100	Emmett	Township	Calhoun	11	620,987.84	
67-2010	Evart	City	Osceola	1	56,453.44	
03-2020	Fennville	City	Allegan	1	56,453.44	
63-2060	Ferndale	City	Oakland	3	169,360.32	
25-2040	Flint	City	Genesee	5	282,267.20	
20-1020	Frederic	Township	Crawford	2	112,906.88	
25-0000	Genesee	County	Genesee	18		1,016,161.92
41-2030	Grand Rapids	City	Kent	12	677,441.28	
62-2015	Grant	City	Newaygo	1	56,453.44	
82-2140	Hamtramck	City	Wayne	4	225,813.76	
01-2010	Harrisville	City	Alcona	1	56,453.44	
80-2030	Hartford	City	Van Buren	2	112,906.88	
63-2070	Hazel Park	City	Oakland	6	338,720.64	
30-0000	Hillsdale	County	Hillsdale	5		282,267.20
31-0000	Houghton	County	Houghton	3		169,360.32
31-2020	Houghton	City	Houghton	3	169,360.32	
33-0000	Ingham	County	Ingham	19		1,072,615.36
82-2170	Inkster	City	Wayne	2	112,906.88	
34-0000	Ionia	County	Ionia	3		169,360.32
34-2020	Ionia	City	Ionia	2	112,906.88	
35-0000	Iosco	County	Iosco	3		169,360.32
36-0000	Iron	County	Iron	3		169,360.32
22-2010	Iron Mountain	City	Dickinson	2	112,906.88	
37-0000	Isabella	County	Isabella	2		112,906.88
38-0000	Jackson	County	Jackson	11		620,987.84
38-2010	Jackson	City	Jackson	1	56,453.44	
39-0000	Kalamazoo	County	Kalamazoo	19		1,072,615.36

Adult-Use Marijuana Payments
Based on Marijuana Revenues Collected in Fiscal Year 2021
March 2022

Amount Available Per Marijuana Retail Store/Microbusiness **\$ 56,453.44**

<u>Municipality</u> <u>Number</u>	<u>Municipality</u> <u>Name</u>	<u>Municipality</u> <u>Type</u>	<u>County</u>	<u>Number of</u> <u>Licenses</u> ⁽¹⁾	<u>City, Village,</u> <u>Township</u> <u>Distributions</u> ⁽²⁾	<u>County</u> <u>Distributions</u> ⁽²⁾
39-1070	Kalamazoo	Township	Kalamazoo	4	225,813.76	
39-2020	Kalamazoo	City	Kalamazoo	10	564,534.40	
40-0000	Kalkaska	County	Kalkaska	7		395,174.08
40-3010	Kalkaska	Village	Kalkaska	7	395,174.08	
41-0000	Kent	County	Kent	19		1,072,615.36
78-2030	Laingsburg	City	Shiawassee	1	56,453.44	
43-0000	Lake	County	Lake	3		169,360.32
33-2020	Lansing	City	Ingham	16	903,255.04	
44-0000	Lapeer	County	Lapeer	6		338,720.64
44-2020	Lapeer	City	Lapeer	6	338,720.64	
80-3040	Lawrence	Village	Van Buren	2	112,906.88	
46-0000	Lenawee	County	Lenawee	15		846,801.60
38-1070	Leoni	Township	Jackson	8	451,627.52	
41-2060	Lowell	City	Kent	5	282,267.20	
50-0000	Macomb	County	Macomb	6		338,720.64
63-2110	Madison Heights	City	Oakland	2	112,906.88	
51-0000	Manistee	County	Manistee	5		282,267.20
51-2010	Manistee	City	Manistee	5	282,267.20	
52-0000	Marquette	County	Marquette	9		508,080.96
52-1080	Marquette	Township	Marquette	1	56,453.44	
52-2020	Marquette	City	Marquette	4	225,813.76	
36-1060	Mastodon	Township	Iron	1	56,453.44	
54-0000	Mecosta	County	Mecosta	12		677,441.28
58-0000	Monroe	County	Monroe	1		56,453.44
59-0000	Montcalm	County	Montcalm	3		169,360.32
46-2030	Morenci	City	Lenawee	5	282,267.20	
25-1140	Mount Morris	Township	Genesee	3	169,360.32	
37-2010	Mt Pleasant	City	Isabella	1	56,453.44	
77-1060	Mueller	Township	Schoolcraft	1	56,453.44	
02-2010	Munising	City	Alger	1	56,453.44	
61-0000	Muskegon	County	Muskegon	12		677,441.28
61-1120	Muskegon	Township	Muskegon	3	169,360.32	
61-2020	Muskegon	City	Muskegon	8	451,627.52	
61-2030	Muskegon Heights	City	Muskegon	1	56,453.44	
52-1100	Negaunee	Township	Marquette	2	112,906.88	
62-0000	Newaygo	County	Newaygo	3		169,360.32
11-2060	Niles	City	Berrien	3	169,360.32	
81-1100	Northfield	Township	Washtenaw	1	56,453.44	
63-0000	Oakland	County	Oakland	14		790,348.16
71-2010	Onaway	City	Presque Isle	1	56,453.44	
67-0000	Osceola	County	Osceola	1		56,453.44

Adult-Use Marijuana Payments
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March 2022

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<u>Municipality</u> <u>Number</u>	<u>Municipality</u> <u>Name</u>	<u>Municipality</u> <u>Type</u>	<u>County</u>	<u>Number of</u> <u>Licenses</u> ⁽¹⁾	<u>City, Village,</u> <u>Township</u> <u>Distributions</u> ⁽²⁾	<u>County</u> <u>Distributions</u> ⁽²⁾
68-0000	Oscoda	County	Oscoda	1		56,453.44
70-0000	Ottawa	County	Ottawa	2		112,906.88
78-2040	Owosso	City	Shiawassee	3	169,360.32	
38-1110	Parma	Township	Jackson	1	56,453.44	
58-2040	Petersburg	City	Monroe	1	56,453.44	
09-1120	Pinconning	Township	Bay	2	112,906.88	
43-1110	Pleasant Plains	Township	Lake	3	169,360.32	
39-2040	Portage	City	Kalamazoo	5	282,267.20	
71-0000	Presque Isle	County	Presque Isle	2		112,906.88
38-1120	Pulaski	Township	Jackson	1	56,453.44	
12-3010	Quincy	Village	Branch	2	112,906.88	
30-2030	Reading	City	Hillsdale	3	169,360.32	
82-2230	River Rouge	City	Wayne	7	395,174.08	
71-1140	Rogers	Township	Presque Isle	1	56,453.44	
72-0000	Roscommon	County	Roscommon	2		112,906.88
73-0000	Saginaw	County	Saginaw	3		169,360.32
73-2020	Saginaw	City	Saginaw	1	56,453.44	
41-3040	Sand Lake	Village	Kent	1	56,453.44	
52-1140	Sands	Township	Marquette	2	112,906.88	
03-1200	Saugatuck	Township	Allegan	1	56,453.44	
17-2010	Sault Ste Marie	City	Chippewa	2	112,906.88	
77-0000	Schoolcraft	County	Schoolcraft	1		56,453.44
78-0000	Shiawassee	County	Shiawassee	4		225,813.76
75-0000	St. Joseph	County	St. Joseph	3		169,360.32
75-2010	Sturgis	City	St. Joseph	1	56,453.44	
13-3040	Tekonsha	Village	Calhoun	1	56,453.44	
25-1170	Thetford	Township	Genesee	2	112,906.88	
79-0000	Tuscola	County	Tuscola	5		282,267.20
50-2110	Utica	City	Macomb	2	112,906.88	
80-0000	Van Buren	County	Van Buren	10		564,534.40
79-1200	Vassar	Township	Tuscola	2	112,906.88	
79-2010	Vassar	City	Tuscola	3	169,360.32	
63-2240	Walled Lake	City	Oakland	3	169,360.32	
81-0000	Washtenaw	County	Washtenaw	32		1,806,510.08
82-0000	Wayne	County	Wayne	17		959,708.48
82-2300	Wayne	City	Wayne	4	225,813.76	
83-0000	Wexford	County	Wexford	2		112,906.88
62-2030	White Cloud	City	Newaygo	2	112,906.88	
37-1160	Wise	Township	Isabella	1	56,453.44	
81-2040	Ypsilanti	City	Washtenaw	6	338,720.64	
				Total	\$ 21,113,586.56	\$ 21,113,586.56

Adult-Use Marijuana Payments
Based on Marijuana Revenues Collected in Fiscal Year 2021
March 2022

Amount Available Per Marijuana Retail Store/Microbusiness **\$ 56,453.44**

<u>Municipality Number</u>	<u>Municipality Name</u>	<u>Municipality Type</u>	<u>County</u>	<u>Number of Licenses</u> ⁽¹⁾	<u>City, Village, Township Distributions</u> ⁽²⁾	<u>County Distributions</u> ⁽²⁾
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Totals by Municipality Type

<u>Municipality Type</u>	<u>Number of Municipalities</u>	<u>Number of Licenses</u>	<u>Total Amount Paid</u>
City	62	262	\$ 14,790,801.28
Village	15	31	1,750,056.64
Township	33	81	4,572,728.64
Total Cities, Villages and Townships			21,113,586.56
County	53	374	21,113,586.56
Total Adult Use Marijuana Distributions			\$ 42,227,173.12

⁽¹⁾ Number of Marijuana Retail Stores or Marijuana Microbusinesses located and licensed in the municipality as of 9/30/2021. Tribal Governments do not qualify for distributions under MCL 333.27964.

⁽²⁾ Payments based on Michigan Regulation and Taxation of Marihuana Act, Section 14 (3)(a) and (3)(b) (MCL 333.27964).



ARPA COORDINATORS NETWORK

HOW TO DESIGN & IMPLEMENT COMPLIANT PROGRAMS

WITH HAGERTY CONSULTING

MARCH 14, 2022

How to Design and Implement ARPA Compliant Programs

ICMA Roundtable

March 14, 2022



Goals of today's program

- Discuss practical and tangible actions that leaders can take to design and implement programs that are compliant with the Final Rule and the Uniform Guidance (2 CFR Part 200), which govern use of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)
- Review several recent changes to CSLFRF program regulations that are relevant to program design and implementation
- Through three practical examples, explore the design of eligible programs that can be funded by CSLFRF in response to community needs
- Highlight key compliance requirements that influence program administration and management
- Discuss reporting and highlight the importance of documenting the successful impacts of this unprecedented funding opportunity.

Brief Updates

Program Design and Implementation

Recovery Town's Plan (breakout sessions)

Regroup

Questions / Answers

General Update: CSLFRF Final Rule

The CSLFRF Final Rule delivers more flexibility and simplicity than the Interim Final Rule across several categories. Key modified topics include:

- Revenue Loss - a standard allowance of \$10 million was added for all recipients, without the need for calculation
- Capital Expenditures - new rules were created for capital expenditures responsive to pandemic impacts
- Negative Economic Impacts - a distinction was made between “impacted” and “disproportionately impacted” and new enumerated eligibilities were added
- Public Sector Capacity - the ability to restore staffing to pre-pandemic levels or to augment staffing was provided

Recipients can choose to use the provisions of either the Interim Final Rule or the Final Rule between January 6, 2022 and April 1, 2022

Update 1: Revenue Loss

- Recipients may now make a one-time election of a “standard allowance” revenue loss of \$10 million to spend on government services through the period of performance
 - Allocations are not impacted by this standard allowance; recipients receiving less than \$10 million may simply choose to apply their entire allocation to the provision of government services
- If choosing this option, there is no need to calculate your municipality’s revenue loss
- Recipients should be prepared to select whether they are “electing the standard allowance of up to \$10 million” as part of their initial Project and Expenditure Report due to Treasury by April 30, 2022
- Recipients may still calculate lost revenue through an updated formula

Update 1: Revenue Loss (cont)

- Recipients can use revenue replacement funds “for any service traditionally provided by a government, unless Treasury has stated otherwise”
- Recipients are only required to provide a written explanation of “how revenue replacement funds are allocated to government services”, and are not required to report information on individual projects or programmatic data*
- Recipients may use funds for the non-federal share for most federal programs**
- Maintaining a robust compliance framework throughout the program remains critical

.....

**Treasury will release an additional Project and Expenditure Report User Guide for NEUs and smaller municipalities, with further guidance on reporting requirements through the Portal for Recipient Reporting.*

***Certain restrictions apply, and these funds cannot be used for match on Medicaid or CHIP programs*

Update 2: Capital Expenditures

- Clarifies that recipients can use funds for capital expenditures that respond to public health or negative economic impacts of the pandemic
- Clarifies that expenditures must be reasonable and proportional to the harm being addressed
- Provides additional examples that Treasury has enumerated as eligible
- Introduces requirement for additional written justification for capital expenditures over \$1 million to guide recipients' analysis of whether expenditures are eligible
 - For projects that are under \$1 million, no written justification is required, although eligibility analysis must still be conducted

Update 3: Compliance and Reporting Guidance

On February 28, Treasury published the updated [Compliance and Reporting Guidance document](#) to reflect Final Rule modifications. Key updates include:

- Starting April 30, 2022, (1) metropolitan cities and counties with a population below 250,000 residents that are allocated more than \$10 million, and (2) NEUs that are allocated more than \$10 million, are required to submit **quarterly** Project and Expenditure Reports
 - Recipients with allocations under \$10 million will continue to submit **annual** Project and Expenditure Reports
- Recipients will report on a broader set of eligible uses and associated Expenditure Categories (ECs)
 - Local governments that submitted reports in January must re-categorize any ECs that were updated in the new guidance
 - Treasury also created EC 6.2 within the Revenue Replacement category to identify funds used as non-federal match for other federal programs
 - Certain administrative costs for staff focused on effective program delivery are now reclassified

Brief Updates

Program Design and Implementation

Recovery Town's Plan (breakout sessions)

Regroup

Questions / Answers

Eligible Use Categories

01

Support public health expenditures
/ address negative economic
impacts



02

Replace lost public sector
revenue



Eligible Use Categories

03

Provide premium pay for
essential workers



04

Invest in water, sewer, and
broadband infrastructure



Maintaining a strong compliance framework remains critical

- As local governments design and implement projects, establishing a compliance framework that is strong enough to ensure compliance with the Final Rule and Uniform Guidance (2 CFR 200) is key
 - This is particularly relevant for local governments who have limited experience with federal funding and reporting
- While the Final Rule increased flexibility and broadened eligibility for recipients, compliance requirements remain the same

Items that may be particularly challenging to recipients include:

- Internal controls and management practices
- Procurement and contracting
- Risk-based assessment for subawards and monitoring of subrecipients
- Civil rights and promoting equal opportunity
- Programmatic and financial reporting
- Closeout and audit

Introduction to Recovery Town

- Recovery Town is a Non-Entitlement Unit of Local Government (NEU) with a population of 45,000. Generally, they provide local fire and police services, manage a municipal water and sewer utility, and have several economic and community development services available to residents and local businesses
- It received a total CSLFRF allocation of \$40 million.
- Recovery Town's Executive Office recently received responses to a survey issued on use of CSLFRF funding

Most of the respondent's support:

- Helping small businesses given the pandemic's impact
- Constructing a new childcare center
- Replacing existing water and sewer infrastructure

Recovery Town's Spending Plan

Recovery Town elects the standard allowance available under the revenue loss provision and claims the full allowance of \$10 million. They decide to allocate funding among the following projects:

Project	Project Name	Allocation
RT001	Small business assistance program	\$7 million
RT002	Water Distribution System Improvements	\$8 million
RT003	Child Care Center	\$10 million
RT004	Provision of Government Services	\$10 million
RT005	Administrative Costs	\$500,000
NA	Unallocated	\$4.5 million
Total:		\$40 million

Recovery Town's Program Design and Implementation

- Following the development of its spending plan, Recovery Town is considering how to transition from project prioritization to design and implementation
- To account for each projects' scope, expenditure category, estimated time of completion, and intended objectives, Recovery Town needs to ensure that it has a strong compliance framework to adequately carry out each activity and be able to report on it

The following processes will inform Recovery Town's approach to design and implementation:

- Small business assistance program: Program implementation
- Construction of a new childcare center: Capital expenditures
- Water distribution system replacement: Procurement and contracting

Brief Updates

Program Design and Implementation

Recovery Town's Plan (breakout sessions)

Regroup

Questions / Answers

Breakout Sections

SESSION 1:

Small Business Assistance Program

Focuses on program implementation and distributing federal funds outside the government

1

SESSION 2:

Construction of a New Childcare Center

Focuses on capital expenditures, including project development, written justifications, and compliance considerations

2

SESSION 3:

Water Distribution System Replacement

Focuses on infrastructure project, including project development, eligibility criteria, procurement and contracting

3

BREAKOUT SESSION 1

Small Business Assistance Program

Breakout Session 1: Small Business Assistance Program

Project Name:	Small business assistance program
Project ID Number:	RT001
Project Expenditure Category:	Assistance to Small Businesses - Loans or Grants to Mitigate Financial Hardship (2.29)
Project Status:	Not Started
Project Description:	Funding will be used to support small businesses in Recovery Town that have been impacted during the public health emergency. Funds will be provided through capped grants that may be used to support payroll and other operating expenditures. Recovery Town plans to hire a contractor to verify applicant eligibility requirements and assist in administering funds, as well as ensure that beneficiaries meet relevant criteria

Small Business Assistance Program: Design and Planning

1. Develop eligibility criteria and a streamlined application intake and risk assessment process (document all established processes). Eligibility criteria may include:

- Size of business
- Eligible uses of funds, such as payroll and operating expenditures
- Minority/Women-owned Business Enterprises status
- Covid-19 Financial Impacts (e.g., Last 3 years of financial statements)

Identify disproportionately impacted small businesses that:

- a. Are located within a Qualified Census Tract
- b. Qualify as a microbusiness (five or fewer employees)
- c. Have primary operations that fall under one of the following sectors: Arts, entertainment, and recreation, Accommodation and food services, Retail Trade, Other Services (Except Public Administration)

2. Identify a vendor to support in administering the grant program:

- First, identify whether the Town has an existing contract with a broad scope to support federal funds administration.
- If not, consider a competitive Request for Proposals. Developing a scope should be broad enough to support the full range of design and implementation needs

Small Business Assistance Program: Implementation

1. Develop marketing tools and workshops to inform small businesses about the grant program and application process
2. Organize a working group across functions to effectively streamline review and approval process, which may include procurement, budget, finance, attorney, and auditor's offices
3. Contractor to review grant applications to verify required documentation, conduct risk assessment, and provide a recommendation for approval/denial
4. Develop and maintain a real-time interactive dashboard for awarded grants and consider community transparency
5. Prepare award notifications and grant agreements for approved grantees

Small Business Assistance Program: Oversight and Closeout

1. Communicate U.S. Treasury reporting requirements to small business grantees
 - a. Number of workers enrolled in sectoral job training programs, Number of workers completing sectoral job training programs, and Number of people participating in summer youth employment programs
2. While not required, if Recovery Town implements the program on a reimbursement basis, Recovery Town may want to consider collecting invoices and supporting documentation to verify programmatic costs prior to closeout and final payment
3. Recovery Town may want to consider utilizing the reporting process to identify if there will be unspent funds to be returned to the Town prior to December 31, 2024. Recovery Town can reprogram unused funds for other CSLFRF eligible projects. This should be communicated upfront as a part of the award notification process

BREAKOUT SESSION 2

Construction of a New Childcare Center

Breakout Section 2: New Childcare Center

Project Name:	Recovery Town Childcare Center
Project ID Number:	RT003
Project Expenditure Category:	Healthy Childhood Environments: Child Care (2.11) and Health Childhood Environments: Early Learning (2.14)
Project Status:	Not Started
Project Description:	Funding will be used to develop a new centralized childcare and early learning facility, to be in Recovery Town’s Central Park. Once constructed, the facility will house the full-day and after-school care programs operated by the Town’s Department of Parks and Recreation and will serve as a location for a Head Start program. Preconstruction planning needs include site design and addressing floodplain management and stormwater concerns. The proposed cost of the project is expected to be \$12.5 million, with funding drawn from a variety of sources, including \$10 million in CSLFRF funding

New Childcare Center - Project Development

The project development process for a CSLFRF capital expenditure has several steps, including:

- Need Identification
- Identification of Options
- Preliminary Project Scoping
- Preliminary CSLFRF Eligibility Determination
- Alternative Funding Analysis
- Preliminary Design
- Go/No Go
- Project Planning/Design
- Procurement
- Construction
- SLFRF Compliance
- Audit

New Childcare Center - Compliance Considerations

Planning and Design

- Recipients can use CSLFRF funds for pre-project development costs that are tied to or reasonably expected to lead to an eligible capital expenditure. For example, pre-project costs associated with planning and engineering for an eligible project are considered eligible

Implementation

- Uniform Guidance provisions on procurement, contracting, cost principles and oversight all apply. State and local laws are general applicable
- Civil Rights compliance and reporting is mandated
- Procurement preferences may be applicable and may be enhanced due to provisions contained in the Bipartisan Infrastructure Law
- Use of CSLFRF funds alone does not trigger the Davis-Bacon Act. Prevailing wage requirements may be triggered by use of other federal funds or by similar state laws

New Childcare Center - Written Justification

All capital expenditures funded using CSLFRF need to be justified through criteria laid out in the Final Rule. As the total cost of the Capital Project exceeds \$10 Million, written justification including is to be submitted as part of Recovery Town's regular reports

1. Describe the harm or need to be addressed
2. Explain why a capital expenditure is appropriate to address the harm or need, including how the capital expenditure is proportionate to the harm or need created by the COVID-19 pandemic
3. Compare the proposed capital expenditure against two alternative capital expenditures that could be made to achieve the same ends. Quantitative standards should be using to the extent possible

Recovery Town will need to document the harm experienced by parents and early childhood learners as a result of the COVID-19 pandemic or the way the need for such facilities has been exacerbated and show how this new facility will address the harm or need

BREAKOUT SESSION 3

Water Distribution System Improvements

Breakout Section 3: Water Distribution System Improvements

Project Name:	Water Distribution System Improvements
Project ID Number:	RT002
Project Expenditure Category:	Water and Sewer Infrastructure - Drinking water: Transmission & Distribution (5.11)
Project Status:	Not Started
Project Description:	Funding will be used to replace the transmission and distribution pipes throughout Recovery Town to improve water pressure to safe levels, and also to prevent contamination caused by leaks or breaks in the pipes that will benefit residents, businesses and other consumers. Following planning and design work, a procurement will be conducted, and a contract will be awarded in accordance with the Town’s procurement policy. Recovery Town will ensure that the awarded contract will meet with all federal, state and local procurement requirements as well all CSLFRF program requirements. Recovery Town will be responsible for appropriate reporting and monitoring.

Water Distribution System Improvements - Project Development

The project development process for a CSLFRF infrastructure project has several steps, including:

- Need Identification
- Preliminary Project Scoping and Estimated Budget
- Preliminary CSLFRF Eligibility Determination
- Preliminary Design
- Project Planning/Design
- Procurement
- Construction
- CSLFRF Compliance Monitoring and Reporting
- Audit

Water Distribution System Improvements - CSLFRF Infrastructure Eligibility

The following questions must be considered:

- Is the investment (necessary)?
- Does the investment meet the Drinking Water State Revolving Fund (DWSRF) eligibility criteria?
- Is the project cost-effective?

Water Distribution System Improvements - Estimated Project Budget

Project Name	Allocation
Planning	\$500,000
Engineering and Design	\$1.5 million
Construction	\$6 million
Total:	\$8 million

Procurement Overview: Procurement Policy

Recovery Town should ensure that the following items are included in either as part of their purchasing policy or a stand-alone policy that is used for procurement purposes, language and associated controls covering:

- Competitive bidding, and the circumstances under which non-competitive procurements are allowable
- Standards of conduct for contractors, including a conflict-of-interest policy
- Prohibitions on dealing with suspended or debarred parties
- Procedures to avoid acquisition of unnecessary items
- Record retention
- Allowable use of time and materials contracts
- Dispute resolution
- Contracting with small & minority businesses, women's business enterprises and labor surplus area firms (Federal Requirements found in 2 CFR 200.321)
- Bonding requirements

Procurement Overview: Contract Provisions

Recovery Town must ensure that each contract includes provisions as set forth in Appendix II to 2 CFR Part 200, including:

- Remedies and sanctions
- Termination for cause and convenience
- Equal Employment Opportunity
- Contract Work Hours and Safety Standards;
- Right to Inventions
- Clean Air Act
- Debarment and Suspension
- Byrd Anti-Lobbying Amendment
- Procurement of recovered materials
- Prohibition on certain services or equipment
- Domestic preference

Note: Not all procurement involves a contract. However, Recovery Town will have a contract with Company A to install the replacement water lines.

Procurement Overview: Additional Best Practices

- Review local requirements in addition to federal and state
- Review Treasury Guidance
- Establish CSLFRF-specific internal controls
 - Policies and procedures
 - Explicit responsible parties
 - Leverage existing expertise
- Comply with the Cost Principles found in 2 CFR Part 200, Subpart E
- Be aware of the period of performance and any relevant deadlines
- Focus on documentation

Brief Updates

Program Design and Implementation

Recovery Town's Plan (breakout sessions)

Regroup

Questions / Answers

BREAKOUT

Section Summary

Small Business Assistance Program

This breakout session identified steps Recovery Town can take to fully design and implement a small business assistance program.

1. Provided a description of the small business assistance program
2. Explained program design and planning considerations such as establishing eligibility criteria and an application process and identifying mechanisms to hire a contractor to administer the program
3. Identified steps for program implementation including marketing the program, assisting small businesses applicants, developing transparency tools, and drafting grant agreements and award notification letters
4. Provided considerations for ongoing oversight and program closeout

Construction of a New Childcare Center

This breakout session walked through Recovery Town's design of a capital expenditure that was responsive to a critical need.

1. Provided a description of the proposed CSLFRF capital expenditure
2. Explained the steps in the project development process for an CSLFRF capital expenditure
3. Provided details on the Final Rule's requirement for written justification for capital expenditures
4. Highlighted certain considerations that are key components of applying a robust compliance infrastructure to CSLFRF capital expenditures

Water Distribution System Improvements

This breakout session explored the process and elements of designing a compliant infrastructure project to meet Recovery Town's need for investment in their drinking water distribution system:

1. Provided a description of the proposed infrastructure project
2. Explained the steps in the project development process for an CSLFRF infrastructure project
3. Provides details on the Final Rule's eligibility requirements for infrastructure projects and highlights the relationship to the state revolving fund eligibility guidance
4. Provides compliance considerations and best practices related to procurement and contracting

Reporting and Telling your Story

Reporting

On a Quarterly basis, Recovery Town must demonstrate a clear picture of:

- How CSLFRF funds are spent
- CSLFRF project budgets and spending progress via financial data
- Performance of CSLFRF funds via “programmatic indicators”
- Additional details (e.g., demographics served, capital expenditures) based on assigned Treasury Expenditure Category

Because Recovery Town is an NEU, they should expect additional information from Treasury on upcoming reporting requirements.

Telling your Story

Throughout program implementation, Recovery Town should consider building mechanisms to:

- Document successes
- Record program outcomes, outputs, and impact
- Gather feedback from the community on program impact
- Publicize efforts and tell the story on use of funds

Brief Updates

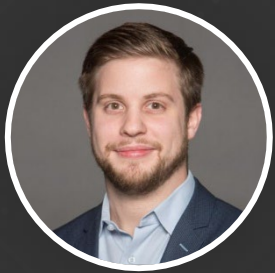
Program Design and Implementation

Recovery Town's Plan (breakout sessions)

Regroup

Questions / Answers

Questions?



John Hageman

Senior Manager, Recovery Programs

John.Hageman@hagertyconsulting.com



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HAGERTY

WHAT'S NEXT

- Watch for recording link and follow up materials
- Future sessions in development
- Reach out to ICMA at research@icma.org with questions, suggestions for future sessions, etc.
- Visit icma.org/events and icma.org/arpa for upcoming sessions and archived resources

Letting of February 04, 2022**Letting Call:** 2202 025**Low Bid:** \$342,507.88**Project:** STL 80000-206994**Engineer Estimate:** \$344,285.00**Local Agreement:** 21-5504**Pct Over/Under Estimate:** -0.52 %**Start Date:** April 25, 2022**Completion Date:** September 23, 2022**Description:**

0.29 mi of hot mix asphalt reconstruction, sidewalk repairs, signage, drainage and pavement markings on Prairie Ronde Street from George Street to the east village limits in the village of Decatur, Van Buren County. This is a Local Agency project.

5.00 % DBE participation required

Bidder	As-Submitttd
Rieth-Riley Construction Co., Inc.	\$342,507.88
Northern Construction Services, Corp.	\$345,866.50
Peters Construction Co.	\$363,031.55
Hoffman Bros., Inc.	\$375,983.54
Kalin Construction Co., Inc.	\$403,289.86
Mead Bros. Excavating Inc.	\$409,141.80
Milbocker and Sons, Inc.	\$411,915.01
Al's Excavating, Inc.	\$444,495.00

Total Number of Bidders: 8

**Village of Decatur
Prairie Ronde Street Improvements Project
Contract ID 80000-206994, Preconstruction Meeting Agenda**

Date: March 18, 2022

Bid Item: 025

Contract ID: 80000-206994

Original Contract Amount: \$342,507.88

Contract Description: 0.29 mi of hot mix asphalt reconstruction, sidewalk repairs, signage, drainage and pavement markings on Prairie Ronde Street from George Street to the east village limits in the village of Decatur, Van Buren County.

The Contractor was reminded this is a Local Agency Project. The Local Agency is responsible for all construction engineering on this project and coordinating approvals through MDOT. MDOT's function is to perform project/program oversight, and not day to day construction engineering, testing, or inspection specific to administration of this contract.

DESIGNATION OF KEY PERSONNEL (include name, e-mail, phone number):

For Local Public Agency (LPA)

Local Public Agency Responsible Charge: Christopher Tapper, Village Manager,
ctapper@decaturmi.us, (269) 432-6114

Consulting Firm (if applicable): Wightman

Project Engineer/Engineer of Record: Mickey Bittner, P.E., mbittner@gowightman.com,
(269) 692-9338

Paul Harvey, P.E., pharvey@gowightman.com,
(269) 760-5082

Senior Project Technician: Justin Utter, justinutter@gowightman.com,
(269) 208-7190

Inspector(s): TBD

Certified Office Technician: Ken Ark, kark@gowightman.com, (269) 362-4766

Certification Expiration Date: 01/23/2023

Certified Construction Technicians:

Michigan Concrete Certifications

Justin Utter

MDOT Density Technology Certification

Justin Utter

MDOT Bituminous Paving or Bituminous Paving Operations

TBD

Michigan Certified Aggregate Technician

Bryan Styburski

Michigan Certified Bituminous Laboratory Technician

Bryan Styburski

Michigan Bit QC/QA Technician

Bryan Styburski

SESC (Soil Erosion and Sedimentation Control)

Justin Utter

Storm Water Operator (SWO) per NPDES

National Pollutant Discharge Elimination System

Justin Utter

Fabrication Inspector:

N/A

AASHTO Accredited Laboratory:

SME

The project is not located on the National Highway System (NHS), therefore construction technicians are not required to be Independent Assurance Tested (IAT).

For MDOT

TSC [MDOT LAP Responsible Charge:](#) Chris Jacobs

TSC [Designated Representative:](#) Brad Wright

Other:

For Rieth-Riley Construction Co, Inc.

**Village of Decatur
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Project Manager:	Eric Green
Project Superintendent:	Colin Klett
Safety Supervisor:	Bob Montel
EEO Officer:	Adrienne Reisig
24 Hour Contact*:	Eric Green
Damage Claim Officer:	Kim Beard

*The Contractor must respond in a timely manner to any calls to the 24-hour emergency contact number.

SAFETY TOPIC

Maintaining Traffic – Prairie Ronde Street is near the downtown of the Village of Decatur and is a residential area. Access to residents and local traffic shall be maintained. Please ensure proper safety apparel (i.e. high vis clothing, hard hats, signs, reflective tape, etc.) are highly utilized and maintaining traffic items (cones, barrels, signs, etc.) are checked at a minimum of once daily to enforce consistent traffic control.

SAFETY PROGRAM (Specification Subsection 104.07.B.2):

The Contractor's Construction Safety Program was submitted and reviewed by the Engineer.

The Contractor is reminded that all workers within the right-of-way must wear ANSI/ISEA performance class 2 or 3 clothing.

Safety data sheets were **not** submitted. Work on the project is noted from subsection 811.02 (materials for permanent pavement markings, P.K.)

PROGRESS CLAUSE/PROGRESS SCHEDULE:

The progress clause is on page 12 of the proposal.

The progress schedule has been submitted. The schedule start date is 3/21/222 for tree clearing with road work starting on 5/16/2022, and the scheduled completion date is 7/1/2022.

The Contractor's attention was directed to subsection 109.07.C1 of the Specifications. This section states the Engineer will make a final inspection after written notification by the Contractor that the work is completed. As such, the Contractor was reminded to provide said written notification that the work is completed and ready for final inspection.

UTILITIES, PERMITS, AIRPORTS, AND RAILROADS:

The Contractor was reminded to call the "MISS DIG" system (1-800-482-7171) three full business days in advance of any digging or excavation activities.

MDOT's roadway lighting, traffic signal, ITS, and other miscellaneous electrical systems are not a part of MISS DIG. ITS systems include traffic cameras, changeable message signs, detection equipment, fiber optic cable, other sensors and related communication cables and equipment in, over, or along the roadway. The Contractor must submit form 5300 at least five full business days in advance for staking requests, excluding weekends and holidays.

Are all local permits issued? ☐ Yes ☐ No ☒ N/A

**Village of Decatur
Prairie Ronde Street Improvements Project
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Are State of Michigan permits issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Is an Army Corps of Engineer permit issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Are Sanitary or water main permits issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Are there any utility relocation issues?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is a FAA permit issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Are there Railroad Grade Crossings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Are there any Railroad Coordination Issues?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
Are there any Railroad temporary crossings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A

American Electric Power (AEP) and Frontier are currently working on relocations.

Contacts:

AEP: Todd Germain, trgermain@spectrumeng.com, (260) 627-8888

Frontier: Lance Webley, lance.webley@ftr.com, (269) 370-4046

Consumers: Kyle Oak, kyle.oak@cmsenergy.com, (269) 337-2366

Comcast: Jay Castello, jay_castello@comcast.com, (847) 789-1039 ext. 71039

MUNICIPALITIES AND/OR COUNTIES AFFECTED:

It is the Contractor's responsibility to familiarize themselves with all laws, ordinances, permits, traffic, safety, and health regulations.

Local governments: Village of Decatur, Van Buren County

LIQUIDATED DAMAGES:

The liquidated damages on this project are \$800 per calendar day.

The Contractor is reminded that subsection 104.07.D of the Specifications states that final clean up is part of the contract work included in other contract items. All final clean up work must be completed before final project acceptance. Failure to complete final clean up work before the project completion date will result in the assessment of liquidated damages according to subsection 108.10.C.1 of the Specifications.

DAMAGE CLAIM PROGRAM (Section 107.10.E):

The designated damage claim officer is Kim Beard. The Damage Claim Program has not been submitted.

MAINTAINING TRAFFIC:

The special provision for Maintaining Traffic starts on page 13 of the proposal. The following traffic items are noted:

The Contractor shall provide 72 hour notice before implementing road closures, detours, etc.

All access shall be maintained to any residential or business drives.

Subsection 922.02 of the Specifications require that all sign panel materials and supports in use must be approved by the FHWA as meeting MASH crashworthy requirements or NCHRP testing for older products.

**Village of Decatur
Prairie Ronde Street Improvements Project
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All traffic control devices must be approved and accepted for payment prior to the project start date and before use of these devices on the project.

All requests to modify any traffic control devices that are in the contract must be submitted to the Engineer with the applicable FHWA acceptance letter and must be approved prior to placement on the project. Chapter 3.07 of the MDOT Materials Quality Assurance Procedures (MQAP) Manual provides more detail regarding the Temporary Traffic Control Acceptance Procedure.

The Engineer will be conducting periodic inspections throughout the duration of the project to ensure that the temporary work zone traffic control devices meet the *Quality Guidelines for Temporary Traffic Control Devices and Features* published by the American Traffic Safety Services Association and to ensure that traffic devices are placed in accordance with the Michigan Manual of Uniform Traffic Control Devices (MMUTCD), plans, or as directed.

Traffic Regulators must be properly trained and have the proper equipment. The training includes reading and understanding the Michigan Traffic Regulator's Instruction manual, June 2010 Edition. Documentation of training must be maintained for all designated traffic regulators. All traffic regulators are encouraged to watch the YouTube video [How to Safely Regulate Traffic in Michigan](#).

Paul Harvey is the point of contact for traffic control devices. This person has the authority to make changes to the traffic control devices and layout. The storage location for unacceptable devices is TBD. The Contractor's point of contact will review with project staff the unacceptable devices at the said location as necessary for balancing and payment purposes.

The Contractor's attention was directed to subsection 812.03.C.1 of the Specifications for Traffic Control Quality and Compliance. Written communication between the Contractor and project staff is recommended to ensure noncompliance concerns are documented including the start and end of the compliance assessment duration(s).

The Contractor was reminded to remove all temporary traffic control devices when said devices are no longer required on the project. The final acceptance of the project will not occur until all temporary traffic control devices are removed from the project.

STAGING AREAS:

Subsection 812.03.G.5 of the Specifications describe the storage restrictions for vehicles, equipment, and materials. Worker vehicles, idle construction equipment, and Contractor materials must be stored in areas that provide minimum exposure to pedestrian and vehicular traffic.

A permit will be required for use of local agency right-of-way outside of the project limits.

A permit will be required for use of any MDOT right-of-way.

If private property is utilized the Contractor must obtain and provide a copy of a written agreement with the property owner to the Engineer in accordance with subsection 105.06.D of the Specifications.

**Village of Decatur
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Permits or written agreements are required prior to the start of work.

INTERNAL WORK ZONE TRAFFIC CONTROL PLAN:

Subsection 104.11.B of the Specifications require the Contractor to develop and provide a work zone traffic control plan for the project. The FHWA may review the submittal of this plan during field audits.

REAL ESTATE:

According to the property acquisition certification included with the LAP program application, there are no outstanding real estate issues.

SUBCONTRACTORS:

The Contractor was reminded that any work that they are not performing with their own work force is required to use the MDOT Subcontract form 1302-FED or 1302-State (except as noted on MDOT form 1386 *Post Certification of Subcontract Compliance*). The Contractor must submit the required form to the Engineer before the start of work with the associated subcontract. The original subcontractor must include all the required attachments as notes on the respective subcontract form.

The Contractor is also reminded that any Subcontractor that has been “designated” or DBE committed, at the time of award, is required to perform work on the project.

The Contractor will keep all original subcontracting documentation and must provide the Engineer a copy of the signed cover page and line item page prior to any work being performed by the Subcontractor. This applies to all tiers of subcontracting.

The Contractor is further reminded that MDOT form 1386 *Post Certification of Subcontract Compliance* is required to be signed by an authorized signer of the Contractor and submitted prior to the processing of the final estimate.

The following Subcontractors will be working on this project (note DBE companies):

1. Peters Construction Co. – Removals, earthwork, water services
2. J.L Milling, Inc. – HMA Crushing
3. P.K. Contracting, LLC – Pavement markings
4. Rathco Safety Supply, Inc – Temp Traffic Control
5. S. Hayes, Inc. – Restoration (DBE)
6. Martin J Concrete, Inc. – Concrete (DBE)
7. Driesenga & Associates, Inc. – QC Testing
8. Spicer Group, Inc. – Monument Preservation
9. CHOP – Tree and Stump Removal

DISADVANTAGED BUSINESS ENTERPRISE (DBE):

Page 11 of the proposal notes that 5.0 percent **DBE** participation is required on this project.

The Contractor must notify the Engineer in advance of a DBE Subcontractor or vendor starting work regardless of the percent participation required in the contract. This includes any off site DBE work. Any DBE work that will occur off project site shall be documented by the Engineer.

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The Contractor must provide notice (dates, times, locations, etc.) to the Engineer in advance of this work. Off site work was discussed as follows:

Form 2124A, *Prime Contractor Bi-Weekly Statement of Subcontractor/Supplier Payments*, is included in the Federal Letting Requirements. This form must be submitted as indicated in paragraph one of the instructions.

The Contractor indicated that they **will/will not** be meeting the DBE requirements. The Contractor was reminded that if the DBE goal will not be met post-award, the applicable section of MDOT form 2653 must be completed and submitted to MDOT-DBEsheets@michigan.gov according to the instruction on the form.

DBE commitment documentation as submitted by the Contractor was discussed. The Engineer will be documenting commercially useful functions (CUF) as provided by DBE companies. This may include direct conversations, visual inspections, and work activities. The Engineer and MDOT's Office of Business Development (OBD) should be notified immediately of a DBE's inability to perform work and the Contractor's intent to obtain a substitute DBE on projects with DBE participation. A DBE who is unable to perform the work must be given five (5) business days written notice by the Contractor who hired their services of their intent to obtain a substitute DBE. A copy of this written notice is to be provided to the Engineer and the OBD. To substitute DBE firms, the Contractor must submit MDOT form 0196, *Disadvantaged Business Enterprise (DBE) Removal/Substitution Request* to the Engineer. The Engineer must review and approve DBE substitutions before submitting the approved form 0196 form to MDOT's Contracts Services Division (CSD) with a copy to the OBD.

EEO & AFFIRMATIVE ACTION:

Appendix C in the Federal Letting Requirements contain the EEO and Affirmative Action requirements for this project. The goals of this project are 5.9% minority and 6.9% female in each trade.

Appendix A, Prohibition of Discrimination in State Contracts is Included in the Federal Letting Requirements.

ON-THE-JOB TRAINING (OJT):

The Contractor **does or does not** plan on using OJT on this project.

The OJT program is Contractor based and the details of the program can be found in the OJT Program Manual found at the following website: [On-the-Job Training Program](#).

The Contractor was reminded that if trainees are utilized on this project, notification must be provided to the Engineer prior to their first day of work on the project. All other OJT Program related forms are to be submitted to the OBD.

CERTIFIED PAYROLLS / PREVAILING WAGES:

This project involves federal funding and the Davis-Bacon Minimum Wage Rates apply for the site of work. The wage decision for this project is located on page 111 and is covered by the *Airport & Bridge, Highway, Sewer/Incid. to Hwy* wage decision.

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The USDOL regulatory definition (See 29 CFR 5.2) for “site of the work is the physical place or places where the . . . work called for in the contract [is occurring]; and any other site where a significant portion of the . . . work is constructed, *provided* that such site is established specifically for the performance of the contract or project.”

The site of work is defined as the entire construction site as specified in the plans and contract. The site of work also includes batch plants, borrow pits, job headquarters, tool yards, etc., provided they are established for and dedicated exclusively, or nearly so, to the . . . project, **and** are adjacent or virtually adjacent to the site of work.

The following locations are specifically excluded from the site of work definition:

- Permanent home offices, branch plant establishments, fabrication plants, tool yards, etc., of a contractor or subcontractor whose location and continuance in operation are determined wholly without regard to a particular federal or federally–assisted project. In other words, if it is a permanent site that is not dedicated to the job, it is not within the site of work definition.
- Fabrication plants, batch plants, borrow pits, job headquarters, tool yards, etc., of a commercial or material supplier that are established by a supplier of materials for the project before opening of bids, **and** not on the site of the work, even where such operations for a period of time may be dedicated exclusively, or nearly so, to the performance of a contract.

On federally funded projects if any personnel (Contractor, subcontractor, trucking firms, etc.) are involved with project work prevailing wages must be paid according to the wage decision included in the contract proposal. The Contractor is responsible for the payment of prevailing wages that are not paid by their subcontractors. In order to comply with these requirements, the Contractor must:

- Advise all subcontractors of prevailing wage requirements and that all employees must cooperate during wage rate interviews.
- Submit all required weekly certified payrolls for themselves, each subcontractor, and each lower-tiered subcontractor.

The Contractor is responsible for maintaining basic records for the workforce (i.e. employee classification, hourly rates of wages paid, daily and weekly number of hours worked on site and on all projects, deductions made, and net wages paid). This requirement includes truck drivers, and the Contractor should be prepared to provide this information to the Department, upon request by the Engineer.

Truck driver hours are covered by prevailing wage provisions when the time spent working on the site of work exceeds de minimus. (i.e the time spent working on the site of work is 20% or more of the total hours worked on all projects during the week.)

The following time counts toward de minimus:

- Time spent loading or unloading materials and supplies on the site of work
- Time spent driving on the site of work

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- Time spent transporting materials and supplies between a facility that is part of the site of work and the actual construction site.

If de minimus is exceeded, prevailing wage is due for all hours worked on the site of work during that week and a record of payroll is due. If the employee who exceeded de minimus is an owner operator, a payroll is still due but does not have to include hours worked or pay rate information.

Biweekly progress payments for work completed by the Contractor and/or Subcontractor may be withheld, upon written notice from the Engineer, for failure to comply with the contract prevailing wage requirements and/or for failure to submit weekly certified payrolls.

The Contractor was encouraged to review the Construction Manual Division 1, Section 107 [Prevailing Wage](#). This section provides guidance on the process and procedures required for prevailing wage oversight on construction projects with federal and/or state funding.

JOBSITE POSTINGS:

Jobsite posters must be erected in a conspicuous location on-site prior to the commencement of work. These posters include, but are not limited to, the project specific wage rates and notices required by federal and state law. The jobsite posters must be complete, current, and maintained until final acceptance. The posters must be accessible at all times to employees and applicants for employment.

The Engineer will complete the form 1967, *Jobsite Poster Inspection Checklist*, during the construction project. This form is an aid to make sure that the Contractor is following the requirements of the contract.

Check the Construction Manual for the latest revised poster information at the MDOT wiki. The first scheduled payment for **Mobilization, Max (dollar)** will not occur until the Engineer has verified and documented the posting of required labor compliance posters and the project specific prevailing wage rates.

PREVAILING WAGE AND LABOR COMPLIANCE (PWLC) SYSTEM:

Certified payroll and associated documents must be submitted in the PWLC system (LCPtracker). Documents must be submitted in accordance with the timeframe listed on the Labor Compliance special provision. The Contractor is also responsible for coordinating all electronic document submittals from lower tier Subcontractors.

The Engineer will request the contract be setup in LCPtracker and assign the Contractor. The Contractor's prime approver is **XXXXXXX**. Account setup may be requested by sending an e-mail to: MDOT-LCPtracker@Michigan.Gov

LCPtracker is available via the following links:

Login Website: <http://www.lcptracker.net>

General Information website: www.lcptracker.com

A tutorial for this system can be found through the website provided.

For additional support please contact the resource email at the following address: MDOT-LCPtracker@Michigan.Gov

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PROCESSING CONTRACT MODIFICATIONS:

All contract modification approvals will be processed in accordance with the Construction Contract Modification Process Overview as detailed in the Construction Manual: [Construction Contract Modification Process Overview](#).

PROCESSING PAY ESTIMATES

All pay estimates will take into account guidance from the Progress Payment Topics in the Construction Manual: [109.07 Final Inspection, Acceptance, and Final Payment](#)

Contractors are required to have a SIGMA vendor customer number. A SIGMA vendor customer number may be created at the following website: www.michigan.gov/vsslogin. Contractors are also required to be EFT ready in order to receive timely payment from the Department. Verify EFT information is up to date in SIGMA.

CONSTRUCTION DOCUMENT MANAGEMENT:

This project will use the Department's current Construction Document Management System – ProjectWise. Account setup, installation details, and access to ProjectWise may be requested by sending an e-mail request to: MDOT-ProjectWiseConst@Michigan.Gov.

The Contractor must submit all project documentation for this contract in electronic format and place it into ProjectWise. Paper documents, faxes, e-mails or other methods/media are not permitted except as allowed by the Engineer. The Contractor must use the Contractor Standard Naming Conventions for Document Submittals as maintained on the Department's website [Reports, Publications and Specs](#) under the Manuals & Guides, then Construction Field Services – Reference tabs.

Additional documentation and training for ProjectWise and methods for requesting training are available at the following website: [MDOT - ProjectWise Support](#).

ProjectWise access for Subcontractors can be completed by the Contractor by downloading [Prime Contractors Tool.zip](#) and utilizing the installation guide [Prime Contractor Tool Installation and Quick Guide.pdf](#).

All digital electronic signatures must be completed according to the procedures set forth in the Construction Document Management System special provision. More information regarding electronic signatures is available here: [E-Signature](#). MDOT uses the DocuSign Digital Signature solution for document signing processes. More information regarding DocuSign including requesting a free DocuSign digital signature can be found here: [Digital Signatures with MDOT](#).

SPECIAL PROVISIONS FOR PROMPT PAYMENT: (page 78):

The Contractor agrees to pay each Subcontractor for the work associated with their subcontract no later than 10 days from the date the Contractor receives payment from the Department for said work.

If the Contractor has concerns about the satisfactory completion of Subcontractor work items, the issue must be brought to the Engineer's attention in advance of payment to the

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Contractor. The Engineer will reference the Prompt Pay Special Provision (PPSP) for any action needed to resolve any issue with satisfactory completion or any other issue related to prompt payment of work performed.

The PPSP requires the Contractor to report biweekly payments to first tier Subcontractors and all DBE Subcontractors/vendors using the electronic reporting system available through MiLogin webpage by requesting access to MDOT 2124A Reporting System application (MERS). The PPSP contains a link to MiLogin to get started using MERS. After final first tier subcontractors and all DBE payments have been relinquished the last biweekly report needs to be marked as a Final Report.

At project completion, the Contractor must submit a signed Form 2124A for any DBE who has provided work or materials on the project regardless of if they have an awarded bluesheet or not.

DOCUMENTING CONSTRUCTION MATERIALS:

The Contractor was reminded of current requirements for submittal of MDOT form 0501, *Materials Source List* to the Engineer. Items that are not properly documented on form 0501 will not be paid for until the form is complete. These forms are necessary to provide accurate material testing and accounting of materials used on the project.

The Contractor was reminded that form 0501 is required for structural precast concrete elements before fabrication commences. The form must state all the materials being incorporated into the fabricated element and is required for all projects where fabrication inspection is the basis of acceptance. If the Engineer determines other elements will be shop inspected, then the Contractor will be notified to submit form 0501 for those elements as well.

The Contractor was reminded that if the Contractor or any Subcontractors change the source of a material, the Contractor must provide a revised or new form 0501 to the Engineer.

All Materials Source List **were not** submitted.

Rieth-Riley: Yes

Peters:

Rathco: Yes

Martin J:

PK:

S Hayes:

PAVEMENT MARKINGS:

All pavement marking work must be visually inspected to ensure actual placement. Quantities must be measured to determine any discrepancies in postings.

Provide certified equipment for placing markings in accordance with section 811.03.A of the Specifications.

CONTRACTOR QUALITY CONTROL (CQC) PLAN - CONCRETE (Section 604):

The Contractor quality control plan for concrete **was or will be** submitted.

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The Contractor was reminded to submit proposed Job Mix Formulas (JMF) to the Engineer prior to the pre-production meeting.

CONTRACTOR QUALITY CONTROL (QC) PLAN - HMA (HMA Production Manual):

The Contractor quality control plan for HMA **was or will be** submitted.

The Contractor was reminded to submit proposed Job Mix Formulas (JMF) to the Engineer prior to the pre-production meeting.

SOURCE OF STEEL AND IRON (BUY AMERICA) REQUIREMENTS:

The Contractor's attention was directed to the special provision for Source of Steel and Iron (Buy America). Prior to permanently incorporating any steel/iron work items from the Step Certification list maintained by the Department, the Contractor must provide Buy America step certifications to the Engineer per the special provision. Payment will not occur until Buy America certifications are received.

CLAIMS FOR EXTRA COMPENSATION OR TIME EXTENSION (Subsection 104.10 of the Specifications):

The Contractor was reminded that claims for extra compensation or time extensions must be submitted in accordance with subsection 104.10 of the Specifications. The contractor's claim must include a completed form 1953 *Claim Content and Certification*. The claim must be filled within 30 days after the work involved with the claim is completed or not later than 60 days after final acceptance, whichever occurs first. The entire claim procedure can be found at [MDOT - Reports, Publications and Specs](#) under Reports, Publications and Specs, Publications, Manuals & Guides, Construction Field Services – Reference.

EXTENSION OF TIME (Subsection 108.09 of the Specifications):

The Contractor was reminded that all extension of time requests must be filed in accordance with subsection 108.09 of the Specifications. Failure to notify the Engineer as required will constitute a waiver of claim for a time extension. Form 1100A, *Extension of Contract Time Request No.* should be used for extension of time requests.

CONTRACTOR PERFORMANCE EVALUATIONS:

The Engineer will evaluate the Contractor's performance on this project and the evaluation may be used as a basis for modifying the prequalification ratings of the Contractor. An evaluation may be issued during the course of a project (interim) and will be issued after completion of a project (final).

The following link provides the full list of factors and criteria that the Contractor will be evaluated upon: [Contractor Evaluation Factors and Rating Criteria](#)

DISPOSING OF SURPLUS AND UNSUITABLE MATERIAL:

Subsection 205.03.P of the Specifications requires the Contractor to obtain a written agreement with the property owner for disposal sites. The agreement must detail the material that can be placed, location of disposal site, and required restoration. Both parties must sign and date the agreement. A copy of this completed document must be provided to the Engineer prior to any disposal. The property owner is responsible for obtaining a county permit under Act 451 Part

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91, Soil Erosion and Sedimentation Control, from the local enforcing agency having jurisdiction if the earth disturbance is greater than one acre or the site is within 500 feet of a watercourse.

If the material is disposed of within the ROW, material must not be stored or disposed of temporarily or permanently beyond the normal plan fill slope across wetlands or floodplains. Special consideration should be given to drainage from the roadway and adjacent property by the Engineer and inspector. A toe of slope ditch may be required or the spoil bank may require a ditch constructed through it to allow water to flow from the roadway ditch or from the adjacent property.

SOIL EROSION AND SEDIMENTATION CONTROL (SESC) and NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES):

Prompt action is expected from the Contractor regarding soil erosion and sedimentation control along with temporary and/or permanent restoration.

The following items to be discussed:

- Install temporary controls prior to earth disturbance.
- Maintain SESC measures until the project is stabilized and if applicable the Notice of Termination (NOT) is submitted to Environment, Great Lakes and Energy (EGLE).
- The Engineer will perform SESC inspection every 7 days or within 24 hours after a precipitation event that results in a discharge from the site, including weekends regardless if the Contractor is working or not.
- A discharge is defined as a storm water runoff that does not infiltrate into the ground and leaves the construction site or enters waters of the State after a precipitation event.
- Review MEGLE, MDNR, U.S. Army Corp of Engineers, etc., permit requirements.
- Complete topsoil placement and stabilize slopes, channels, ditches, and other disturbed areas within 5 days after final earth grade with permanent soil erosion control measures. Permanently restore and place topsoil on slopes and ditches within 150 feet of lakes, streams, or wetlands within 24 hours of achieving final earth grade, using permanent soil erosion control measures. Do not prolong trimming, finishing final earth grade, or both, to permanently stabilize the project at one time.
- Special provision for Non-Compliance with Soil Erosion and Sedimentation Control Requirements 20SP-208A-03.

PROPOSAL AND PLAN SHEET(S):

Page 11 of the proposal states there are 10 estimated pages for plans.

Questions or concerns on the plans or proposal:

MISCELLANEOUS NOTES:

The Contractor was reminded that prior to the beginning of any work (temporary sign placement, contract items, mobilization, etc.) the Engineer must be notified and approval from the Engineer must be obtained before the commencement of any contract work. Any contract work completed without approval from the Engineer or prior to contract award will not be paid for and all costs for said work must be borne by the Contractor.

ITEMS DUE AT THE PRECONSTRUCTION MEETING BUT NOT SUBMITTED:

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FUTURE MEETINGS:

- Progress Meetings
- Post-Construction Review Meeting