

# VILLAGE OF DECATUR COUNCIL REGULAR MEETING AGENDA

Monday  
May 2, 2022



VILLAGE OF DECATUR  
REGULAR COUNCIL MEETING  
Monday, May 2, 2022 – 7:00PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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

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

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

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

**4. PUBLIC COMMENT**

**5. APPROVAL OF CONCENT AGENDA ITEMS**

5A.1 - Approval of the Regular Council Meeting Agenda for May 2, 2022.

5A.2 - Approval of the Regular Meeting Minutes from April 4, 2022.

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

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

6A – David Morgan, CEO, YMCA of Greater Kalamazoo

**7. PUBLIC HEARING**

7A – Request to hold a public hearing, to receive public comments on the CDBG Funding for Cedar Street and Beers Street infrastructure improvements and sequentially adopt Resolution 2022-04.

**8. UNFINISHED BUSINESS**

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

**9. NEW BUSINESS**

9A.1 – Request to adopt Resolution 2022-05 MDOT George Street.

9A.2 – Request to approve bid received from Krohn Excavating to preform work on S. George Street.

9A.3 – Request to approve VFW, annual 4<sup>th</sup> July celebration.

**10. DEPARTMENT REPORTS**

10A.1 – Department of Public Works Report

10A.2 – Police Department Report

10A.3 – Fire Department Report

10A.4 – Clerk & Treasurer Report

10A-5 – Village Manager Report

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

### **12. COUNCIL COMMENTS**

### **13. ADJOURNMENT**

#### **PLEASE NOTE**

#### **AUDIENCE PARTICIPATION:**

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

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

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

Monday, April 4, 2022, at 7:00 P.M  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

I. President Pro Tem Jackson 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 (excused) in attendance. Also in attendance Village Manager, Christopher Tapper, Village Clerk/Treasurer, Megan Duncan, Chief of Police Thomas VanDerWoude, and DPW Foreman, James Ebeling.

**III. Public Comments**

- a. Emily Hickmott, Deputy Administrator, Jacob Diljak, Outreach Coordinator, and Kalli Marshall, Recycling Coordinator from the Van Buren County Conservation District was in attendance to present information about recycling grants, back yard information, and Dump Day on April 30<sup>th</sup>.
- b. Donald Hanson, Van Buren County Commissioner, presented Market Van Buren Press Release, Begins the First Step in Broadband Expansion Efforts. He also gave information on DCS Technology traveling county wide to detect within the communities who has internet access and who needs it.
- c. Pat Muscovalley was in attendance to discuss the opportunity to have a YMCA in our community. Pat asked Council if they would be willing to invite David Morgan, CEO of Greater Kalamazoo YMCA

**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 April 4, 2022, along with approval of meeting minutes from March 7, 2022, approval of the closed meeting minutes from February 7, 2022, and accounts payable in the amount of \$196,735.64, motion carried 6-0.

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

- a. There were no presentations



**VI. Unfinished Business**

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

**VII. New Business – Request to Approve Professional Service Agreement – Night Magic Displays**

- a. Trustee Gunther made a motion with the support of Trustee Pelfrey to approve professional service agreement – Night Magic Displays, motion carried 6-0.

**VIII. New Business –Request to Approve Quote from Brink Wood Products (Red Woolfe & Veterans Park)**

- a. Trustee Verran made a motion with the support of Trustee Pelfrey, to approve quote from Brink Wood Products, motion carried 6-0.

**IX. Department Reports**

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

**X. Council Comments & Additional Public Comments**

- a. Trustee Gunther expressed her gratitude to Republic Services for their quick delivery and pick up of large dumpsters.
- b. President Pro Tem Jackson thanked each department for the hard work they are doing for the Village and its residents.

**XI. Adjournment**

- a. Trustee Mead Jr. made a motion with the support from Trustee Benson to adjourn the meeting at 7:39 P.M., motion carried 6-0. Minutes submitted by Megan Duncan, Village Clerk/Treasurer.



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Megan Duncan, Clerk/Treasurer  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: May 2, 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 April 30, 2022, in the amount of \$137,229.88

### Background:

Attached is the Disbursement Report highlighting the accounts payable and payroll activities for the period of April 1, 2022, through April 30, 2022

### Attachment(s):

Disbursement Report

Check Date	Vendor Name	Check #	Amount Paid	Description
04/04/2022	MISDU,	29163	54.48	PAYROLL
04/04/2022	AFLAC ,	29159	89.29	PAYROLL
04/04/2022	BENSON, JANICE	29152	95.59	PAYROLL
04/04/2022	GUNTHER, KIM M	29154	95.59	PAYROLL
04/04/2022	MEAD JR, ROBERT H	29155	95.59	PAYROLL
04/04/2022	PELFREY, JESSICA L	29156	95.59	PAYROLL
04/04/2022	VERRAN, MICHAEL D	29157	100.20	PAYROLL
04/04/2022	ELWAER, ALI M	29153	97.11	PAYROLL
04/04/2022	DELTA DENTAL,	29161	470.39	PAYROLL
04/04/2022	STATE OF MICHIGAN,	EFT877	927.44	PAYROLL
04/04/2022	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM,	EFT876	2,926.20	PAYROLL
04/04/2022	INTERNAL REVENUE SERVICE,	EFT875	6,038.31	PAYROLL
04/04/2022	BLUE CARE NETWORK,	29160	9,718.95	PAYROLL
04/05/2022	BRIDGES, DEBRA J	DD138	380.59	PAYROLL
04/05/2022	MANN, ELES A F	DD139	354.13	PAYROLL
04/05/2022	PENTLAND, SHANTEL M	DD145	831.66	PAYROLL
04/05/2022	BOITNOTT, PATRICK A	DD140	1,026.36	PAYROLL
04/05/2022	AVERY, EVELYN M	DD144	971.49	PAYROLL
04/05/2022	DRISCOLL, DAVID J	DD141	1,235.65	PAYROLL
04/05/2022	MYERS, GORDY J	29158	975.16	PAYROLL
04/05/2022	DUNCAN, MEGAN M	DD133	1,036.11	PAYROLL
04/05/2022	SHROYER, TIMOTHY J	DD143	1,165.93	PAYROLL
04/05/2022	STRICKLIN, TAYLOR C	DD136	1,470.73	PAYROLL
04/05/2022	RIGG, THEODORE A	DD135	1,589.63	PAYROLL
04/05/2022	TAPPER, CHRISTOPHER C	DD132	2,179.27	PAYROLL
04/05/2022	DAHLQUIST, THOMAS L	DD134	1,849.95	PAYROLL
04/05/2022	EBELING, JAMES S	DD142	2,073.70	PAYROLL
04/05/2022	VANDERWOUDE, THOMAS C	DD137	1,789.49	PAYROLL
04/08/2022	LUCE, TIMOTHY	GEN 29165	51.67	UTILITY REFUND
04/08/2022	CHAPAIS, BRANDON	GEN 29168	2.31	UTILITY REFUND
04/08/2022	HACH	GEN 29179	161.87	POCKET PRO PH TESTER DPW
04/08/2022	HAAS SYSTEMS	GEN 29178	96.00	QUARTERLY ALARM MONITORING DPW
04/08/2022	WIGHTMAN & ASSOCIATES	GEN 29195	150.00	WATER RELIABILITY STUDY
04/08/2022	WIGHTMAN & ASSOCIATES	GEN 29195	5,383.75	PRAIRIE RONDE IMPROVEMENTS
04/08/2022	JIMMY EBELING	GEN 29177	90.09	REIMBURSEMENT FOR BOOTS
04/08/2022	REPUBLIC SERVICES	GEN 29192	812.12	GARBAGE SERVICES
04/08/2022	MICHIGAN MUNICIPAL LEAGUE	GEN 29188	72.75	MUNICIPAL UNEMPLOYMENT REPORTING
04/08/2022	AMERICAN ELECTRIC POWER	GEN 938(E)	2,245.22	ELECTRICAL SERVICES
04/08/2022	AMERICAN ELECTRIC POWER	GEN 938(E)	1,750.69	ELECTRICAL SERVICES
04/08/2022	CONSUMERS ENERGY	GEN 939(E)	1,495.92	HEATING SERVICES
04/08/2022	VERIZON WIRELESS	GEN 941(E)	958.93	CELL PHONE SERVICES
04/08/2022	DECATUR DO IT CENTER	GEN 29175	20.86	VILLAGE HALL AND PD SUPPLIES

Check Date	Vendor Name	Check #	Amount Paid	Description
04/08/2022	PAW PAW LABORATORY	GEN 29190	125.00	WATER TESTING
04/08/2022	LAW OFFICE OF CRYSTAL MORGAN, PLLC	GEN 29186	195.00	PROFESSIONAL SERVICES ORDINANCE ENFORCEMENT
04/08/2022	DECATUR LUMBER COMPANY	GEN 29176	112.72	DPW SUPPLIES
04/08/2022	NYE UNIFORM COMPANY	GEN 29189	357.50	REMAINING UNIFORM EQUIPMENT FOR R. GIBBS
04/08/2022	KROGEL'S AUTO SERVICE	GEN 29184	60.90	MAINTENANCE FOR 2017 PATROL CAR
04/08/2022	VAN BUREN COUNTY CENTRAL DISPATCH	GEN 29194	80.02	VERIZON MODEM AIR CARD
04/08/2022	UNUM	GEN 940(E)	824.57	SHORT/LONG/LIFE INSURANCE/AD&D PREMIUM
04/08/2022	MICHIGAN CHAMBER SERVICES INC	GEN 29187	130.50	STATE/FEDERAL LABOR LAW POSTERS
04/08/2022	HONOR CREDIT UNION	GEN 29181	576.03	CREDIT CARD CHARGES
04/08/2022	KSS ENTERPRISES	GEN 29185	83.23	SUPPLIES FOR PD
04/08/2022	KSS ENTERPRISES	GEN 29185	593.83	SUPPLIES FOR DPW/PARKS
04/08/2022	KROGEL'S AUTO SERVICE	GEN 29184	25.00	TIRE INSTALLED 2017 PATROL CAR
04/08/2022	JERRY'S TIRE	GEN 29183	160.62	ONE TIRE FOR 2017 PATROL CAR
04/08/2022	CERTASITE, LLC	GEN 29173	412.65	FIRE EXTIGUISHER ANNUAL INSPECTION
04/08/2022	CERTASITE, LLC	GEN 29173	99.75	FIRE EXTIGUISHER RECHARGE AND REPLACEMENT
04/08/2022	ARCHIVE SOCIAL	GEN 29170	2,388.00	SOCIAL MEDIA ARCHIVING ANNUAL MEMBERSHIP
04/08/2022	QUADIENT LEASING USA, INC	GEN 29196	565.45	POSTAL MACHINE LEASE
04/08/2022	STATE OF MICHIGAN	GEN 29193	180.00	YEARLY MEMBERSHIP TO MiDEALS/ROAD SALT
04/08/2022	HYDROCORP, INC	GEN 29182	342.50	CROSS CONNECTION CONTROL PROGRAM
04/08/2022	REPUBLIC SERVICES	GEN 29192	10,060.64	GARBAGE SERVICES
04/08/2022	HAROLD PALLADIUM	GEN 29180	68.25	NOTICE OF INTENT APPLICATION FOR USDA AD
04/08/2022	CHRIS TAPPER	GEN 29174	3,500.00	TUITION REIMBURSEMENT
04/08/2022	RC AUTOMOTIVE SUPPLY	GEN 29191	284.28	SUPPIES FOR DPW
04/08/2022	CHAPAIS, BRANDON	GEN 29168	47.00	UTILITY REFUND
04/08/2022	BRONSON HEALTHCARE GROUP	GEN 29172	85.00	PROHEALTH DOT PHYSICAL FOR CDL
04/08/2022	BLOOMINGDALE COMMUNICATIONS	GEN 29171	594.56	VOIP PHONES AND INTERNET
04/08/2022	RADTKE, JEFF	GEN 29166	37.29	UTILITY REFUND
04/08/2022	INVESTMENT PROPERTIES GR, LLC	GEN 29164	31.00	UTILITY REFUND
04/08/2022	ROSS, KELLY	GEN 29167	47.77	UTILITY REFUND
04/08/2022	PETERSEN, STEPHEN	GEN 29169	32.00	UTILITY REFUND
04/11/2022	INTERNAL REVENUE SERVICE,	EFT878	399.79	PAYROLL
04/18/2022	DELTA DENTAL,	29200	52.28	PAYROLL
04/18/2022	MISDU,	29202	54.48	PAYROLL
04/18/2022	STATE OF MICHIGAN,	EFT883	57.64	PAYROLL
04/18/2022	AFLAC ,	29198	89.29	PAYROLL
04/18/2022	FOPLC,	29203	111.00	PAYROLL
04/18/2022	INTERNAL REVENUE SERVICE,	EFT882	342.29	PAYROLL
04/18/2022	STATE OF MICHIGAN,	EFT881	914.06	PAYROLL
04/18/2022	BLUE CARE NETWORK,	29199	937.43	PAYROLL
04/18/2022	VANDERWOUDE, THOMAS C	29204	1,060.08	PAYROLL
04/18/2022	MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM,	EFT880	3,026.23	PAYROLL
04/18/2022	INTERNAL REVENUE SERVICE,	EFT879	5,958.91	PAYROLL

Check Date	Vendor Name	Check #	Amount Paid	Description
04/19/2022	BRIDGES, DEBRA J	DD153	190.30	PAYROLL
04/19/2022	MANN, ELES A F	DD154	185.43	PAYROLL
04/19/2022	GIBBS JR, RICHARD S	DD149	292.06	PAYROLL
04/19/2022	PENTLAND, SHANTEL M	DD160	902.14	PAYROLL
04/19/2022	BOITNOTT, PATRICK A	DD155	1,001.37	PAYROLL
04/19/2022	AVERY, EVELYN M	DD159	971.47	PAYROLL
04/19/2022	DRISCOLL, DAVID J	DD156	1,187.22	PAYROLL
04/19/2022	MYERS, GORDY J	29197	904.50	PAYROLL
04/19/2022	DUNCAN, MEGAN M	DD147	1,011.11	PAYROLL
04/19/2022	SHROYER, TIMOTHY J	DD158	1,149.45	PAYROLL
04/19/2022	STRICKLIN, TAYLOR C	DD151	1,534.25	PAYROLL
04/19/2022	TAPPER, CHRISTOPHER C	DD146	2,179.27	PAYROLL
04/19/2022	RIGG, THEODORE A	DD150	1,657.18	PAYROLL
04/19/2022	VANDERWOUDE, THOMAS C	DD152	1,789.49	PAYROLL
04/19/2022	EBELING, JAMES S	DD157	2,218.72	PAYROLL
04/19/2022	DAHLQUIST, THOMAS L	DD148	2,008.08	PAYROLL
04/20/2022	DECATUR ONE STOP	GEN 29208	910.14	GASOLINE FOR PATROL CARS
04/20/2022	VC3 INC	GEN 29218	2,448.00	RENEWAL OF OFFICE 365 GOVERNMENT LICENSE
04/20/2022	SIEGFRIED, CRANDALL	GEN 29216	950.00	PROFESSIONAL ACCOUNTING SERVICES
04/20/2022	NIEUWENHUIS BUILDERS LLC	GEN 29212	6,911.83	PD RESTROOM RENOVATION
04/20/2022	ICMA MEMBERSHIP PAYMENTS	GEN 29210	520.00	ICMA MEMBERSHIP RENEWAL 2022-2023
04/20/2022	ROYAL PUBLISHING	GEN 29214	150.00	2022 ADS FOR BOY/GIRLS TRACK
04/20/2022	ABONMARCHE CONSULTANTS INC	GEN 29206	2,572.75	FACILITIES ASSESSMENT PROJECT
04/20/2022	SAFEBUILT LLC	GEN 29215	1,238.00	BUILDING PERMITS
04/20/2022	BRINK WOOD PRODUCT INC	GEN 29207	5,850.00	PLAYGROUND MULCH FOR PARKS
04/20/2022	THE CLOTHES BASKET	GEN 29217	326.00	DRY CLEANING FOR PD JAN, FEB, MAR
04/20/2022	GORDY MYERS	GEN 29209	290.00	VISION REIMBURSEMENT
04/20/2022	PARRETT COMPANY	GEN 29213	207.55	COPIER SERVICES FOR VILLAGE HALL AND PD
04/20/2022	INVOICE CLOUD	GEN 942(E)	144.65	PRESENTMENT FOR PAPERLESS CUSTOMERS UTILITIES
04/20/2022	CLINTON, JERRY	GEN 29205	17.02	UTILITY REFUND
04/20/2022	WIGHTMAN & ASSOCIATES	GEN 29219	6,600.00	S. GEORGE STREET IMPROVEMENTS
04/20/2022	MARY MILLER	GEN 29211	780.60	FLOWER BOX MATERIALS FOR DDA
			137,229.88	



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
  
DATE: May 2, 2022  
  
SUBJECT: Presentations and Guest – David Morgan, CEO, YMCA

### Action Requested:

It is requested that Village Council receive a presentation from David Morgan, CEO of the Greater Kalamazoo YMCA.

### Background:

At the April 4, 2022, Village Council meeting it was requested by the Village Council to staff to invite David Morgan the opportunity to present the vision of the possibility of a new YMCA in Van Buren County.

### Attachments:

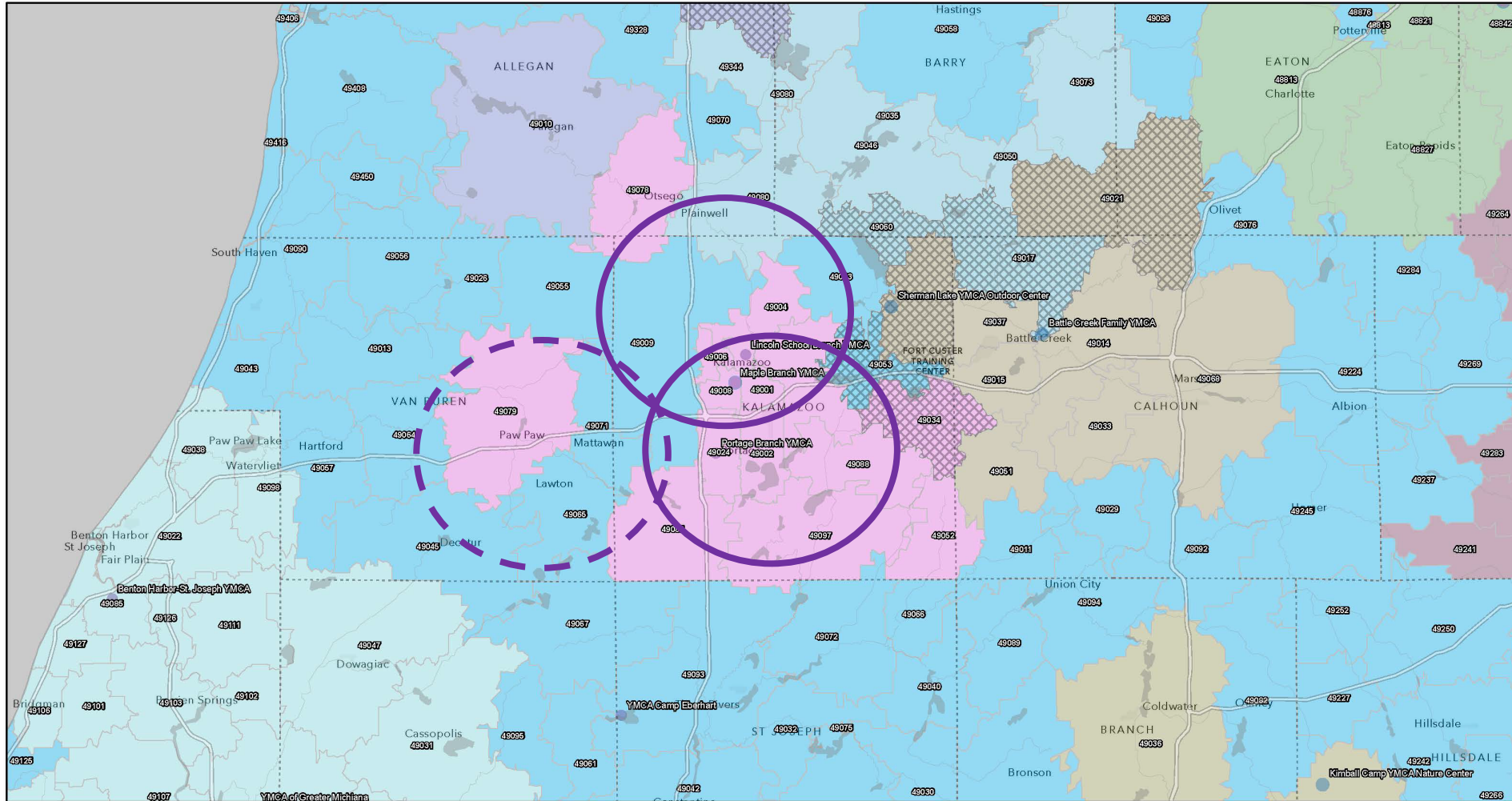
Van Buren County - YMCA



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# VAN BUREN COUNTY YMCA

# Southwest Michigan



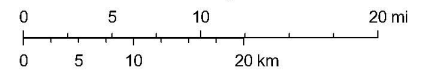
7/27/2021, 12:39:02 PM

ASSN\_AND\_BRANCH\_NEW\_9599 Service\_Areas\_Analysis\_4800

- Association
- Branch
- Service\_Areas\_Analysis\_9785
- 2045
- 2933
- 2937
- 3053
- 3057
- 3065
- 3093

2 | PRESENTATION TITLE HERE © 2011 YMCA of the USA

1:577,791



Esri Canada, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS



# VAN BUREN COUNTY YMCA PROCESS, TIMELINE & HISTORY

- **March 2019** - Met with Mary Beth Sons and Rene Rodriguez to discuss VB County and a possible YMCA.
- **December 2019** – YMCA of the USA completed a community needs assessment.
  - Over 900 electronic surveys
  - Three Community Discussion Groups
  - Multiple Stakeholder Interviews

# VAN BUREN COUNTY YMCA TIMELINE

- **January 2020** - Group raised \$50,000 for additional research work.
- **March 2020** – COVID Pause
- **October 2021** – Market Study completed by PB&A Marketplace Intelligence

# MARKET STUDY

- Focus Groups.
- 400 interviews with area residents who are not Y members.
- 1,152 interviews with YMCA of Greater Kalamazoo members.

# MARKET STUDY

## To Learn

- How many households will join a new Community Center/YMCA?
- To what extent does cost matter?
- To what extent does location matter?
- What do people want and what are they willing to pay for?
- Impact on membership at the Portage and Maple YMCAs?

# MARKET STUDY

## KEY FINDINGS AND CONCLUSIONS

### The Research

- According to area residents:
  - Opening a new YMCA in Van Buren County is a good idea.
    - 27% excellent idea.
    - 55% good idea.
    - 82% good/excellent idea.
- Other data collected
  - Location importance
  - Expected membership units
  - Fees
  - Amenities
  - Cannibalization of existing members

# MARKET STUDY

## KEY FINDINGS AND CONCLUSIONS

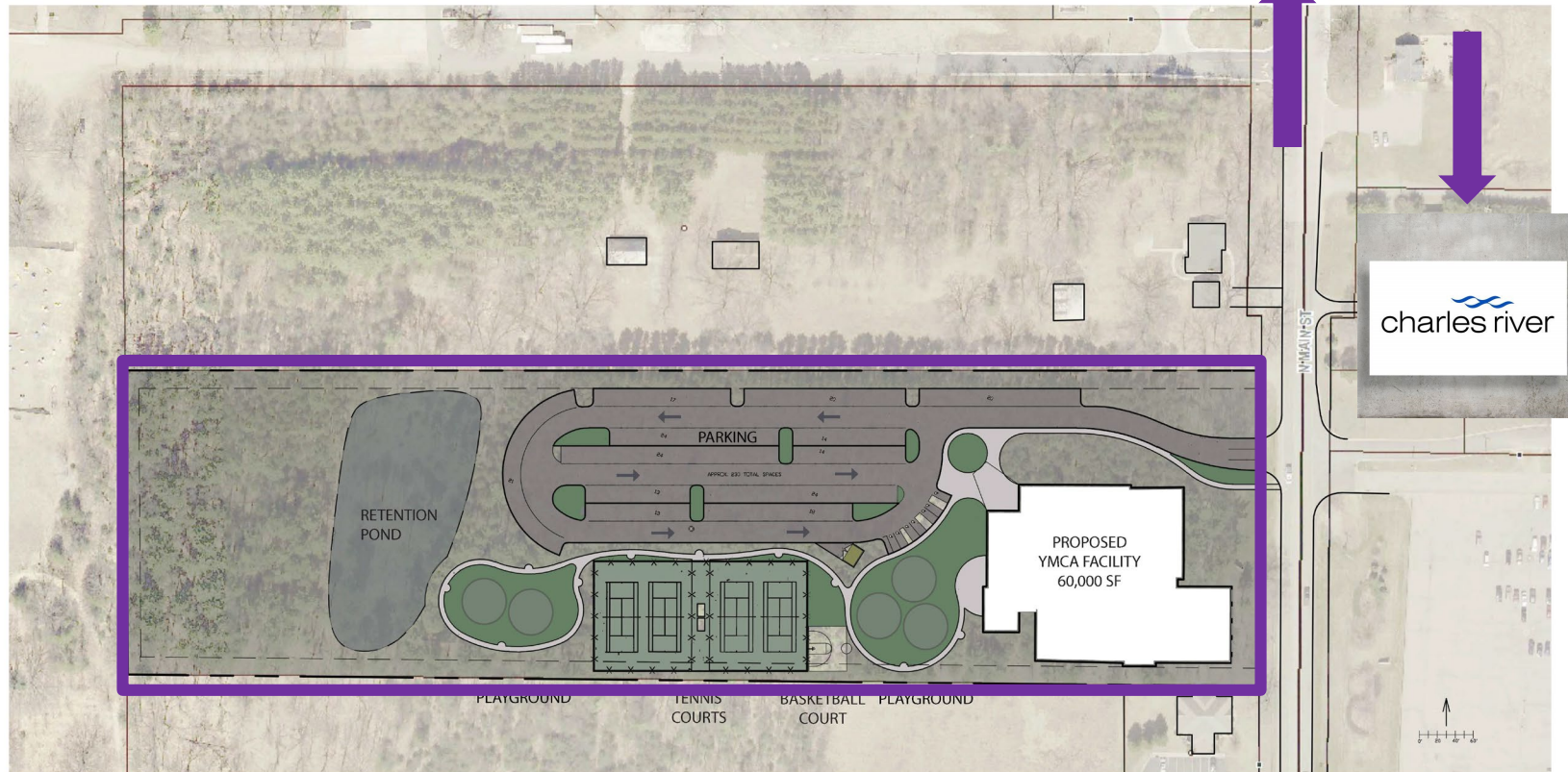
What Do  
Residents  
Want?

- Of 15 key factors:
  - Indoor multi-purpose pool.
  - Warm water exercise/therapy pool.
  - Indoor running/walking track.
  - Ability to move from indoors to outdoors based on weather.
  - State-of-the-art fitness center.

# VAN BUREN COUNTY YMCA TIMELINE

- **January 2021** – Hired Tower Pinkster to prepare conceptual drawings.
- **April – June 2022** – Feasibility Study being completed by Hopkins Fundraising

# VAN BUREN COUNTY YMCA



04

YMCA OF GREATER KALAMAZOO MATTAWAN CONCEPT STUDY  
MARCH 15, 2022  
2211000

## PROPERTY OWNED BY MATTAWAN SCHOOL DISTRICT

SITE PLAN



**TowerPinkster**  
Architecture · Engineering · Interiors

SITE PLAN



**TOWERPINKSTER**  
architecture · engineering · interiors



# VAN BUREN COUNTY YMCA

03

YMCA OF GREATER KALAMAZOO MATTAWAN CONCEPT STUDY  
MARCH 15, 2022  
2211000



NORTH EAST CONCEPTUAL PERSPECTIVE



**TowerPinkster**  
Architecture · Engineering · Interiors

# VAN BUREN COUNTY YMCA

02

YMCA OF GREATER KALAMAZOO MATTAWAN CONCEPT STUDY  
MARCH 15, 2022  
22110000



WEST CONCEPTUAL PERSPECTIVE



**TowerPinkster**  
Architecture · Engineering · Interiors

# VAN BUREN COUNTY YMCA

- \$30 Million Project
- 60,000 square feet
  - 2 pools, 5 multi-purpose rooms, locker rooms, outdoor tennis courts, playground, gym, walking track, locker rooms
- Funding - Private – Public Financing



# QUESTIONS?





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: Andrew Rudd, PE. Wightman & Associates  
Mickey Bittner, PE. Wightman & Associates  
DATE: May 2, 2022  
  
SUBJECT: Public Hearing – CDBG Funding for Cedar Street and Beers Street

### Action Requested:

It is requested the Village Council hold a public hearing to receive public comments in regard to the proposed request for funding to reconstruct Cedar Street from Pine Street to N. Phelps Street and Beers Street from S. Williams to S. George and sequentially adopt Resolution 2022-04

### Background:

The Village of Decatur proposes to request \$2,995,625.00 in CDBG funds to reconstruct Cedar Street from Pine Street to N. Phelps Street and Beers Street from S. Williams Street to S. George Street, including water main and water service replacements and stormwater management Improvements, with a local match of \$384,375.00.

Potential funding for this project would be provided by the Michigan Community Development Block Grant (CDBG) to improve infrastructure and benefit at least 51% low- to moderate-income persons. No persons will be displaced as a result of the proposed activities.

### Attachments:

Resolution 2022-04



## VILLAGE OF DECATUR

### NOTICE OF PUBLIC HEARING FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING FOR THE CEDAR STREET AND BEERS STREET INFRASTRUCTURE IMPROVEMENT PROJECT

**May 2<sup>nd</sup>, 2022  
7:00 PM**

**NOTICE** is hereby given that the Village of Decatur will conduct a Public Hearing on May 2<sup>nd</sup>, 2022, at 7:00 PM for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a CDBG grant.

The Village of Decatur proposes to request \$2,000,000 in CDBG funds to reconstruct Cedar Street from Pine Street to N. Phelps Street and Beers Street from S. Williams Street to S. George Street, including water main and water service replacements and stormwater management improvements. Potential funding for this project would be provided by the Michigan Community Development Block Grant (CDBG) to improve infrastructure and benefit at least 51% low- to moderate-income persons. No persons will be displaced as a result of the proposed activities.

Further information, including a copy of the Village of Decatur Community Development Plan and CDBG application is available for review. To inspect the documents, please contact Christopher Tapper at (269) 423-6114 or review at Decatur Village Hall. Comments may be submitted in writing or made in person at the public hearing.

Citizen views and comments on the proposed application are welcome.

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

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

**RESOLUTION 2022-04: 2022 WRI CDBG GRANT**

**WHEREAS**, the Michigan Strategic Fund has invited Units of General Local Government to apply for its CDBG Water-Related Infrastructure (CDBG-WRI) Competitive Funding Round; and

**WHEREAS**, the Village of Decatur desires to request \$2,995,625.00 in CDBG funds to complete a full roadway reconstruction and underground utility upgrades and replacement on Cedar Street from the Pine Street intersection to N. Phelps Street and on Beers Street from S. Williams Street to S. George Street; and

**WHEREAS**, the Village of Decatur commits local funds from its Water Fund, General Fund and Local Roads Fund in the amount of \$384,375.00; and

**WHEREAS**, the proposed project is consistent with the local Community Development Plan as described in the Application; and

**WHEREAS**, the proposed project will benefit all residents of the project area and 52.18 percent of the residents of the Village of Decatur are low- and moderate-income persons as determined by the *Michigan Community Development Block Grant (CDBG) Program, Low- and Moderate-Income Communities and Low- and Moderate-Income Project Areas (Effective 12-13-2019)*; and

**WHEREAS**, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

**NOW, THEREFORE, BE IT RESOLVED** that the Village of Decatur hereby designates the Village Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

At a Special Meeting of the Village Council of the Village of Decatur, Michigan, held at Village Hall at 7:00 pm on May 2, 2022, the preceding Resolution was offered by Trustee \_\_\_\_\_ and seconded by Trustee \_\_\_\_\_.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**Ali Elwaer, Village President**

\_\_\_\_\_  
**Megan Duncan, Village Clerk & Treasurer**

# PRELIMINARY ESTIMATE

PROJECT: Cedar Street - Pine Street to N. Phelps Street

CLIENT: Village of Decatur

DATE: April 2022

The following estimate is for the full reconstruction of Cedar Street from the Pine Street intersection to N. Phelps Street. The existing 4" cast iron water main and lead gooseneck services will be replaced with 8" ductile iron water main and copper water services. Concrete curb and gutter will be installed from the Pine Street intersection to N. Phelps Street along with new storm sewer and leaching system. The leaching system will be designed to accommodate runoff from Cedar Street as well as upstream runoff to collect sediment deposition and improve the quality of discharge to Lake of the Woods. Pavement would be reconstructed to include two 12-foot-wide lanes with 4" of HMA pavement. Sidewalk would be installed on the south side of the roadway from Pine Street to Memory Lane for safe access to the high school and ADA ramps would be upgraded to compliant at all existing sidewalk ramp locations.

1	LS	Mobilization, Max. \$50,000	@	\$50,000	\$50,000
1	LS	Traffic Maintenance & Control	@	50,000	50,000
200	Cyd	Subgrade Undercutting, Type II	@	25	5,000
50	Syd	Sidewalk, Remove	@	10	500
100	Ft	Curb and Gutter, Remove	@	10	1,000
20	Syd	Pavt, Rem, Modified	@	15	300
1,150	Ft	Sewer, CL E, 12 inch, Tr Det B	@	70	80,500
19	Ea	Dr Structure, 48 inch Dia, Leaching Basin	@	5,200	98,800
15	Ea	Dr Structure Cover, Type K	@	800	12,000
4	Ea	Dr Structure Cover, Type Q	@	700	2,800
15	Ea	Dr Structure Cover, Adj, Case 2	@	400	6,000
4	Ea	Dr Structure Cover, Adj, Case 1	@	550	2,200
5,200	Syd	HMA Surface, Rem, Modified	@	4	20,800
13.5	Sta	Machine Grading, Modified	@	3,500	47,250
5,200	Syd	Aggregate Base, 8 inch, Modified	@	10	52,000
30	Ft	Spillway, Conc	@	100	3,000
3,400	Ft	Curb and Gutter, Conc, Det C4	@	20	68,000
100	Ft	Driveway Opening, Conc, Det M	@	20	2,000
600	Syd	Driveway Approach, Conc Nonreinf, 6 inch	@	40	24,000
3,200	Sft	Sidewalk, Conc, 4 inch	@	5	16,000
500	Sft	Sidewalk, Ramp, 6 inch	@	7	3,500
25	Ft	Detectable Warning Surface	@	40	1,000
1,500	Ton	HMA, LVSP	@	95	142,500
4	Ea	Connect to Existing, 4 inch	@	2,000	8,000
1	Ea	Connect to Existing, 6 inch	@	2,500	2,500
2	Ea	Connect to Existing, 12 inch	@	3,000	6,000
1,800	Ft	Water Main, DI, 8 inch, Tr Det G	@	95	171,000
75	Ft	Water Main, DI, 6 inch, Tr Det G	@	85	6,375
4	Ea	Hydrant, Valve and Box, 6 inch	@	4,000	16,000



# PRELIMINARY ESTIMATE

PROJECT: Cedar Street - Pine Street to N. Phelps Street

CLIENT: Village of Decatur

DATE: April 2022

4	Ea	Hydrant, Rem	@	\$700	\$2,800
2	Ea	Water Service, Short	@	1,850	3,700
6	Ft	Water Service, Long	@	2,400	14,400
6	Ea	Gate Valve and Box, 8 inch	@	2,000	12,000
1	LS	Permanent Signage	@	7,500	7,500
1	LS	Pavement Markings	@	5,000	5,000
1	LS	Restoration	@	25,000	25,000
Subtotal:					\$969,425

## Private Lead Service Line Replacements

8	EA	Water Serv, Private	@	\$1,150	\$9,200
8	HR	Plumber	@	195	1,560
8	EA	Landscaping	@	200	1,600
Subtotal:					\$12,360

<i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>	\$981,785
<i>Construction Contingency</i>	98,215
<i>Design Engineering</i>	78,600
<i>Construction Engineering</i>	88,400

**TOTAL ESTIMATED PROJECT COST** **\$1,247,000**

# PRELIMINARY ESTIMATE

PROJECT: **Beers Street - S. Williams Street to S. George Street**  
 CLIENT: **Village of Decatur**  
 DATE: **April 2022**

The following estimate is for the full reconstruction of Beers Street from S. Williams Street to S. George Street. The existing 6" cast iron water main and lead gooseneck services will be replaced with a new 8" ductile iron water main and copper water services. Concrete curb and gutter will be installed from S. Williams Street to S. George Street along with new storm sewer. The new storm sewer system will be constructed to alleviate flooding and will outlet to the existing retention pond on the south side of Beers Street. The new roadway will be designed to accommodate truck traffic for businesses and will include wider turning radii at the George Street intersection. The pavement will be reconstructed to include two 14-foot-wide lanes with 6" HMA pavement. ADA compliant ramps will be installed at existing locations.

1	L.S.	Mobilization, Max \$70,000	@	\$70,000	\$70,000
1	LS	Traffic Maintenance & Control	@	50,000	50,000
200	Cyd	Subgrade Undercutting, Type II	@	25	5,000
30	Syd	Sidewalk, Remove	@	10	300
200	Ft	Curb and Gutter, Remove	@	10	2,000
100	Syd	Pavt, Rem, Modified	@	15	1,500
300	Ft	Sewer, CL E, 12 inch, Tr Det B	@	70	21,000
800	Ft	Sewer, CL E, 24 inch, Tr Det B	@	95	76,000
3	Ea	Dr Structure, 24 inch Dia	@	1,500	4,500
4	Ea	Dr Structure, 48 inch Dia	@	2,500	10,000
7	Ea	Dr Structure Cover, Adj, Case 1	@	550	3,850
7	Ea	Dr Structure Cover, Type K	@	800	5,600
3	Ea	Dr Structure Cover, Type Q	@	700	2,100
3	Ea	Valve Box Replacement	@	500	1,500
4,700	Syd	HMA Surface, Rem, Modified	@	4	18,800
16	Sta	Machine Grading, Modified	@	3,500	56,000
5,200	Syd	Aggregate Base, 8 inch, Modified	@	10	52,000
3,300	Ft	Curb and Gutter, Conc, Det C4	@	20	66,000
300	Ft	Driveway Opening, Conc, Det M	@	20	6,000
100	Syd	Driveway Approach, Nonreinf Conc, 6 inch	@	40	4,000
400	Syd	Driveway Approach, Nonreinf Conc, 8 inch	@	50	20,000
100	Sft	Sidewalk, Conc, 6 inch	@	7	700
400	Sft	Sidewalk, Ramp, 6 inch	@	7	2,800
40	Ft	Detectable Warning Plate	@	40	1,600
2,000	Ton	HMA, LVSP	@	95	190,000
4	Ea	Connect to Existing, 8 inch	@	3,000	12,000
1,400	Ft	Water Main, DI, 8 inch, Tr Det G	@	95	133,000
30	Ft	Water Main, DI, 6 inch, Tr Det G	@	85	2,550
2	Ea	Hydrant, Valve and Box, 6 inch	@	4,000	8,000
2	Ea	Hydrant, Rem	@	700	1,400
7	Ft	Water Service, Long	@	2,400	16,800

# PRELIMINARY ESTIMATE

PROJECT: Beers Street - S. Williams Street to S. George Street

CLIENT: Village of Decatur

DATE: April 2022

4	Ea	Gate Valve and Box, 8 inch	@	\$2,000	\$8,000
1	LS	Permanent Signage	@	2,500	2,500
1	LS	Pavement Markings	@	2,500	2,500
7	Ea	Water Shutoff, Adj	@	400	2,800
1	LS	Cleaning of Beers Street Retention Pond	@	5,000	5,000
1	LS	Restoration	@	15,000	15,000
				Subtotal:	\$880,800

## Private Lead Service Line Replacements

7	EA	Water Serv, Private	@	\$1,150	\$8,050
7	HR	Plumber	@	195	1,365
7	EA	Landscaping	@	200	1,400
				Subtotal:	\$10,815

<i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>	\$891,615
<i>Construction Contingency</i>	89,685
<i>Design Engineering</i>	71,400
<i>Construction Engineering</i>	80,300
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$1,133,000</b>

# PRELIMINARY ESTIMATE

## Summary of Costs

Location:	Project Cost:
Cedar Street - Pine Street to N. Phelps Street	\$1,247,000
Beers Street - S. Williams Street to S. George Street	1,133,000
Total Project and Construction Cost:	<u>\$2,380,000</u>
Village of Decatur Matching funds:	
Engineering:	\$318,700
Private Water Service Line Replacements:	23,175
Additional Contribution:	42,500
Total Matching Funds:	<u>\$384,375</u>
Percentage of Total Project:	16.2%
Requested Grant Amount:	\$1,995,625



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
  
DATE: May 2, 2022  
  
SUBJECT: Request to adopt Resolution 2022-005 S George Street Improvements

### Action Requested:

It is requested that Village Council adopt Resolution 2022-005 S George Street Improvements

### Background:

MDOT is requesting the Village Council adopt Resolution 2022-005 S George Street Improvements, to approve and support the Contract 21-5149 and further resolved the Village commits to provide monetary 50% of the road work, 100% of watermain work, 100% of administration towards the construction project.

### Attachments:

Resolution 2022-005

VILLAGE OF DECATUR  
COUNTY OF VAN BUREN  
STATE OF MICHIGAN

RESOLUTION 2022-005: A RESOLUTION TO APPROVE A CONTRACT BETWEEN THE VILLAGE OF DECATUR AND THE MICHIGAN DEPARTMENT OF TRANSPORTATION.

Minutes of a regular meeting of the Council of the Village of Decatur, Van Buren County, Michigan, held in the Village of Decatur, 114 N. Phelps Street, in said Village, on May 2, 2022, at 7:00 PM.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Trustee \_\_\_\_\_, supported by Trustee \_\_\_\_\_,

**WHEREAS**, the Village of Decatur is approving **CONTRACT NUMBER 21-5149, CONTROL SECTION STL 80000, JOB NUMBER 215154CON,**

**WHEREAS** MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects,

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Village has authorized Christopher Tapper, Village Manager, to act as agent on behalf of the Village to execute the contract on behalf of the Village of Decatur, and authorized, Megan Duncan, Village Clerk/Treasurer to act as secondary agent on behalf of the Village of Decatur,

**BE IT FURTHER RESOLVED THAT**, the Village attests to the existence of, and commits to, providing at least 50% of the road work, 100% of watermain work, 100% of administration toward the construction costs of the project(s), and all costs for design, permit fees, administration costs, and cost overruns.

AYES:

NAYS: N/A

ABSENT:

CERTIFICATION

I, Megan Duncan, appointed Clerk of the Village Council hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council of the Village of Decatur, County of Van Buren, State of Michigan, at a meeting held on May 2, 2022, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance the Open Meetings Act, Act No. 267 of the Public Acts of Michigan 1976, including the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

*Megan Duncan*

Megan Duncan, Village Clerk & Treasurer



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

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

DATE: May 2, 2022

SUBJECT: Request to approve bids for S George Street Improvements

### Action Requested:

It is requested that Village Council approve and aware the bid received from Krohn Excavating to perform construction improvements to S George Street at a cost not to exceed \$459,679.30.

### Background:

Wednesday, April 27, 2022, bids were received for the S George Street Improvement project. The following bids were received.

- 1) Kalin Construction - \$529,893.30
- 2) Lounsbury Excavating - \$658,591.30
- 3) Krohn Excavating - \$459,679.30


Paul Harvey <pharvey@gowightman.com>

Thu 4/28/2022 10:13 AM

To: Christopher Tapper

Cc: Jim Ebeling; Yost, Caitlin (MDOT) <YostC1@michigan.gov>; Mickey Bittner <mbittner@gowightman.com>

    ...

 Bidding - Award Recommen...  
192 KB

Good morning,

Please see the attached Recommendation for Award for the above referenced project. The bid tab is included within the attached document.

Below is a summary of estimated costs when the Category B Grant was applied for:

Participating Cost:	\$338,000
Non-Participating Cost:	\$227,000
Total Construction Cost:	\$565,000

The grant was approved for 50% of the Participating Cost (\$169,000). Since the low bidder had a total participating cost lower than estimated (\$292,630.30 vs. \$338,000), the grant amount will be adjusted to be half of the actual participating cost.

Please feel free to reach out with any questions / concerns.

### Attachments:

Bid tabs sheet



April 28, 2022

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

Attention: Christopher Tapper, Village Manager

**RE: SOUTH GEORGE STREET IMPROVEMENTS PROJECT  
RECOMMENDATION FOR AWARD**

Dear Mr. Tapper:

I have tabulated the bids for the above-mentioned project and have found Krohn Excavating, Inc. to be the low responsive bidder in the amount of \$459,675.30. It is our recommendation the Village of Decatur award this contract to Krohn Excavating, Inc. in said amount contingent upon concurrence from MDOT. By copy of this letter, I am requesting concurrence in the award from MDOT.

In addition, Krohn Excavating, Inc. has provided all required bid documents per the contract requirements. Please find the bid tabulation for this project enclosed for your records.

If you have any questions concerning this matter, please feel free to call.

Very truly yours,

Paul Harvey, P.E., Project Manager  
pharvey@gowightman.com

Enclosure

Cc w/encl.: Mr. Jim Ebeling (via e-mail)  
Ms. Caitlin Yost, MDOT (via e-mail)

**ALLEGAN**

▲ 1670 LINCOLN RD. (M-40)  
ALLEGAN, MI 49010  
○ 269.673.8465

**BENTON HARBOR**

▲ 2303 PIPESTONE RD.  
BENTON HARBOR, MI 49022  
○ 269.927.0100

**KALAMAZOO**

▲ 433 E. RANSOM ST.  
KALAMAZOO, MI 49007  
○ 269.327.3532

**ROYAL OAK**

▲ 306 S. WASHINGTON AVE., SUITE 200  
ROYAL OAK, MI 48067  
○ 248.791.1371

**GOWIGHTMAN.COM**



PROJECT: **South George Street Improvements Project**

OWNER: **Village of Decatur**

BID OPENING: April 27, 2022 @ 11:00 am

**BID TAB**

No.	Description	Qty.	Unit	Krohn Excavating LLC Bangor, MI		Kalin Construction Co Inc. Sodus, MI		Lounsbury Excavation, Inc. Paw Paw, MI	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
Participating Items:									
1	Mobilization, Max	1	LSUM	\$ 31,000.00	\$ 31,000.00	\$ 50,000.00	\$ 50,000.00	\$ 40,000.00	\$ 40,000.00
2	Tree, Rem, 19 inch to 36 inch	1	Ea	1,800.00	1,800.00	1,660.00	1,660.00	1,850.00	1,850.00
3	Tree, Rem, 37 inch or Larger	1	Ea	3,300.00	3,300.00	4,378.00	4,378.00	2,200.00	2,200.00
4	Dr Structure, Rem	1	Ea	500.00	500.00	216.00	216.00	740.00	740.00
5	Curb and Gutter, Rem	15	Ft	30.00	450.00	29.00	435.00	40.00	600.00
6	Masonry and Conc Structure, Rem	10	Cyd	40.00	400.00	86.00	860.00	82.00	820.00
7	Pavt, Rem	30	Syd	28.00	840.00	21.00	630.00	13.00	390.00
8	Sidewalk, Rem	30	Syd	19.00	570.00	8.00	240.00	12.00	360.00
9	Subgrade Undercutting, Type II	100	Cyd	21.00	2,100.00	22.00	2,200.00	28.85	2,885.00
10	_Trenching, Modified	14	Sta	850.00	11,900.00	1,036.00	14,504.00	2,375.00	33,250.00
11	Erosion Control, Inlet Protection, Fabric Drop	13	Ea	100.00	1,300.00	104.00	1,352.00	470.00	6,110.00
12	_Aggregate Base, 8 inch, Modified	1,070	Syd	8.15	8,720.50	7.00	7,490.00	15.50	16,585.00
13	HMA Base Crushing and Shaping	5,400	Syd	2.60	14,040.00	2.00	10,800.00	3.25	17,550.00
14	Approach, CI II	60	Ton	15.00	900.00	25.00	1,500.00	33.75	2,025.00
15	Dr Structure Cover, Adj, Case 1	4	Ea	400.00	1,600.00	605.00	2,420.00	375.00	1,500.00
16	Dr Structure Cover, Type K	4	Ea	800.00	3,200.00	930.00	3,720.00	1,350.00	5,400.00
17	Dr Structure Cover, Type Q	3	Ea	600.00	1,800.00	691.00	2,073.00	1,060.00	3,180.00
18	Dr Structure, Adj, Add Depth	1	Ft	500.00	500.00	692.00	692.00	327.00	327.00
19	Dr Structure, Temp Lowering	3	Ea	300.00	900.00	275.00	825.00	327.00	981.00
20	_Dr Structure, Leaching Basin, 60 inch dia	3	Ea	4,600.00	13,800.00	5,219.00	15,657.00	5,460.00	16,380.00
21	HMA Surface, Rem	290	Syd	3.50	1,015.00	4.00	1,160.00	1.20	348.00
22	HMA Approach	50	Ton	101.00	5,050.00	266.00	13,300.00	121.15	6,057.50
23	HMA, 4EML	1,260	Ton	101.00	127,260.00	110.00	138,600.00	121.15	152,649.00
24	Driveway, Nonreinf Conc, 6 inch	30	Syd	115.00	3,450.00	59.00	1,770.00	120.00	3,600.00
25	Curb and Gutter, Conc, Det C4	280	Ft	33.00	9,240.00	38.00	10,640.00	36.75	10,290.00
26	Sidewalk, Conc, 4 inch	150	Sft	25.00	3,750.00	4.30	645.00	13.15	1,972.50
27	Sidewalk, Conc, 6 inch	100	Sft	25.00	2,500.00	5.50	550.00	13.15	1,315.00
28	Post, Mailbox	9	Ea	150.00	1,350.00	136.00	1,224.00	1.00	9.00
29	Post, Steel, 2 lb	30	Ft	9.00	270.00	4.30	129.00	5.50	165.00
30	Post, Steel, 3 lb	85	Ft	9.00	765.00	5.50	467.50	7.00	595.00
31	Sign, Type III, Rem	10	Ea	29.00	290.00	11.00	110.00	13.15	131.50
32	Sign, Type IIIA	35	Sft	22.00	770.00	13.00	455.00	15.75	551.25
33	Sign, Type IIIB	25	Sft	22.00	550.00	13.00	325.00	15.75	393.75

PROJECT: South George Street Improvements Project

OWNER: Village of Decatur

BID OPENING: April 27, 2022 @ 11:00 am

**BID TAB**

No.	Description	Qty.	Unit	Krohn Excavating LLC Bangor, MI		Kalin Construction Co Inc. Sodus, MI		Lounsbury Excavation, Inc. Paw Paw, MI	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
34	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	30	Ft	14.00	420.00	14.00	420.00	5.25	157.50
35	Pavt Mrkg, Polyurea, 4 inch, White	2,800	Ft	1.00	2,800.00	1.00	2,800.00	0.20	560.00
36	Pavt Mrkg, Polyurea, 4 inch, Yellow	3,000	Ft	1.00	3,000.00	1.00	3,000.00	0.20	600.00
37	Barricade, Type III, High Intensity, Double Sided,	8	Ea	88.00	704.00	52.00	416.00	63.00	504.00
38	Barricade, Type III, High Intensity, Double Sided,	8	Ea	1.10	8.80	1.10	8.80	1.30	10.40
39	Channelizing Device, 42 inch, Fluorescent, Furn	100	Ea	16.00	1,600.00	12.00	1,200.00	14.45	1,445.00
40	Channelizing Device, 42 inch, Fluorescent, Oper	100	Ea	1.10	110.00	1.10	110.00	1.30	130.00
41	Minor Traf Devices	1	LSUM	12,000.00	12,000.00	11,016.00	11,016.00	5,535.00	5,535.00
42	Sign, Type B, Temp, Prismatic, Furn	340	Sft	3.30	1,122.00	3.30	1,122.00	3.95	1,343.00
43	Sign, Type B, Temp, Prismatic, Oper	340	Sft	1.10	374.00	0.30	102.00	0.35	119.00
44	Sign, Type B, Temp, Prismatic, Spec, Furn	85	Sft	5.50	467.50	3.30	280.50	3.95	335.75
45	Sign, Type B, Temp, Prismatic, Spec, Oper	85	Sft	1.10	93.50	0.30	25.50	0.34	28.90
46	Traf Regulator Control	1	LSUM	5,000.00	5,000.00	1,855.00	1,855.00	4,595.00	4,595.00
47	Slope Restoration, Non-Freeway, Type B	3,000	Syd	2.75	8,250.00	7.00	21,000.00	13.80	41,400.00
51	Gate Box, Adj, Temp, Case 1	2	Ea	150.00	300.00	206.00	412.00	765.00	1,530.00
52	Gate Box, Adj, Case 1	2	Ea	250.00	500.00	206.00	412.00	765.00	1,530.00
<b>Subtotal - Participating Items:</b>					<b>292,630.30</b>		<b>335,207.30</b>		<b>391,034.05</b>
<b>Non-Participating Items:</b>									
48	_Hydrant, Valve and Box, 6 inch	3	Ea	5,700.00	17,100.00	5,382.00	16,146.00	6,920.00	20,760.00
49	_Gate Valve and Box, 8 inch	5	Ea	1,600.00	8,000.00	2,123.00	10,615.00	3,260.00	16,300.00
50	_Hydrant, Rem	3	Ea	450.00	1,350.00	485.00	1,455.00	1,020.00	3,060.00
53	_Copper Water Service Pipe, 1 inch	325	Ft	35.00	11,375.00	30.00	9,750.00	65.85	21,401.25
54	_Water Main, DI, 6 inch, Tr Det F, Modified	30	Ft	54.00	1,620.00	90.00	2,700.00	85.95	2,578.50
55	_Water Main, DI, 8 inch, Tr Det G, Modified	310	Ft	66.00	20,460.00	73.00	22,630.00	113.75	35,262.50
56	_Water Main, DI, 8 inch, Tr Det F, Modified	1,165	Ft	66.00	76,890.00	73.00	85,045.00	97.00	113,005.00
57	_Connect to Existing Main, 12 inch	1	Ea	800.00	800.00	4,439.00	4,439.00	5,370.00	5,370.00
58	_Connect to Existing Main, 4 inch	2	Ea	500.00	1,000.00	2,952.00	5,904.00	3,475.00	6,950.00
59	_Meter Pit	10	Ea	300.00	3,000.00	976.00	9,760.00	1,270.00	12,700.00
60	_Water Main, 4 inch, Cut and Plug, Modified	3	Ea	500.00	1,500.00	2,619.00	7,857.00	6,315.00	18,945.00
61	_Water Service, 1 inch	10	Ea	1,200.00	12,000.00	763.00	7,630.00	47.00	470.00
62	_Compact Ductile Iron Fittings	1,195	Lb	10.00	11,950.00	9.00	10,755.00	9.00	10,755.00
<b>Subtotal - Non-Participating Items:</b>					<b>167,045.00</b>		<b>194,686.00</b>		267,557.25
<b>TOTAL BID ENTERED:</b>					<b>\$459,675.30</b>		<b>\$529,893.30</b>		<b>\$658,591.30</b>

Error in calculation was found.





Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
DATE: May 2, 2022  
  
SUBJECT: VFW – 4<sup>th</sup> of July Celebration

### Action Requested:

It is requested the Village Council approve the request from the Veterans of Foreign Wars of the U.S.A Celery City Post 6248, 560 N. Phelps Street, Decatur, for customarily staff support and approval of street closures for the 4<sup>th</sup> of July Celebration & Parade for 2022.

### Background:

Richard Overton, Quartermaster VFW has submitted the formal request for Village approval for the annual 4<sup>th</sup> July celebration and parade for 2022. The parade will be held Sunday and will begin at NOON (12:00). The parade route begins on M-51 and moves to side street at the east edge of the downtown area.

### Attachments:

VFW request letter

VFW



VETERANS OF FOREIGN WARS OF THE U.S.A.  
CELERY CITY POST 6248  
560 N. PHELPS STREET  
DECATUR, MICHIGAN 49045  
269-423-7454 FAX 269-423-6206

Chris Tapper  
Village Manager  
114 N. Phelps Street  
Decatur, MI 49045

April 26, 2022

Dear Chris;

As we discussed yesterday, this is to confirm our plans to again have our annual 4<sup>th</sup> of July celebration and parade for 2022.

Our parade will be held on the 4<sup>th</sup> which is a Sunday, and customarily we will begin at noon instead of 11:00 am.

The parade route begins on M-51 and moves to side streets at the east edge of the downtown area, so permits to use this section of road will be needed.

Please let me know if there is anything you need from our post. We greatly appreciate the village's assistance in this great American tradition.

If you have any questions or need anything else, please feel free to contact me at:

Email: [quartermaster6248@gmail.com](mailto:quartermaster6248@gmail.com)

Post Phone: 269-423-7454

My Cell: 269-325-8707

Thank you.

Sincerely;

Richard M. Overton  
Quartermaster

WE'D DO ANYTHING FOR THIS COUNTRY.....



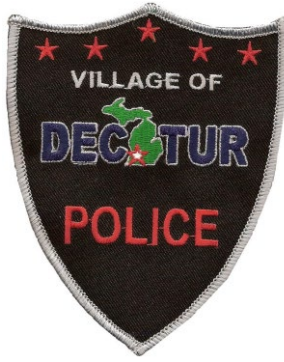
Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## **MEMORANDUM – WEEKLY REPORT**

TO: Village Council  
FROM: Jimmy Ebeling, DPW  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: May 2, 2022  
  
SUBJECT: April 2022 Monthly Report from DPW

### **April 2022 – Jobs completed**

Read Water Meters for billing  
Marked Miss Digs (520 Shady Lane, 210 E St. Mary's, 101 W Bronson,)  
Turned OFF water meter – 304 N George, 210 E St Mary's,  
Turned ON water meter – (207 School St. 207 1/2 School St. 304 N George 210 E St. Mary's 408 Michigan Ave)  
Did water samples for Monthly Analysis Report – took to Paw Lab – sent results to Egle  
Data-logged meter for high water usage (chart of usage- Hodgemire 206 E St Mary's)  
Read Meter for closing acct. – 214 N George Clinton, 216 E Delaware Ellsworth,  
Sewer back up complaint – 205 W Sherwood -jetted line  
Request to fix yard at 305 School St. from tree cut down last year by Village  
Request for driveway fill 204 N George (Village does not fix private drives)  
Did Storm Sewer Cleaning  
Cleaned bathrooms and concession building at Red Woolfe Park  
Painted lines at basketball court  
Picked up stump grind age at tennis park  
Spring cleanup – brush pick-up  
Painted well house floors  
Painted Raider Romp bathroom floors  
Jimmy did lead & copper replacement report  
Worked on Consumer Confidence Report for Egle-Dweh  
Worked on information for water reliability study  
Did April Wastewater Samples  
Finished March Wastewater DMR  
Sanitary Sewer maintenance  
Serviced Mowers  
Took Dodge to dealer for recall  
Did preparation for "Dump Day"- April 30, 2020  
Picked up Flower Planters from Mary Miller  
Took Flowerpots & Planters to Poullette's Potting Shed



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

To: Village Manager Chris Tapper  
Fr: Chief Tom VanDerWoude  
Date: April 25, 2022  
Ref: Monthly Report for the Month of April 2022

**Meetings / Events / Information:**

- Treatment Court Policy Meeting
- Council Meeting
- Meeting with Local Chief's
- Fire Board Meeting
- Meeting with Sgt. Rigg
- Meeting with Wyatt Taylor and Village Manager
- Meeting with KVCC PD Captain

**Officer Resignation:**

Wyatt Taylor submitted a resignation letter on April 5, 2022.

**Officer Hired:**

Sgt. Rigg and I interviewed a young man on 4-21-22. We have made a Conditional Offer of Employment to Zackery Frank. He will be graduating from Ferris State in early May with his Bachelor's degree in Criminal Justice. We are targeting a tentative start date of May 16<sup>th</sup>, 2022. He's being schedule for his Physical, Drug Screen, Psychological, Fingerprints, Background Investigation, etc.

**Training:**

LEIN Test – Online Training completed by Rigg, VanDerWoude, Dahlquist and Stricklin

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

**Arrests: March 29, 2022 to April 25, 2022**

- 3-29-22, Male, Criminal Sexual Conduct
- 4-7-22, Male, Domestic Violence Warrant
- 4-9-22, Female, Three Criminal Bench Warrants
- 4-9-22, Female, OWI Arrest and Malicious Destruction of Property
- 4-10-22, Male, Two Criminal Bench Warrants
- 4-12-22, Male, Bench Warrant Resist and Obstruct

- 4-12-22, Male, Assault, Resist and Obstruct, Habitual Offender 4th

**Calls for Service / Reports Taken: March 29, 2022 to April 25, 2022**

- General Assist to CPS
- Salvage
- Personal Injury Car Accident
- Found Property
- Threats
- PBT Calibrations
- Assist Fire Department
- MDOP
- Felonious Assault
- Assault
- Domestic Violence
- Suspicious Occurrence
- FOIA Request
- Found Property
- Blight
- Death Investigation
- Salvage
- Salvage
- Traffic Crash, Assist VBCS
- Suspicious Situation
- Blight
- Blight
- Blight
- Blight
- Blight
- Disturbance, Assist MSP
- Assist Medical
- Warrant Pickup, Assist MSP
- Warrant Pickup, Assist MSP
- Assist Medical
- MDOP
- Found Property
- Salvage
- Blight
- Assist Fire Department
- General Assist to MSP, PI Accident
- Minor, Alcohol
- Blight
- Blight
- Domestic Violence, OWI
- General Assist to VBCS

- Salvage
- Assist Medical
- Breaking and Entering
- Domestic Violence
- Suicidal Subject
- Salvage
- Salvage
- Salvage
- Suspicious Situation
- Assist CPS
- Assist to VBCS
- Accident
- Assist Medical
- Assist Medical
- Criminal Bench Warrants, Arrest
- Traffic Crash
- MDOP / OWI Arrest
- Check Area
- Fight
- Traffic Violation
- Assist Medical
- Civil Dispute
- Salvage
- Suspicious Situation
- Assault
- Assault
- Salvage
- Civil Dispute
- Traffic Policing
- Property Inspection
- Alarm
- Parking Citation
- Stalking
- Salvage
- Assist Medical
- Welfare Check
- MDOP
- Traffic Policing
- MDOP
- Salvage
- Salvage
- General Assist
- Assist Fire Department
- Found Property
- Dog at Large



- Traffic Violation
- Salvage
- Welfare Check
- General Assist
- General Assist
- General Assist / 911 Hang up
- NICS, Background Check
- Warrant Arrest
- Civil Matter
- General Assist
- Salvage
- General Assist
- Dog at Large
- VIN Inspection
- Salvage
- General Assist
- Walk- Away
- Assist Medical
- Animal Cruelty
- Traffic Violation
- Assist MSP
- Sewage Leak
- MDOP
- Domestic Violence
- Road Hazard
- Criminal Sexual Conduct
- Check Security of Building
- Criminal Bench Warrant
- Assist Medical
- Assist Fire Department, downed wires
- Suspicious Occurrence
- Salvage

Thank you! Please stay safe!

Chief Tom VanDerWoude



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

## MEMORANDUM

TO: Village Council  
FROM: Christopher Tapper, Village Manager  
REVIEWED BY: N/A  
DATE: May 2, 2022  
  
SUBJECT: Decatur-Hamilton Fire & QR Report – April 2022

### Action Requested:

It is requested the Village Council receive a report from the April 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 and the Board will be proceeding with ballot language for the special assessment increase to the voters/residents within Hamilton Township and Decatur Township. The increase will be from 0.5 miles to 1.5 miles. This expected increase in revenue will provide additional staffing to help off set cost to the increasing demand of responses. The ballot language is expected to be presented on the November 2022 ballot.

The Fire Department received the completed ISO reporting. You will note on page 7 of the Community Report, the resulting community classification is a **Class 04/4Y**. This reporting is a positive reflection of the Fire Department and the Village of the Decatur (Water Department).

### Attachments:

Fire Department – agenda 4/25/2022  
QR Department – agenda 4/25/2022  
ISO - Report

# **DECATUR-HAMILTON FIRE BOARD**

## **REGULAR MEETING**

*Monday, April 25, 2022*

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- 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 March 28, 2022 Fire Board Regular Meeting**
- 6. Approval of Bills in a total of \$26,727.60**
- 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. By-Laws
  - b. Roof Repair – Snow/Ice Guard
- 12. New Business**
- 13. Public Comment**
- 14. Adjournment**

# DECATUR-HAMILTON FIRE BOARD

## MEETING MINUTES

*Monday, February 28, 2022*

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1. The meeting was called to order at 6:14 PM by Chairman Druskovich. Roll call was taken with Druskovich, Flowers, Gateley, Kusmack M, Newell, and Newton present. Kusmack K was absent and arrived at 6:25 PM.
2. Public Comment was given.
3. Newell moved, Flowers seconded, CARRIED, to approve Agenda as presented. All were in favor.
4. Newell moved, Gateley seconded, CARRIED, to approve the February 28, 2022 Regular Meeting Minutes as amended to include b) Closed Session to review attorney opinion and c) Return of Turnout Gear and Books, N Gaikas under Unfinished Business. All were in favor.
5. Newell moved, Flowers seconded, CARRIED, to approve bills as presented in a total of \$10,336.22 as presented. All were in favor.
6. Newton gave the Treasurer's Report noting \$156,804.10 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 \$197,296.54 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 May to determine if any items will need approval at the 2022 Annual Meeting.
  - a. Kusmack M 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 getting suspension issues fixed, they are waiting on tires/wheels. A few other repairs are in progress. It should be completed by early the following week.
    - ii. Discussion was held on PA 291. It was noted that testes for Firefighter I and II cannot be challenged with respect to experience. Tests must be completed. To help facilitate this, proposal was offered for a condensed version with some online learning options for \$500/student through Benton Harbor.
      1. Newton moved, Newell seconded, CARRIED, to approve class for 2 students at \$500.00 per student. All were in favor.
    - iii. Insurance review was completed with Newell Agency. Some updates were made and costs are attempting to be recovered for 1420 that had not been removed from policy when sold.
  - b. Secretary-add 2 calls: 1 Mutual Aid in Wayne Township and 1 CO2 in Decatur Township.
  - c. Training Report-Bloodborne Pathogens training completed in March. Pumper Truck Operations scheduled for April.
    - 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-Gutter on building was damaged to no ice break being installed. Procuring quote for repair.
  - f. Newton moved, Kusmack K seconded, CARRIED, to accept Officer Reports as presented. All were in favor.
8. Auxiliary Report
  - a. Will be working on fundraising efforts. Information will be going out soon.

9. Personnel

- a. Newton moved, Flowers seconded, CARRIED, to approve probationary membership for Dominic Pawlowski. All were in favor.

10. Unfinished Business

- a. By-Laws-No further updates.
- b. CLOSED SESSION
  - i. Newton moved, Kusmack K seconded, CARRIED, to enter closed session at 6:48 PM under Section 8(1)(h) of the Open Meetings Act to consult with attorney regarding a written legal opinion and to include Fire Department Officers. Roll Call Vote – Aye: Gateley, Newell, Kusmack M, Newton, Flowers, Kusmack K, and Druskovich. No: None.
  - ii. Newton moved, Kusmack K seconded, CARRIED, to return to Open Session at 7:13 PM.
- c. Return of Turnout Gear and Books, Nick Gaikis
  - i. Attorney reviewed submission from Nick Gaikas and pertinent files. PA 291 requires completion of training within 24 months with no exceptions, extensions, or waivers permitted. There is no authority of the FD to extend timeframe under COVID or any other parameter.
  - ii. Druskovich indicated that equipment and books needed to be returned. Training costs will be waived. Equipment to be returned on Saturday at DHFD at 10:30 AM.
  - iii. Kusmack K moved, Newell seconded, CARRIED, to remove Nick Gaikis from DHFD Membership. All were in favor.

11. New Business-None

12. Public Comment was given.

13. Newton moved, Kusmack M seconded, CARRIED, to adjourn the meeting at 7:20 PM.

**HAMILTON & DECATUR FIRE**  
**Income & Expense Report**  
**April 2, 2022 - May 1, 2022**

Date	Check #	Name	Description	Income	Expense
04/05/2022	EFT	Village of Decatur	Water/Sewer Service		\$ 58.40
04/05/2022	EFT	Consumers	Natural Gas Service		\$ 593.06
04/05/2022	EFT	COMCAST	Phone/Internet Service		\$ 208.63
04/06/2022	EFT	Dinges Fire Company	Supplies		\$ 5,597.49
04/07/2022	EFT	Dinges Fire Company	Supplies		\$ 172.86
04/11/2022	EFT	Dinges Fire Company	Supplies		\$ 1,019.10
04/11/2022	EFT	AEP	Electric Service		\$ 230.41
04/12/2022	EFT	Wells Fargo	Printer		\$ 50.70
04/15/2022	EFT	Internal Revenue Service	Payroll		\$ 169.34
04/15/2022	EFT	Dinges Fire Company	Supplies		\$ 529.75
04/15/2022	EFT	Dinges Fire Company	Supplies		\$ 2,686.95
04/15/2022			Int Inc	\$ 6.31	
04/18/2022	EFT	Dinges Fire Company	Supplies		\$ 414.23
04/20/2022	EFT	Michigan Department of Treasury	Payroll		\$ 145.35
04/21/2022	11093	North Breathing Air	Supplies		\$ 165.00
04/21/2022	11094	DHFD	Reimbursement		\$ 511.16
04/21/2022	11095	Tactron	Supplies Turnout Gear		\$ 50.34
04/21/2022	11096	Indusco Supply Company	Supplies		\$ 596.69
04/21/2022	11097	HS Fleet	Vehicles		\$ 9,437.72
04/21/2022	11098	Best Way Disposal	Trash Service		\$ 172.49
04/21/2022	11099	Reeder Accounting	Prof Fee		\$ 300.00
04/21/2022	11100	Decatur Hardware	Supplies		\$ 63.96
04/21/2022	11101	Decatur Hardware	Supplies		\$ 140.40
04/21/2022	11102	Bauckham, Sparks, Thall, Seeber & Kaufman	Attorney Fee		\$ 582.00
04/21/2022	11103	Decatur Plumbing & Heating	Building		\$ 711.83
04/21/2022	11104	Decatur Lumber	Building		\$ 107.96
04/21/2022	11105	Dalmation Fire Equipment	Supplies Turnout Gear		\$ 394.80
04/21/2022	11108	Amy M Williams	Payroll		\$ 966.98
04/21/2022			Tax Revenue	\$ 149,466.31	
05/01/2022	11106	DHFD	Contracted Services		\$ 500.00
05/01/2022	11107	Matthew Newton	Treasurer		\$ 150.00
<b>TOTAL:</b>				<b>\$ 149,472.62</b>	<b>\$ 26,727.60</b>

# HAMILTON & DECATUR FIRE

## Balance Sheet

As of May 1, 2022

	May 1, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
HAMILTON FIRE	277,675.12
Savings 14986	38,624.61
Savings - Donation Fund 17883	1,234.90
Savings - Restitutions	698.93
Total Checking/Savings	318,233.56
Other Current Assets	
Prepaid insurance	15,142.46
Accts Receivable - Other	570.00
Total Other Current Assets	15,712.46
Total Current Assets	334,151.02
Fixed Assets	
Equipment	835,965.80
Fixed assets	11,681.00
Total Fixed Assets	847,646.80
<b>TOTAL ASSETS</b>	<b>1,181,592.82</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
First State Bank Loan	300,000.00
Accts payable	1,464.00
24000 - Payroll Liabilities	263.46
Total Other Current Liabilities	301,727.46
Total Current Liabilities	301,727.46
Long Term Liabilities	
Deferred Revenue	104,500.00
Total Long Term Liabilities	104,500.00
Total Liabilities	406,227.46
Equity	
3900 - Retained Earnings	397,847.50
3000 - Open Bal Equity	265,167.50
Net Income	112,350.36
Total Equity	775,570.36
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,181,592.82</b>

# HAMILTON & DECATUR FIRE

## Annual Budget vs Fiscal Year To Date

July 1, 2021 through May 1, 2022

	07/01/2022 - 05/01/2022	Annual Budget	\$ Over Budget
<b>Income</b>			
<b>Tax Rev</b>			
Decatur Twp	167,460.31	160,000.00	7,460.31
Hamilton	107,668.98	110,000.00	-2,331.02
<b>Total Tax Rev</b>	275,129.29	270,000.00	5,129.29
<b>Building Lease</b>	10,000.00	23,000.00	-13,000.00
<b>Int Inc</b>	8,219.22	1,000.00	7,219.22
<b>Misc Inc</b>	600.00	1,500.00	-900.00
<b>Insurance Payout</b>	547.00	0.00	547.00
<b>Total Income</b>	294,495.51	295,500.00	-1,004.49
<b>Expense</b>			
<b>Repairs</b>			
Vehicles	37,219.47	35,000.00	2,219.47
Bldg	9,043.90	15,000.00	-5,956.10
Equip	1,393.97	5,000.00	-3,606.03
Kitchen	0.00	0.00	0.00
Other	0.00	1,000.00	-1,000.00
Radio	0.00	1,000.00	-1,000.00
<b>Total Repairs</b>	47,657.34	57,000.00	-9,342.66
<b>Supplies</b>	33,410.47	15,000.00	18,410.47
<b>Supplies Turnout Gear</b>	28,475.19	80,000.00	-51,524.81
<b>66000 - Payroll Expenses</b>	13,568.38	15,000.00	-1,431.62
<b>Salaries</b>	12,950.00	32,000.00	-19,050.00
<b>Util</b>	11,867.55	7,500.00	4,367.55
<b>Supplies Pagers- Radios</b>	8,178.79	7,500.00	678.79
<b>Prof Fee</b>	5,908.50	6,000.00	-91.50
<b>Contracted Serv</b>	5,500.00	7,500.00	-2,000.00
<b>Insur</b>	3,918.00	25,000.00	-21,082.00
<b>Trav, Train, Misc</b>	3,257.12	3,500.00	-242.88
<b>Fuel &amp; Oil</b>	2,356.57	3,000.00	-643.43
<b>Travel Fire Prevention</b>	2,147.83	2,000.00	147.83
<b>Supplies Hoses</b>	2,061.32	8,000.00	-5,938.68
<b>Capital outlay/Reserve</b>	888.09	30,000.00	-29,111.91
<b>Audit</b>	0.00	6,500.00	-6,500.00
<b>Total Expense</b>	182,145.15	305,500.00	-123,354.85
<b>Net Income</b>	<b>112,350.36</b>	<b>-10,000.00</b>	<b>122,350.36</b>



# HAMILTON & DECATUR FIRE

## Profit & Loss

April 2 through May 1, 2022

	Apr 2 - May 1, 22
Income	
Tax Rev	
Decatur Twp	135,688.79
Hamilton	12,777.52
Total Tax Rev	148,466.31
Building Lease	1,000.00
Int Inc	6.31
Total Income	149,472.62
Expense	
Supplies	11,386.43
Repairs	
Vehicles	9,437.72
Bldg	107.96
Total Repairs	9,545.68
Util	1,262.99
66000 · Payroll Expenses	1,230.44
Prof Fee	882.00
Capital outlay/Reserve	711.83
Trav,Train,Misc	511.16
Contracted Serv	500.00
Supplies Turnout Gear	445.14
Salaries	150.00
Total Expense	26,625.67
Net Income	122,846.95

## **CHIEF REPORT**

**The following items I would like to address:**

**1. Bylaws**

**Chief Joseph Gerhold  
Decatur Hamilton Fire Dept**

## Secretary Report for April 2022

8 calls for month

**Village**            1-Medical Assist  
                         2-Smoke Alarms

**Decatur Twp**    1-Unathorized Burn  
                         1-Grass Fire

**Hamilton Twp** 2-PI Accidents

**1 Mutual aid call to Lawton Fire Department**

Reported as of April 17, 2022]

Submitted by Secretary,

Amy M. Williams

# **DECATUR-HAMILTON FIRE DEPARTMENT**

## **AGENDA**

**For**

**April 4<sup>th</sup>, 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**
  - A. Fire Academy
- 8. New Business**
  - A. PPF-D-Grass Fires
  - B. Paw Paw Quad City Feed
- 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**

4/4 Business Meeting @1830hrs  
4/6 FP/Jamboree Meeting @1800hrs  
4/10 Day Training @0800hrs  
4/11 Night Training @1830hrs  
4/16 Truck/Building Report due today!  
4/17 Cadet/Probie Training 1800hrs w/ Ken & Jacob  
4/21 Paw Paw Quad City Feed Social 1800hrs/Dinner 1900hrs  
4/25 Fireboard Meeting 1800hrs

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

checking

Register Report - Mar 2022  
3/1/2022 through 3/31/2022

Page 1

4/2/2022

Date	Account	Description	Memo	Category	Amount
<b>BALANCE 2/28/2022</b>					<b>1,084.39</b>
3/1/2022	Checking	Fire Board	March	Other Inc, Bus	500.00
3/2/2022	Checking	Fire Board	SOM program fee radio in truck	Reimbursement	250.00
3/2/2022	Checking	FIOA Request	copy of report		15.00
3/24/2022	Checking	*Jones Bartlett	books for Dominic		-135.90
3/24/2022	Checking	*Jones Bartlett	books for Austin		-92.21
3/29/2022	Checking	*Walmart	laptop for edisptach		-290.74
3/31/2022	Checking	Interest Earned		Interest Inc	0.07
3/31/2022	Checking	5Art Hayes	Reimbursement	Reimbursement	-8.88
3/31/2022	Checking	5Village Market	account at store	Groceries For A...	-424.35
3/31/2022	Checking	Creative Vinyl	stickers	Misc	-232.20
<b>3/1/2022 - 3/31/2022</b>					<b>-419.21</b>
<b>BALANCE 3/31/2022</b>					<b>665.18</b>

Auxiliary

Register Report - Mar 2022  
3/1/2022 through 3/31/2022

Page 1

4/2/2022

Date	Account	Description	Memo	Category	Amount
<b>BALANCE 2/28/2022</b>					<b>1,443.74</b>
3/8/2022	Auxiliary	Ace Hardware	fastners for address signs		-6.89
3/14/2022	Auxiliary	Cricut	designs		-10.59
<b>3/1/2022 - 3/31/2022</b>					<b>-17.48</b>
<b>BALANCE 3/31/2022</b>					<b>1,426.26</b>

Fire Prevention

Register Report - Dec 2021  
12/1/2021 through 12/31/2021

Page 1

4/2/2022

Date	Account	Description	Memo	Category	Amount
<b>BALANCE 11/30/2021</b>					<b>5,290.10</b>
12/31/2021	Checking ...	Connie McIntyre	donation for burn pile	Donation	200.00
<b>12/1/2021 - 12/31/2021</b>					<b>200.00</b>
<b>BALANCE 12/31/2021</b>					<b>5,490.10</b>

Cash on hand

Register Report - Feb 2022  
2/1/2022 through 2/28/2022

Page 1

4/2/2022

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

**Non Incident Event**

Decatur-Hamilton Fire Dept

Reference# 1110

**General Information**

Start Date/Time 04/04/2022 18:32:00

End Date/Time 04/04/2022 19:38:00

Length in Hours 1.10

Location Firehall

Event Type Meeting,

Description Business Meeting

**Comments****Personnel Attendance**

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000045	Anderson, James	1.10		0.00
00000001	Arnold, Bill	1.10		0.00
00000002	Avery, Dale	1.10		0.00
00000051	Bishop, Jossalyn	1.10		0.00
00000025	Bishop, Scotty	1.10		0.00
00000050	Bishop, Xavier	1.10		0.00
00000029	Bush, Mike	1.10		0.00
00000027	Bush, Tom	1.10		0.00
00000052	Carlsen, Gaige	1.10		0.00
00000004	Conklin, Jack	1.10		0.00
00000034	Cullen, Zachary	1.10		0.00
00000008	Duncan, Harry	1.10		0.00
00000009	Duncan, Scott	1.10		0.00
00000035	Dunkerley, Kenneth	1.10		0.00
00000037	Gerhold, Jacob	1.10		0.00
00000012	Gerhold, Joseph	1.10		0.00
00000054	Harris, Jesse	1.10		0.00
00000038	Haun, Chloe	1.10		0.00
00000024	Haun, Randall	1.10		0.00
00000039	Holmes, Shawn	1.10		0.00
00000013	Jackson, Erin	1.10		0.00
00000023	Krall, Dustin	1.10		0.00
00000056	Pawlowski, Dominic	1.10		0.00
00000015	Pullen Sr., Paul	1.10		0.00
00000030	Schaap, Chris	1.10		0.00
00000017	Secondi, Rich	1.10		0.00
00000040	Shindeldecker, Tyler	1.10		0.00
00000011	Williams, Amy	1.10		0.00
00000044	Williams, Marissa	1.10		0.00
00000047	Williams, Randy	1.10		0.00
		<b>Total Manpower</b>	<b>33.00</b>	
		<b>Total Attended</b>	<b>30</b>	

**Personnel Involved**

ID#	Last Name, First	Type

Class, Evolutions, Topics				
Training Type or Category	Description	Start	End	Length

0.00

0.00

0.00

0.00

0.00

0.00

# Non Incident Event

Decatur-Hamilton Fire Dept

Reference# 1111

## General Information

Start Date/Time 04/03/2022 12:00:00

End Date/Time 04/03/2022 13:00:00

Length in Hours 1.00

Location Firehall

Event Type Meeting,

Description Officer Meeting Cont Ed

## 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# 1112

**General Information**

Start Date/Time 04/10/2022 08:00:00

End Date/Time 04/10/2022 11:30:00

Length in Hours 3.50

Location Firehall

Event Type Training,

Description Drafting

**Comments****Personnel Attendance**

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000008	Duncan, Harry	3.50		0.00
00000037	Gerhold, Jacob	3.50		0.00
00000012	Gerhold, Joseph	3.50		0.00
00000054	Harris, Jesse	3.50		0.00
00000023	Krall, Dustin	3.50		0.00
00000053	McBride, Shane	3.50		0.00
00000040	Shindeldecker, Tyler	3.50		0.00
		Total Manpower	24.50	
		Total Attended	7	

**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# 1113

## General Information

Start Date/Time 04/11/2022 19:00:00

End Date/Time 04/11/2022 21:00:00

Length in Hours 2.00

Location Firehall

Event Type Training,

Description Pre Planning Cont Ed

## Comments

## Personnel Attendance

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000027	Bush, Tom	2.00		0.00
00000012	Gerhold, Joseph	2.00		0.00
00000024	Haun, Randall	2.00		0.00
Total Manpower			6.00	
Total Attended			3	

## 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# 1114

**General Information**

Start Date/Time 04/11/2022 19:00:00

End Date/Time 04/11/2022 21:00:00

Length in Hours 2.00

Location Firehall

Event Type Training,

Description Drafting

**Comments****Personnel Attendance**

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000045	Anderson, James	2.00		0.00
00000002	Avery, Dale	2.00		0.00
00000051	Bishop, Jossalyn	2.00		0.00
00000025	Bishop, Scotty	2.00		0.00
00000050	Bishop, Xavier	2.00		0.00
00000029	Bush, Mike	2.00		0.00
00000027	Bush, Tom	2.00		0.00
00000052	Carlsen, Gaige	2.00		0.00
00000004	Conklin, Jack	2.00		0.00
00000034	Cullen, Zachary	2.00		0.00
00000005	Dragomir, David	2.00		0.00
00000009	Duncan, Scott	2.00		0.00
00000035	Dunkerley, Kenneth	2.00		0.00
00000046	Flowers, Nychole	2.00		0.00
00000049	Flowers, Rilyn	2.00		0.00
00000037	Gerhold, Jacob	2.00		0.00
00000012	Gerhold, Joseph	2.00		0.00
00000038	Haun, Chloe	2.00		0.00
00000024	Haun, Randall	2.00		0.00
00000039	Holmes, Shawn	2.00		0.00
00000013	Jackson, Erin	2.00		0.00
00000053	McBride, Shane	2.00		0.00
00000056	Pawlowski, Dominic	2.00		0.00
00000015	Pullen Sr., Paul	2.00		0.00
00000030	Schaap, Chris	2.00		0.00
00000044	Williams, Marissa	2.00		0.00
		<b>Total Manpower</b>	<b>52.00</b>	
		<b>Total Attended</b>	<b>26</b>	

**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# 1115

## General Information

Start Date/Time 04/17/2022 18:00:00

End Date/Time 04/17/2022 20:00:00

Length in Hours 2.00

Location Firehall

Event Type Training,

Description Cadet/Probie Training Search & Rescue

## Comments

## Personnel Attendance

ID#	Last Name, First	Length (Hours)	Attendance Type	Point Value
00000051	Bishop, Jossalyn	2.00		0.00
00000025	Bishop, Scotty	2.00		0.00
00000050	Bishop, Zavier	2.00		0.00
00000035	Dunkerley, Kenneth	2.00		0.00
00000048	Flowers, Nolyn	2.00		0.00
00000046	Flowers, Nychole	2.00		0.00
00000049	Flowers, Rilyn	2.00		0.00
00000037	Gerhold, Jacob	2.00		0.00
00000012	Gerhold, Joseph	2.00		0.00
00000038	Haun, Chloe	2.00		0.00
00000024	Haun, Randall	2.00		0.00
00000040	Shindeldecker, Tyler	2.00		0.00
		Total Manpower	24.00	
		Total Attended	12	

## Personnel Involved

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

## Class, Evolutions, Topics

Training Type or Category	Description	Start	End	Length
				0.00

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

Truck number 1420  
Mileage 4240.5  
Engine Hours 381.1  
Pump Hours 77.33  
Fuel Level Full

Number of runs since last report \_\_\_\_\_

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

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

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

Truck Captain  
Building Chief Signature m. Bush

Date 4/6/22

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

Truck number 1421  
Mileage 31193  
Engine Hours 2507.7  
Pump Hours 1667.6  
Fuel Level full

Number of runs since last report 4

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

Complaints \_\_\_\_\_

Needs \_\_\_\_\_

Truck Captain  
Building Chief Signature Bill

Date 4-17-22

Truck number 1430  
Mileage 11494.2  
Engine Hours 1081.7  
Pump Hours 2  
Fuel Level 7/8

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

**Complaints** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Needs** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Building Chief Signature** \_\_\_\_\_

**Date** 4-13-22

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

Truck number 1464  
Mileage 11624  
Engine Hours 1125  
Pump Hours \_\_\_\_\_  
Fuel Level Full

Number of runs since last report 1

Lights Check List: Head Lights ☒ Tail Lights ☒ Side Marker ☒ Seat Belts ☒  
Cab lights Exterior ☒ Cab lights Interior ☒  
Radio Check \_\_\_\_\_ Emergency Lights: TOP ☒ SIDE ☒ FRONT ☒ REAR ☒  
Horn ☒ Siren ☒  
Tires and pressure: LEFT FRONT ☒ RIGHT FRONT ☒ LEFT REAR ☒ RIGHT REAR ☒  
Tire Wear: Normal ☒ Even \_\_\_\_\_ Uneven \_\_\_\_\_ Side Walls \_\_\_\_\_  
Pump Check List: Drains Left Side N/A Drains Right Side N/A  
Run Pump: Set relief valve at 100PSI \_\_\_\_\_ Transfer valve check \_\_\_\_\_  
Water Level Lights \_\_\_\_\_  
Engine Oil Level Full Radiator Fluid Level Full  
Hose Beds Packed Cross Lays \_\_\_\_\_ Speed Lays \_\_\_\_\_  
Hydrant fittings N/A  
Air Packs N/A Alarm Batteries N/A Jaws N/A Spare Bottles: N/A  
Fluid Levels in generator: Gas 3/4 Oil Full  
Portable Lights N/A  
Spare Electric Cables N/A  
Electric meter covers should be two on each engine and several on rescue ☒  
Emergency Flares ☒ Portable Radios ☒ Run Sheets ☒ Maps ☒  
Condition of Truck: Clean Exterior ☒ Clean Interior ☒

Complaints Needs Flares, Passenger Side Marker  
does not work

Needs Flares, Passenger Side Marker light

Truck Captain Signature [Signature]

Date 04-09-22



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

Truck number 1471  
Mileage 7953.9  
Engine Hours 1471.4  
Pump Hours N/A  
Fuel Level Full

Number of runs since last report 3

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

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

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

Truck Captain  
Building Chief Signature Dustin Hall

Date 4-16-22

**DECATUR-HAMILTON FIRE DEPARTMENT**

**BUILDING AND GROUNDS REPORT**

<b>BUILDING A</b>			
<b>AREA</b>	<b>ACCEPTABLE</b>	<b>NEEDS ATTENTION</b>	<b>COMMENTS</b>
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		

<b>BUILDING B</b>			
<b>AREA</b>	<b>ACCEPTABLE</b>	<b>NEEDS ATTENTION</b>	<b>COMMENTS</b>
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: 04/11/2022
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**AGC**

6825 Stadium Dr  
Kalamazoo, MI 49009  
269.544.7663  
adamgarlandconstruction@gmail.com  
adamgarlandconstruction.com

**Estimate****ADDRESS**

Decatur / Hamilton FD  
420 W Delaware St  
Decatur, MI 49045

ESTIMATE #	DATE	EXPIRATION DATE
2317	04/09/2022	04/30/2022

**SALES REP**

Alan Rhoderick

	DESCRIPTION	AMOUNT
<b>Roof Flashing</b>	Snow/ice guard:  1. Install a premium snow bar system on the east side of the building where we installed the new gutter.  Labor and materials	2,964.00

Prices are guaranteed for short periods of time due to current market volatility.

**TOTAL**

**\$2,964.00**

Accepted By

Accepted Date

\*Change orders may be required to cover any unforeseen issues, this will be discussed with you before your final invoice.

\*Customer is responsible for moving vehicles so workers/dumpsters have access to building.

# **DECATUR-HAMILTON QUICK RESPONSE BOARD**

## **REGULAR MEETING**

*Monday, April 25, 2022*

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- 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 March 28, 2022 QR Board Regular Meeting**
- 6. Approval of Bills in a Total of \$2,501.21**
- 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, March 28, 2022*

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1. The meeting was called to order at 6:00 PM by Chairman Druskovich. Roll call was taken with Druskovich, Flowers, Gateley, Kusmack M, Newell, and Newton present. Kusmack K was absent.
2. No public comment was given.
3. Newell moved, Kusmack M seconded, CARRIED, to approve Agenda as presented. All were in favor.
4. Newell moved, Flowers seconded, CARRIED, to approve February 28, 2022 Regular Meeting Minutes as presented. All were in favor.
5. Newell moved, Flowers seconded, CARRIED, to approve bills in a total of \$2,698.75 as presented. All were in favor.
6. Newton gave the Treasurer's report indicating fund balance of \$144,438.31 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 \$258,031.84. Newton noted that there were not budget exceptions at this time.
  - a. Kusmack M moved, Flowers seconded, CARRIED, to accept Treasurer's Report as presented. All were in favor.
7. Team Leader Report
  - a. Team Leader Burns reported 23 responses on 47 calls in February for a response rate of 47%.
  - b. Newton moved, Gateley 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 with either an Explorer or Expedition. The plan is to have options to discuss later this month or early next month.
  - b. QR Staffing-A discussion was held on the path forward regarding staffing and a proposed millage. Druskovich indicated that Hamilton Township was on board with increase to 1 mil. He noted it may not cover all this is needed but it is a step in the right direction and will help boost the ability to respond for the department.
    - i. Newton moved, Newell seconded, CARRIED, to recommend approval of millage of 1 mil for QR to be spread across Hamilton Township, Decatur Township, and the Village of Decatur. All were in favor.
  - c. Credit Card – Newton still looking at options with Honor Credit Union to get card setup and ready. He indicated he was hoping to have something established by next meeting.
10. New Business-None
11. Public Comment was given.
12. Newell moved, Flowers seconded, CARRIED, to adjourn the meeting at 6:14 PM.

# Decatur-Hamilton Quick Response

## Income and Expense Report

April 2, 2022 - May 1, 2022

Date	Check #	Name	Description	Income	Expense
04/07/2022	EFT	Comcast	Phone/Internet Service		\$ 353.96
04/15/2022			Interest Income	\$ 5.87	
04/21/2022	5456	Decatur Plumbing	Building Repairs		\$ 466.25
04/21/2022	5457	Haas Systems	Building Repairs		\$ 81.00
04/21/2022	5458	Reeder Accounting Service	Contracted Services		\$ 150.00
04/21/2022			Tax Revenue	\$ 10,065.44	
05/01/2022	5459	Christina Benson	Asst Team Leader		\$ 150.00
05/01/2022	5460	DH Fire Board	Building Rental		\$ 1,000.00
05/01/2022	5461	Terry Burns	Team Leader		\$ 300.00
<b>TOTAL:</b>				<b>\$ 10,071.31</b>	<b>\$ 2,501.21</b>

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

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	<u>May 1, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Cash - Checking 34599	150,761.28
Cash - Savings - Vehicle 16696	113,235.50
Cash - Savings - Member 15771	443.22
Total Checking/Savings	<u>264,440.00</u>
Other Current Assets	
Prepaid Insurance	1,458.52
Accts Receivable - Other	600.00
Total Other Current Assets	<u>2,058.52</u>
Total Current Assets	266,498.52
Other Assets	
Prepaid Building Rent	104,500.00
Total Other Assets	<u>104,500.00</u>
<b>TOTAL ASSETS</b>	<b><u>370,998.52</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Current Liabilities	
Other Current Liabilities	
Accounts payable - year end acc	3,344.00
Total Other Current Liabilities	<u>3,344.00</u>
Total Current Liabilities	<u>3,344.00</u>
Total Liabilities	3,344.00
<b>Equity</b>	
Retained Earnings	269,993.02
Opening Bal Equity	55,242.52
Net Income	42,418.98
Total Equity	<u>367,654.52</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>370,998.52</u></b>



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

	<b>07/01/2021 - 05/01/2022</b>	<b>Annual Budget</b>	<b>\$ Over Budget</b>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Tax Revenue - Hamilton Township	32,522.05	28,000.00	4,522.05
Tax Revenue - Decatur Township	32,444.54	38,000.00	-5,555.46
Misc. Inc	16,780.00	5,500.00	11,280.00
Interest Income	133.46	75.00	58.46
Funds Equity	0.00	0.00	0.00
CD Interest	0.00	0.00	0.00
<b>Total Income</b>	<b>81,880.05</b>	<b>71,575.00</b>	<b>10,305.05</b>
<b>Expense</b>			
Building Rental	11,000.00	23,000.00	-12,000.00
Capital - Equipment	9,995.92		
Salaries	8,610.00	12,000.00	-3,390.00
Insurance	5,466.00	5,800.00	-334.00
Utilities	4,934.49	10,500.00	-5,565.51
Contracted Services	1,500.00	1,800.00	-300.00
Building Repairs	1,045.89	1,500.00	-454.11
Equipment & Supplies	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
<b>Total Expense</b>	<b>39,461.07</b>	<b>71,350.00</b>	<b>-31,888.93</b>
<b>Net Ordinary Income</b>	<b>42,418.98</b>	<b>225.00</b>	<b>42,193.98</b>
<b>Net Income</b>	<b>42,418.98</b>	<b>225.00</b>	<b>42,193.98</b>

**Decatur-Hamilton Quick Response**  
**Profit & Loss**  
April 2 through May 1, 2022

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	<u>Apr 2 - May 1, 22</u>
Ordinary Income/Expense	
Income	
Tax Revenue - Decatur Township	6,871.30
Tax Revenue - Hamilton Township	3,194.14
Interest Income	5.87
	<hr/>
Total Income	10,071.31
Expense	
Building Rental	1,000.00
Building Repairs	547.25
Salaries	450.00
Utilities	353.96
Contracted Services	150.00
	<hr/>
Total Expense	2,501.21
	<hr/>
Net Ordinary Income	7,570.10
	<hr/>
Net Income	<b><u>7,570.10</u></b>



1000 Bishops Gate Blv. Ste 300  
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2  
f1.800.777.3929

April 25, 2022

Mr. Carl Druskovich, Board Chairman  
Decatur FPSA  
420 W Delaware St  
Decatur, Michigan, 49045

RE: Decatur Fpsa, Van Buren County, Michigan  
Public Protection Classification: 04/4Y  
Effective Date: August 01, 2022

Dear Mr. Carl Druskovich,

We wish to thank you and Chief Joe Gerhold for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single “9” or “8B” classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

*Alex Shubert*

Alex Shubert

Manager -National Processing Center

cc: Mr. James Ebeling, Water Superintendent, Decatur Water Department  
Chief Joe Gerhold, Chief, Decatur Fire Department  
Ms. Tim McGee, 911 Director, Van Buren Co. Dispatch Center



**Public Protection Classification  
(PPC®)  
Summary Report**

**Decatur FPSA**

**MICHIGAN**

**Prepared by**

**Insurance Services Office, Inc.  
1000 Bishops Gate Blvd., Ste. 300  
P.O. Box 5404  
Mt. Laurel, New Jersey 08054-5404  
1-800-444-4554**

**Report Created April 25, 2022  
Effective August 1, 2022**

## Background Information

### Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

## Data Collection and Analysis

ISO has evaluated and classified over 39,000 fire protection areas across the United States using its FSRs. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points



There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

### **PPC Grade**

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

## New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

### New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

### Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

### What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

**What's changed?**

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

**Benefits of the revised split class designations**

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

**New water class**

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

**What's changed with Class 10W?**

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

**What's the benefit of Class 10W?**

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

**What does the fire chief have to do?**

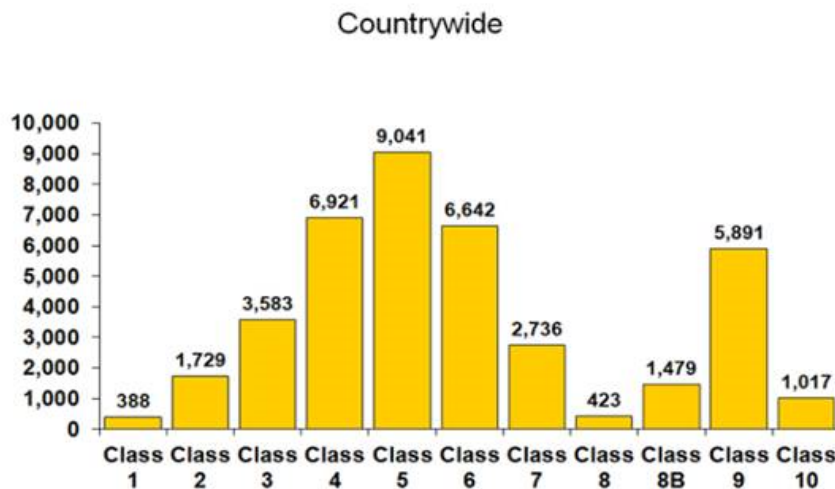
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

**What if I have additional questions?**

Feel free to contact ISO at 800.444.4554 or email us at [PPC-Cust-Serv@iso.com](mailto:PPC-Cust-Serv@iso.com).

## Distribution of PPC Grades

The 2020 published countrywide distribution of communities by the PPC grade is as follows:



## Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at [www.isomitigation.com/talk/](http://www.isomitigation.com/talk/).

We also have a website dedicated to our Community Hazard Mitigation Classification programs at [www.isomitigation.com](http://www.isomitigation.com). Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRs and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at [www.isomitigation.com](http://www.isomitigation.com).

## PPC Review

ISO concluded its review of the fire suppression features being provided for Decatur FPSA. The resulting community classification is **Class 04/4Y**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., “6” in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., “6” in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

<b>FSRS Feature</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	<b>3.00</b>	<b>3</b>
422. Credit for Telecommunicators	<b>4.00</b>	<b>4</b>
432. Credit for Dispatch Circuits	<b>2.70</b>	<b>3</b>
<b>440. Credit for Emergency Communications</b>	<b>9.70</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	<b>5.96</b>	<b>6</b>
523. Credit for Reserve Pumpers	<b>0.00</b>	<b>0.50</b>
532. Credit for Pump Capacity	<b>3.00</b>	<b>3</b>
549. Credit for Ladder Service	<b>1.77</b>	<b>4</b>
553. Credit for Reserve Ladder and Service Trucks	<b>0.00</b>	<b>0.50</b>
561. Credit for Deployment Analysis	<b>9.37</b>	<b>10</b>
571. Credit for Company Personnel	<b>2.80</b>	<b>15</b>
581. Credit for Training	<b>2.58</b>	<b>9</b>
730. Credit for Operational Considerations	<b>2.00</b>	<b>2</b>
<b>590. Credit for Fire Department</b>	<b>27.48</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	<b>22.32</b>	<b>30</b>
621. Credit for Hydrants	<b>2.92</b>	<b>3</b>
631. Credit for Inspection and Flow Testing	<b>3.20</b>	<b>7</b>
<b>640. Credit for Water Supply</b>	<b>28.44</b>	<b>40</b>
<b>Divergence</b>	<b>-3.23</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>3.71</b>	<b>5.50</b>
<b>Total Credit</b>	<b>66.10</b>	<b>105.50</b>

## **Emergency Communications**

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	<b>Earned Credit</b>	<b>Credit Available</b>
414. Credit Emergency Reporting	<b>3.00</b>	3
422. Credit for Telecommunicators	<b>4.00</b>	4
432. Credit for Dispatch Circuits	<b>2.70</b>	3
<b>Item 440. Credit for Emergency Communications:</b>	<b>9.70</b>	<b>10</b>

### **Item 414 - Credit for Emergency Reporting (3 points)**

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

<b>Item 410. Emergency Reporting (CER)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</b> For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	<b>20.00</b>	<b>20</b>
<b>1. E9-1-1 Wireless</b> Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	<b>25.00</b>	<b>25</b>
<b>2. E9-1-1 Voice over Internet Protocol (VoIP)</b> Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	<b>25.00</b>	<b>25</b>
<b>3. Computer Aided Dispatch</b> Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	<b>15.00</b>	<b>15</b>
<b>4. Geographic Information System (GIS/AVL)</b> <u>The PSAP uses</u> a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.  The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.	<b>15.00</b>	<b>15</b>
<b>Review of Emergency Reporting total:</b>	<b>100.00</b>	<b>100</b>

#### **Item 422- Credit for Telecommunicators (4 points)**

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

<b>Item 420. Telecommunicators (CTC)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A1. Alarm Receipt (AR)</b> Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	<b>20.00</b>	<b>20</b>
<b>A2. Alarm Processing (AP)</b> Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	<b>20.00</b>	<b>20</b>
<b>B. Emergency Dispatch Protocols (EDP)</b> Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	<b>20.00</b>	<b>20</b>
<b>C. Telecommunicator Training and Certification (TTC)</b> Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i> , and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i> . Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	<b>20.00</b>	<b>20</b>
<b>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</b> Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	<b>20.00</b>	<b>20</b>
<b>Review of Telecommunicators total:</b>	<b>100.00</b>	<b>100</b>



### **Item 432 - Credit for Dispatch Circuits (3 points)**

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

**Item 432 “Credit for Dispatch Circuits (CDC)” = 2.70 points**

## **Fire Department**

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	<b>Earned Credit</b>	<b>Credit Available</b>
513. Credit for Engine Companies	<b>5.96</b>	6
523. Credit for Reserve Pumpers	<b>0.00</b>	0.5
532. Credit for Pumper Capacity	<b>3.00</b>	3
549. Credit for Ladder Service	<b>1.77</b>	4
553. Credit for Reserve Ladder and Service Trucks	<b>0.00</b>	0.5
561. Credit for Deployment Analysis	<b>9.37</b>	10
571. Credit for Company Personnel	<b>2.80</b>	15
581. Credit for Training	<b>2.58</b>	9
730. Credit for Operational Considerations	<b>2.00</b>	2
<b>Item 590. Credit for Fire Department:</b>	<b>27.48</b>	<b>50</b>

## **Basic Fire Flow**

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.

### Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **1 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **3 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

**Item 513 "Credit for Engine Companies (CEC)" = 5.96 points**

#### **Item 523 - Credit for Reserve Pumpers (0.50 points)**

The item is Item 523 “Credit for Reserve Pumpers (CRP)”. This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

**Item 523 “Credit for Reserve Pumpers (CRP)” = 0.00 points**

#### **Item 532 – Credit for Pumper Capacity (3 points)**

The next item reviewed is Item 532 “Credit for Pumper Capacity (CPC)”. The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

**Item 532 “Credit for Pumper Capacity (CPC)” = 3.00 points**

#### **Item 549 – Credit for Ladder Service (4 points)**

The next item reviewed is Item 549 “Credit for Ladder Service (CLS)”. This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **0 service companies** in service.

**Item 549 “Credit for Ladder Service (CLS)” = 1.77 points**

#### **Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)**

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

**Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points**

#### **Item 561 – Deployment Analysis (10 points)**

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

**Item 561 “Credit Deployment Analysis (DA)” = 9.37 points**

### **Item 571 – Credit for Company Personnel (15 points)**

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRS recognizes **0.00 on-duty personnel** and an average of **13.43 on-call personnel** responding on first alarm structure fires.

**Item 571 “Credit for Company Personnel (CCP)” = 2.80 points**

**Item 581 – Credit for Training (9 points)**

<b>Training</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>A. Facilities, and Use</b> For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.	<b>9.66</b>	<b>35</b>
<b>B. Company Training</b> For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	<b>1.86</b>	<b>25</b>
<b>C. Classes for Officers</b> For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	<b>6.00</b>	<b>12</b>
<b>D. New Driver and Operator Training</b> For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	<b>2.33</b>	<b>5</b>
<b>E. Existing Driver and Operator Training</b> For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	<b>3.38</b>	<b>5</b>
<b>F. Training on Hazardous Materials</b> For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	<b>0.41</b>	<b>1</b>
<b>G. Recruit Training</b> For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	<b>5.00</b>	<b>5</b>
<b>H. Pre-Fire Planning Inspections</b> For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	<b>0.00</b>	<b>12</b>

**Item 580 “Credit for Training (CT)” = 2.58 points**

**Item 730 – Operational Considerations (2 points)**

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

<b>Operational Considerations</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Standard Operating Procedures</b> The department should have established SOPs for fire department general emergency operations	<b>50</b>	<b>50</b>
<b>Incident Management Systems</b> The department should use an established incident management system (IMS)	<b>50</b>	<b>50</b>
<b>Operational Considerations total:</b>	<b>100</b>	<b>100</b>

**Item 730 “Credit for Operational Considerations (COC)” = 2.00 points**

**Water Supply**

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	<b>Earned Credit</b>	<b>Credit Available</b>
616. Credit for Supply System	<b>22.32</b>	30
621. Credit for Hydrants	<b>2.92</b>	3
631. Credit for Inspection and Flow Testing	<b>3.20</b>	7
<b>Item 640. Credit for Water Supply:</b>	<b>28.44</b>	<b>40</b>



### **Item 616 – Credit for Supply System (30 points)**

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

### **Item 616 “Credit for Supply System (CSS)” = 22.32 points**

### **Item 621 – Credit for Hydrants (3 points)**

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 125 hydrants in the graded area.

<b>620. Hydrants, - Size, Type and Installation</b>	<b>Number of Hydrants</b>
<b>A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ -inch outlets</b>	<b>114</b>
<b>B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel</b>	<b>10</b>
<b>C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch</b>	<b>1</b>
<b>E./F. Flush Type, Cistern, or Suction Point</b>	<b>0</b>

**Item 621 “Credit for Hydrants (CH)” = 2.92 points**

#### **Item 630 – Credit for Inspection and Flow Testing (7 points)**

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

**Frequency of Inspection (FI):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

**Note:** The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

**Total points for Inspections = 3.20 points**

**Frequency of Fire Flow Testing (FF):** Average interval between the 3 most recent inspections.

<b>Frequency</b>	<b>Points</b>
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

**Total points for Fire Flow Testing = 0.00 points**

**Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 3.20 points**

### **Divergence = -3.23**

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

### **Community Risk Reduction**

	<b>Earned Credit</b>	<b>Credit Available</b>
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	<b>1.17</b>	2.2
1033. Credit for Public Fire Safety Education (CFSE)	<b>1.56</b>	2.2
1044. Credit for Fire Investigation Programs (CIP)	<b>0.98</b>	1.1
<b>Item 1050. Credit for Community Risk Reduction</b>	<b>3.71</b>	<b>5.50</b>

<b>Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Prevention Code Regulations (PCR)</b>	<b>10.00</b>	<b>10</b>

Evaluation of fire prevention code regulations in effect.		
<b>Fire Prevention Staffing (PS)</b> Evaluation of staffing for fire prevention activities.	<b>1.28</b>	<b>8</b>
<b>Fire Prevention Certification and Training (PCT)</b> Evaluation of the certification and training of fire prevention code enforcement personnel.	<b>4.25</b>	<b>6</b>
<b>Fire Prevention Programs (PCP)</b> Evaluation of fire prevention programs.	<b>5.80</b>	<b>16</b>
<b>Review of Fire Prevention Code and Enforcement (CPCE) subtotal:</b>	<b>21.33</b>	<b>40</b>

<b>Item 1033 – Credit for Public Fire Safety Education (2.2 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Public Fire Safety Educators Qualifications and Training (FSQT)</b> Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	<b>5.50</b>	<b>10</b>
<b>Public Fire Safety Education Programs (FSP)</b> Evaluation of programs for public fire safety education.	<b>22.78</b>	<b>30</b>
<b>Review of Public Safety Education Programs (CFSE) subtotal:</b>	<b>28.28</b>	<b>40</b>

<b>Item 1044 – Credit for Fire Investigation Programs (1.1 points)</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Fire Investigation Organization and Staffing (IOS)</b> Evaluation of organization and staffing for fire investigations.	<b>8.00</b>	<b>8</b>
<b>Fire Investigator Certification and Training (IQT)</b> Evaluation of fire investigator certification and training.	<b>3.90</b>	<b>6</b>
<b>Use of National Fire Incident Reporting System (IRS)</b> Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	<b>6.00</b>	<b>6</b>
<b>Review of Fire Investigation Programs (CIP) subtotal:</b>	<b>17.90</b>	<b>20</b>

**Summary of PPC Review**  
**for**  
**Decatur FPSA**

<b>FSRS Item</b>	<b>Earned Credit</b>	<b>Credit Available</b>
<b>Emergency Communications</b>		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	4.00	4
432. Credit for Dispatch Circuits	2.70	3
<b>440. Credit for Emergency Communications</b>	<b>9.70</b>	<b>10</b>
<b>Fire Department</b>		
513. Credit for Engine Companies	5.96	6
523. Credit for Reserve Pumpers	0.00	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	1.77	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	9.37	10
571. Credit for Company Personnel	2.80	15
581. Credit for Training	2.58	9
730. Credit for Operational Considerations	2.00	2
<b>590. Credit for Fire Department</b>	<b>27.48</b>	<b>50</b>
<b>Water Supply</b>		
616. Credit for Supply System	22.32	30
621. Credit for Hydrants	2.92	3
631. Credit for Inspection and Flow Testing	3.20	7
<b>640. Credit for Water Supply</b>	<b>28.44</b>	<b>40</b>
<b>Divergence</b>	<b>-3.23</b>	<b>--</b>
<b>1050. Community Risk Reduction</b>	<b>3.71</b>	<b>5.50</b>
<b>Total Credit</b>	<b>66.10</b>	<b>105.5</b>

**Final Community Classification = 04/4Y**

INSURANCE SERVICES OFFICE, INC.  
HYDRANT FLOW DATA SUMMARY

Community Decatur Fpsa

County Michigan(Van Buren),

MICHIGAN  
(21)

Witnessed by: Insurance Services Office, NJohnson

Survey Date: December 3, 2021

TEST NO.	TYPE DIST.*	TEST LOCATION	SERVICE	FLOW - GPM $Q=(29.83(C(d^2)p^{0.5}))$				PRESSURE PSI		FLOW -AT 20 PSI		REMARKS***	MODEL TYPE	FLOW TEST DATE
				INDIVIDUAL HYDRANTS			TOTAL	STATIC	RESID.	NEEDED **	AVAIL.			
1		West Bronson St @ S Phelps St	Decatur Water Department, Decatur PZ	1240	1240	0	2480	60	55	6500	7600	(D)-(1663 gpm)	FTWI	12/03/2021
1.1		West Bronson St @ S Phelps St	Decatur Water Department, Decatur PZ	1240	1240	0	2480	60	55	6000	7600	(D)-(1663 gpm)	FTWI	12/03/2021
1.2		West Bronson St @ S Phelps St	Decatur Water Department, Decatur PZ	1240	1240	0	2480	60	55	4500	7600	(D)-(1663 gpm)	FTWI	12/03/2021
1.3		West Bronson St @ S Phelps St	Decatur Water Department, Decatur PZ	1240	1240	0	2480	60	55	4000	7600	(D)-(1663 gpm)	FTWI	12/03/2021
1.4		West Bronson St @ S Phelps St	Decatur Water Department, Decatur PZ	1240	1240	0	2480	60	55	3000	7600	(C)-(1816 gpm)	FTWI	12/03/2021
2		Pine St & Douglas Dr	Decatur Water Department, Decatur PZ	990	990	990	2970	60	40	5000	4300	(D)-(1663 gpm)	FTWI	12/22/2021
2.1		Pine St & Douglas Dr	Decatur Water Department, Decatur PZ	990	990	990	2970	60	40	1000	4300		FTWI	12/22/2021
3		Harrison St @ 86th Ave	Decatur Water Department, Decatur PZ	1190	1190	0	2380	64	56	3500	6000	(C)-(1816 gpm)	FTWI	12/03/2021
4		CR 668 @ Lagoon Blvd	Decatur Water Department, Decatur PZ	1240	1200	0	2440	70	60	3500	5800	(C)-(1816 gpm)	FTWI	12/22/2021
5		N Mills St @ W St Marys St	Decatur Water Department, Decatur PZ	840	0	0	840	60	55	2250	2600	(B)-(2122 gpm)	FTWI	12/22/2021
6		45th St @ W Delaware St	Decatur Water Department, Decatur PZ	990	990	0	1980	60	38	2250	2700	(B)-(2122 gpm)	FTWI	12/03/2021
7		N George St @ School St	Decatur Water Department, Decatur PZ	1130	0	0	1130	58	52	2250	3100	(B)-(2122 gpm)	FTWI	12/03/2021
8		82144 M-51	Decatur Water Department, Decatur PZ	920	0	0	920	54	40	1750	1500		FTWI	12/03/2021
9		405 Gregory Terrace	Decatur Water Department, Decatur PZ	840	0	0	840	60	25	750	900		FTWI	12/03/2021

THE ABOVE LISTED NEEDED FIRE FLOWS ARE FOR PROPERTY INSURANCE PREMIUM CALCULATIONS ONLY AND ARE *NOT* INTENDED TO PREDICT THE MAXIMUM AMOUNT OF WATER REQUIRED FOR A LARGE SCALE FIRE CONDITION.

THE AVAILABLE FLOWS ONLY INDICATE THE CONDITIONS THAT EXISTED AT THE TIME AND AT THE LOCATION WHERE TESTS WERE WITNESSED.

\*Comm = Commercial; Res = Residential.

\*\*Needed is the rate of flow for a specific duration for a full credit condition. Needed Fire Flows greater than 3,500 gpm are not considered in determining the classification of the city when using the Fire Suppression Rating Schedule.

\*\*\* (A)-Limited by available hydrants to gpm shown. Available facilities limit flow to gpm shown plus consumption for the needed duration of (B)-2 hours, (C)-3 hours or (D)-4 hours.



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: May 2, 2022  
  
SUBJECT: Financial Statement – April 2022

### Action Requested:

It is requested that Village Council review Revenue & Expense Report along with Cash Balance report for the period ending April 30, 2022.

### Background:

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

### Attachment(s):

Cash Balances  
Revenue & Expense Report

CASH SUMMARY BY FUND  
 FROM 03/01/2021 TO 04/30/2022  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 03/01/2021	Total Debits	Total Credits	Ending Balance 04/30/2022
101	GENERAL FUND	591,741.16	1,374,815.17	1,413,338.45	553,217.88
202	MAJOR ROADS	596,319.27	207,261.78	124,087.40	679,493.65
203	LOCAL ROADS	118,597.75	366,604.44	188,348.55	296,853.64
206	FIRE INSURANCE PROCEEDS	438.39	0.36	0.06	438.69
213	SALVAGE VEHICLE INSPECTIONS	27,239.70	17,264.50	22,531.68	21,972.52
230	STREETS	179,987.34	171,571.55	250,699.09	100,859.80
244	BUSINESS LOANS	63,877.91	8,809.75	221.77	72,465.89
245	HOME REHAB LOANS	113,365.88	1,872.41	222.92	115,015.37
248	DDA	40,280.68	22,984.42	18,058.42	45,206.68
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	270,475.91	249,223.28	809,930.26
591	WATER FUND	610,878.98	383,244.87	329,586.48	664,537.37
596	GARBAGE COLLECTION	9,293.36	136,247.94	144,467.94	1,073.36
661	MOTOR POOL	383,943.93	164,384.57	240,111.99	308,216.51
	TOTAL - ALL FUNDS	3,526,023.83	3,216,570.83	2,980,898.20	3,761,696.46



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## REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 16.71

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	BALANCE 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	0.00	(112,906.88)	100.00
101-000-445.000	REAL ESTATE TAX INTEREST	4,000.00	0.00	0.00	4,000.00	0.00
101-000-447.000	ADMIN. FEE TREASURER	6,250.00	0.00	0.00	6,250.00	0.00
101-000-470.000	LIQUOR LICENSE	2,050.00	0.00	0.00	2,050.00	0.00
101-000-476.000	BUILDING PERMIT FEES	3,000.00	1,225.00	(475.00)	1,775.00	40.83
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	40,000.00	10,000.00	(15,000.00)	160.00
101-000-481.000	ZONING LICENSES & PERMITS	500.00	80.00	0.00	420.00	16.00
101-000-488.000	SELLING PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-490.000	FENCE PERMITS	100.00	0.00	0.00	100.00	0.00
101-000-565.000	METRO ACT	9,700.00	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	20.00	20.00	180.00	10.00
101-000-664.100	INTEREST CHECKING	600.00	16.57	0.00	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	0.00	13,917.12	0.59
101-000-671.000	OTHER REVENUE	20,000.00	30.00	20.00	19,970.00	0.15
101-000-679.248	ADMIN TRANSFER DDA	4,500.00	4,500.00	0.00	0.00	100.00
101-000-679.610	ADMIN TRANSFER-MOTOR POOL	7,660.00	5,000.00	0.00	2,660.00	65.27
101-000-680.000	CROSSING GUARDS-SCHOOL	9,000.00	0.00	0.00	9,000.00	0.00
Total Dept 000		802,457.00	163,861.33	9,565.00	638,595.67	20.42
TOTAL REVENUES		802,457.00	163,861.33	9,565.00	638,595.67	20.42
Expenditures						
Dept 101 - VILLAGE COUNCIL						
101-101-703.000	COUNCIL SALARY	9,900.00	1,636.00	818.00	8,264.00	16.53
101-101-715.000	FICA/MEDICARE	760.00	125.16	62.59	634.84	16.47
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	572.75	572.75	1,927.25	22.91
101-101-901.000	PRINTING/PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-101-936.000	TECH SERVICES	3,500.00	796.00	0.00	2,704.00	22.74
101-101-958.000	DUES/MEMBERSHIPS	2,000.00	1,521.00	0.00	479.00	76.05
Total Dept 101 - VILLAGE COUNCIL		22,260.00	4,650.91	1,453.34	17,609.09	20.89
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	0.00	(2,082.50)	100.00
101-137-828.000	ORDINANCE ENFORECMENT ATTORNEY FEES	0.00	195.00	0.00	(195.00)	100.00
Total Dept 137 - MUNICIPAL ATTORNEY		8,500.00	2,277.50	0.00	6,222.50	26.79

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## REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 16.71

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 172 - VILLAGE MANAGER						
101-172-703.000	SALARY-MANAGER	24,000.00	4,000.00	2,000.00	20,000.00	16.67
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	306.00	153.00	3,094.00	9.00
101-172-716.000	UNEMPLOYMENT COMPENSATION	20.00	7.28	0.00	12.72	36.40
101-172-717.000	WORKMAN'S COMPENSATION	175.00	0.00	0.00	175.00	0.00
101-172-718.000	PENSION	4,000.00	240.00	120.00	3,760.00	6.00
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	144.50	72.25	555.50	20.64
101-172-720.000	LIFE INSURANCE	115.00	19.00	9.50	96.00	16.52
101-172-721.000	TUITION REIMBURSEMENT	7,500.00	3,500.00	3,500.00	4,000.00	46.67
101-172-728.000	SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00
101-172-730.000	POSTAGE	20.00	3.10	0.00	16.90	15.50
101-172-853.000	TELEPHONE	1,000.00	111.66	59.46	888.34	11.17
101-172-864.000	CONFERENCES/WORKSHOPS	1,250.00	123.86	0.00	1,126.14	9.91
101-172-901.000	PRINTING	100.00	0.00	0.00	100.00	0.00
101-172-936.000	TECH SERVICES	3,500.00	947.68	0.00	2,552.32	27.08
101-172-958.000	DUES/MEMBERSHIPS	500.00	520.00	520.00	(20.00)	104.00
Total Dept 172 - VILLAGE MANAGER		67,155.00	9,923.08	6,434.21	57,231.92	14.78
Dept 215 - VILLAGE CLERK						
101-215-703.000	SALARY-ADMIN. CLERK	9,500.00	1,903.80	954.71	7,596.20	20.04
101-215-715.000	FICA/MEDICARE	1,250.00	145.64	73.03	1,104.36	11.65
101-215-716.000	UNEMPLOYMENT COMPENSATION	15.00	7.28	0.00	7.72	48.53
101-215-717.000	WORKERS COMP. FUND.	120.00	0.00	0.00	120.00	0.00
101-215-718.000	PENSION-ADMIN. CLERK	0.00	114.22	57.28	(114.22)	100.00
101-215-719.000	HEALTH INSURANCE	0.00	719.54	359.75	(719.54)	100.00
101-215-719.500	DISABILITY INSURANCE	350.00	94.32	47.16	255.68	26.95
101-215-720.000	LIFE INSURANCE	100.00	19.00	9.50	81.00	19.00
101-215-728.000	SUPPLIES	1,800.00	0.00	0.00	1,800.00	0.00
101-215-730.000	POSTAGE	100.00	56.54	56.54	43.46	56.54
101-215-830.000	BANK SERVICE CHGS	240.00	40.00	20.00	200.00	16.67
101-215-853.000	TELEPHONE	1,080.00	111.66	59.46	968.34	10.34
101-215-853.020	CELL PHONE	0.00	25.02	12.51	(25.02)	100.00
101-215-864.000	CONFERENCES/WORKSHOPS	1,000.00	717.75	0.00	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	1,059.08	0.00	4,940.92	17.65
101-215-958.000	DUES/MEMBERSHIPS	100.00	0.00	0.00	100.00	0.00
101-215-959.000	MISCELLANEOUS	0.00	139.54	0.00	(139.54)	100.00
Total Dept 215 - VILLAGE CLERK		23,155.00	5,153.39	1,649.94	18,001.61	22.26
Dept 253 - VILLAGE TREASURER						
101-253-703.000	SALARY-TREASURER	3,800.00	634.63	318.25	3,165.37	16.70
101-253-715.000	FICA/MEDICARE	280.00	48.57	24.36	231.43	17.35
101-253-717.000	WORKMAN'S COMP.	60.00	0.00	0.00	60.00	0.00
101-253-718.000	PENSION	0.00	38.08	19.10	(38.08)	100.00
101-253-719.000	HEALTH INSURANCE	0.00	252.13	126.02	(252.13)	100.00
101-253-728.000	SUPPLIES	150.00	0.00	0.00	150.00	0.00
101-253-730.000	POSTAGE	400.00	226.18	226.18	173.82	56.55
101-253-807.000	AUDIT	3,000.00	95.00	0.00	2,905.00	3.17

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## REVENUE AND EXPENDITURE REPORT

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% Fiscal Year Completed: 16.71

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-853.020	CELL PHONE	0.00	80.81	42.22	(80.81)	100.00
101-253-864.000	CONFERENCES/WORKSHOPS	0.00	550.00	0.00	(550.00)	100.00
101-253-936.000	TECH SERVICES	1,200.00	151.68	0.00	1,048.32	12.64
Total Dept 253 - VILLAGE TREASURER		8,890.00	2,077.08	756.13	6,812.92	23.36
Dept 265 - VILLAGE HALL						
101-265-776.000	SUPPLIES	2,000.00	113.41	66.78	1,886.59	5.67
101-265-822.000	CONTRACTUAL SERVICES	540.00	2,615.00	2,000.00	(2,075.00)	484.26
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	154.74	0.00	(54.74)	154.74
Total Dept 265 - VILLAGE HALL		23,140.00	2,883.15	2,066.78	20,256.85	12.46
Dept 301 - POLICE DEPARTMENT						
101-301-703.000	POLICE SALARY	283,000.00	35,974.25	18,591.90	247,025.75	12.71
101-301-703.010	OVERTIME PAY	0.00	2,869.12	1,519.87	(2,869.12)	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	503.39	331.52	14,496.61	3.36
101-301-715.000	FICA/MEDICARE	22,000.00	3,572.37	1,660.20	18,427.63	16.24
101-301-716.000	UNEMPLOYMENT INSURANCE	100.00	21.83	0.00	78.17	21.83
101-301-717.000	WORKMAN'S COMP	7,000.00	0.00	0.00	7,000.00	0.00
101-301-718.000	PENSION	22,000.00	3,772.11	2,022.48	18,227.89	17.15
101-301-719.000	HEALTH INSURANCE	49,000.00	8,807.42	4,405.61	40,192.58	17.97
101-301-719.500	DISABILITY INSURANCE	2,300.00	571.52	285.76	1,728.48	24.85
101-301-720.000	LIFE INSURANCE	500.00	190.00	95.00	310.00	38.00
101-301-722.000	VISION REIMBURSEMENT	750.00	0.00	0.00	750.00	0.00
101-301-728.000	SUPPLIES	4,750.00	146.38	0.00	4,603.62	3.08
101-301-730.000	POSTAGE	200.00	56.55	56.55	143.45	28.28
101-301-768.000	UNIFORMS/BOOTS/ETC	3,000.00	510.40	0.00	2,489.60	17.01
101-301-768.100	UNIFORM CLEANING	1,000.00	326.00	326.00	674.00	32.60
101-301-853.000	TELEPHONE	1,600.00	223.30	118.91	1,376.70	13.96
101-301-853.020	CELL PHONE	1,500.00	50.00	25.00	1,450.00	3.33
101-301-853.030	RADIOS	762.00	0.00	0.00	762.00	0.00
101-301-865.000	MILEAGE/TRAVEL EXP	0.00	414.19	293.67	(414.19)	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	272.65	64.60	6,227.35	4.19
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	17,605.83	6,911.83	(3,605.83)	125.76
101-301-999.610	PD EQUIP RENTAL TO MOTOR POOL	10,000.00	10,000.00	0.00	0.00	100.00
Total Dept 301 - POLICE DEPARTMENT		479,412.00	85,887.31	36,708.90	393,524.69	17.92
Dept 302 - CROSSING GUARDS						
101-302-703.050	SALARIES PART-TIME	7,500.00	2,959.20	1,296.00	4,540.80	39.46

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## REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 16.71

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-302-715.000	FICA/MEDICARE	600.00	226.36	99.13	373.64	37.73
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	3,185.56	1,395.13	5,224.44	37.88
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	6,811.02	3,571.00	34,188.98	16.61
101-441-703.010	OVERTIME PAY	1,500.00	515.25	45.00	984.75	34.35
101-441-715.000	FICA/MEDICARE	200.00	2,636.91	1,323.82	(2,436.91)	1,318.46
101-441-716.000	UNEMPLOYMENT INSURANCE	100.00	29.10	0.00	70.90	29.10
101-441-717.000	WORKMAN'S COMP	2,600.00	0.00	0.00	2,600.00	0.00
101-441-718.000	PENSION	100.00	2,042.97	1,023.90	(1,942.97)	2,042.97
101-441-719.000	HEALTH INSURANCE	400.00	1,595.19	942.34	(1,195.19)	398.80
101-441-776.000	SUPPLIES	4,500.00	112.72	0.00	4,387.28	2.50
101-441-801.000	PROFESSIONAL/CONTRACT SERVICES	1,000.00	151.68	0.00	848.32	15.17
101-441-836.000	CDL EXPENSES	1,000.00	85.00	0.00	915.00	8.50
101-441-853.000	TELEPHONE	1,500.00	184.43	89.18	1,315.57	12.30
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	1,750.69	0.00	12,749.31	12.07
101-441-931.000	BUILDING REPAIRS & MAINT.	3,000.00	786.46	406.06	2,213.54	26.22
101-441-934.000	CONTRACTUAL SERVICES	10,000.00	191.00	96.00	9,809.00	1.91
101-441-943.000	PW EQUIPMENT RENTALGENERAL FUN	13,000.00	1,023.27	927.95	11,976.73	7.87
101-441-963.000	MULTI-PERIL INSURANCE	600.00	0.00	0.00	600.00	0.00
Total Dept 441 - DPW		101,000.00	17,915.69	8,425.25	83,084.31	17.74
Dept 751 - PARKS AND RECREATION						
101-751-703.000	SALARIES-LEISURE SERVICES	19,000.00	3,684.50	2,150.00	15,315.50	19.39
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	704.79	320.10	(704.79)	100.00
101-751-756.000	SUPPLIES & MAINTENANCE	10,000.00	6,377.05	6,377.05	3,622.95	63.77
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	1,067.26	406.06	3,117.74	25.50
101-751-943.000	EQUIP.RENTAL TRANSFER	13,600.00	1,765.75	1,597.93	11,834.25	12.98
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	13,599.35	10,851.14	38,935.65	25.89
TOTAL EXPENDITURES		802,457.00	147,553.02	69,740.82	654,903.98	18.39

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	04/30/2022	MONTH	04/30/2022	BALANCE		
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)		USED
Fund 101 - GENERAL FUND								
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		802,457.00	163,861.33	9,565.00		638,595.67		20.42
TOTAL EXPENDITURES		802,457.00	147,553.02	69,740.82		654,903.98		18.39
NET OF REVENUES & EXPENDITURES		0.00	16,308.31	(60,175.82)		(16,308.31)		100.00

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		2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		
GL NUMBER	DESCRIPTION	AMENDED	BUDGET	NORMAL	(ABNORMAL)	MONTH 04/30/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR ROADS									
Revenues									
Dept 000									
202-000-546.000	STATE OF MICHIGAN	175,000.00		31,853.03		16,776.18		143,146.97	18.20
202-000-664.100	INTEREST ON INVESTMENT	2,500.00		15.99		0.00		2,484.01	0.64
Total Dept 000		177,500.00		31,869.02		16,776.18		145,630.98	17.95
TOTAL REVENUES		177,500.00		31,869.02		16,776.18		145,630.98	17.95
Expenditures									
Dept 463 - MAINTENANCE									
202-463-703.000	SALARIES-MAINTENANCE	5,400.00		585.00		287.00		4,815.00	10.83
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
202-463-719.000	HEALTH INSURANCE	0.00		53.16		53.16		(53.16)	100.00
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		12,300.00		6,600.00		49,900.00	19.77
202-463-943.000	EQUIPMENT RENTAL	9,850.00		515.88		515.88		9,334.12	5.24
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		13,454.04		7,456.04		238,995.96	5.33
Dept 474 - TRAFFIC									
202-474-703.000	SALARIES-TRAFFIC SERVICES	0.00		30.00		0.00		(30.00)	100.00
Total Dept 474 - TRAFFIC		0.00		30.00		0.00		(30.00)	100.00
Dept 479 - ICE/SNOW									
202-479-703.000	SALARIES-SNOW & ICE REMOVAL	5,000.00		652.80		17.00		4,347.20	13.06
202-479-703.010	OVERTIME PAY	1,500.00		141.28		0.00		1,358.72	9.42
202-479-715.000	SOCIAL SECURITY	100.00		0.00		0.00		100.00	0.00
202-479-719.000	HEALTH INSURANCE	0.00		236.00		13.22		(236.00)	100.00
202-479-782.000	MATERIALS	5,700.00		0.00		0.00		5,700.00	0.00
202-479-943.000	EQUIPMENT RENTAL	7,500.00		606.09		73.19		6,893.91	8.08
Total Dept 479 - ICE/SNOW		19,800.00		1,636.17		103.41		18,163.83	8.26
Dept 483 - ADMINISTRATION									
202-483-703.172	MANAGER SALARY	6,000.00		1,000.04		500.02		4,999.96	16.67
202-483-703.215	CLERK SALARY	1,500.00		475.95		238.69		1,024.05	31.73
202-483-715.000	SOCIAL SECURITY	360.00		112.93		56.52		247.07	31.37
202-483-718.000	PENSION	0.00		88.56		44.32		(88.56)	100.00
202-483-719.000	HEALTH INSURANCE	0.00		175.27		87.64		(175.27)	100.00
202-483-807.000	AUDIT	2,000.00		341.68		0.00		1,658.32	17.08
Total Dept 483 - ADMINISTRATION		9,860.00		2,194.43		927.19		7,665.57	22.26
TOTAL EXPENDITURES		282,110.00		17,314.64		8,486.64		264,795.36	6.14

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	04/30/2022	MONTH	04/30/2022	NORMAL	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 202 - MAJOR ROADS								
Fund 202 - MAJOR ROADS:								
TOTAL REVENUES		177,500.00	31,869.02		16,776.18		145,630.98	17.95
TOTAL EXPENDITURES		282,110.00	17,314.64		8,486.64		264,795.36	6.14
NET OF REVENUES & EXPENDITURES		(104,610.00)	14,554.38		8,289.54		(119,164.38)	13.91

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	BALANCE	
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	13,994.69	7,370.52	63,005.31	18.17
203-000-664.100	INTEREST ON INVESTMENT	800.00	3.17	0.00	796.83	0.40
203-000-679.230	TRANSFER FROM STREETS	125,000.00	125,000.00	0.00	0.00	100.00
Total Dept 000		228,800.00	138,997.86	7,370.52	89,802.14	60.75
TOTAL REVENUES		228,800.00	138,997.86	7,370.52	89,802.14	60.75
Expenditures						
Dept 463 - MAINTENANCE						
203-463-703.000	SALARIES-MAINTENANCE	29,000.00	5,544.16	2,680.00	23,455.84	19.12
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	1,045.54	655.51	(1,045.54)	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	5,383.75	0.00	4,616.25	53.84
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	5,881.61	5,503.91	34,118.39	14.70
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	17,855.06	8,839.42	237,344.94	7.00
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	0.00	5,657.99	5.70
203-479-703.010	OVERTIME PAY	0.00	141.25	0.00	(141.25)	100.00
203-479-715.000	SOCIAL SECURITY	50.00	0.00	0.00	50.00	0.00
203-479-719.000	HEALTH INSURANCE	0.00	125.10	0.00	(125.10)	100.00
203-479-943.000	EQUIPMENT RENTAL	6,000.00	141.73	26.25	5,858.27	2.36
Total Dept 479 - ICE/SNOW		12,050.00	750.09	26.25	11,299.91	6.22
Dept 483 - ADMINISTRATION						
203-483-703.172	MANAGER SALARY	3,000.00	1,000.00	500.00	2,000.00	33.33
203-483-703.215	CLERK SALARY	1,500.00	475.94	238.68	1,024.06	31.73
203-483-715.000	SOCIAL SECURITY	360.00	112.89	56.50	247.11	31.36
203-483-718.000	PENSION	0.00	88.56	44.32	(88.56)	100.00
203-483-719.000	HEALTH INSURANCE	0.00	175.26	87.64	(175.26)	100.00
203-483-807.000	AUDIT	2,000.00	341.68	0.00	1,658.32	17.08
Total Dept 483 - ADMINISTRATION		6,860.00	2,194.33	927.14	4,665.67	31.99



GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 203 - LOCAL ROADS								
Expenditures								
TOTAL EXPENDITURES		276,110.00	20,799.48	9,792.81	255,310.52	7.53		
Fund 203 - LOCAL ROADS:								
TOTAL REVENUES		228,800.00	138,997.86	7,370.52	89,802.14	60.75		
TOTAL EXPENDITURES		276,110.00	20,799.48	9,792.81	255,310.52	7.53		
NET OF REVENUES & EXPENDITURES		(47,310.00)	118,198.38	(2,422.29)	(165,508.38)	249.84		

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 206 - FIRE INSURANCE PROCEEDS								
Revenues								
Dept 000								
206-000-664.200	INTEREST ON SAVINGS	0.00	0.06	0.00		(0.06)		100.00
Total Dept 000		0.00	0.06	0.00		(0.06)		100.00
TOTAL REVENUES		0.00	0.06	0.00		(0.06)		100.00
Fund 206 - FIRE INSURANCE PROCEEDS:								
TOTAL REVENUES		0.00	0.06	0.00		(0.06)		100.00
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	0.06	0.00		(0.06)		100.00

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Fund 213 - SALVAGE VEHICLE INSPECTIONS						
Revenues						
Dept 000						
213-000-610.000	VEHICLE INSPECTION FEE	20,000.00	2,300.00	1,300.00	17,700.00	11.50
213-000-664.100	INTEREST INCOME	10.00	0.97	0.00	9.03	9.70
Total Dept 000		20,010.00	2,300.97	1,300.00	17,709.03	11.50
TOTAL REVENUES		20,010.00	2,300.97	1,300.00	17,709.03	11.50
Expenditures						
Dept 301 - POLICE DEPARTMENT						
213-301-703.011	VEHICLE INSPECTION	9,000.00	2,124.44	1,258.32	6,875.56	23.60
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	182.58	90.61	(182.58)	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	2,307.02	1,348.93	9,692.98	19.23
TOTAL EXPENDITURES		12,000.00	2,307.02	1,348.93	9,692.98	19.23
Fund 213 - SALVAGE VEHICLE INSPECTIONS:						
TOTAL REVENUES		20,010.00	2,300.97	1,300.00	17,709.03	11.50
TOTAL EXPENDITURES		12,000.00	2,307.02	1,348.93	9,692.98	19.23
NET OF REVENUES & EXPENDITURES		8,010.00	(6.05)	(48.93)	8,016.05	0.08

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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	0.00	60.08	14.17
Total Dept 000		183,070.00	9.92	0.00	183,060.08	0.01
TOTAL REVENUES		183,070.00	9.92	0.00	183,060.08	0.01
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
230-728-999.030	TRANSFER TO LOCAL ROADS	125,000.00	125,000.00	0.00	0.00	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		125,000.00	125,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		125,000.00	125,000.00	0.00	0.00	100.00
Fund 230 - STREETS:						
TOTAL REVENUES		183,070.00	9.92	0.00	183,060.08	0.01
TOTAL EXPENDITURES		125,000.00	125,000.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		58,070.00	(124,990.08)	0.00	183,060.08	215.24

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Fund 244 - BUSINESS LOANS						
Revenues						
Dept 000						
244-000-664.100	INTEREST INCOME	40.00	3.15	0.00	36.85	7.88
244-000-685.000	PRINCIPAL ON LOANS	5,000.00	1,660.00	630.00	3,340.00	33.20
Total Dept 000		5,040.00	1,663.15	630.00	3,376.85	33.00
TOTAL REVENUES		5,040.00	1,663.15	630.00	3,376.85	33.00
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	1,663.15	630.00	3,376.85	33.00
TOTAL EXPENDITURES		200.00	0.00	0.00	200.00	0.00
NET OF REVENUES & EXPENDITURES		4,840.00	1,663.15	630.00	3,176.85	34.36

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Fund 245 - HOME REHAB LOANS						
Revenues						
Dept 000						
245-000-664.100	INTEREST INCOME	50.00	5.04	0.00	44.96	10.08
245-000-685.000	PRINCIPAL ON LOANS	1,850.00	257.84	128.92	1,592.16	13.94
Total Dept 000		1,900.00	262.88	128.92	1,637.12	13.84
TOTAL REVENUES		1,900.00	262.88	128.92	1,637.12	13.84
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	262.88	128.92	1,637.12	13.84
TOTAL EXPENDITURES		200.00	0.00	0.00	200.00	0.00
NET OF REVENUES & EXPENDITURES		1,700.00	262.88	128.92	1,437.12	15.46

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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	0.00	47.94	4.12
248-000-671.000	OTHER REVENUE	13,000.00	3,700.00	3,700.00	9,300.00	28.46
Total Dept 000		27,670.00	3,702.06	3,700.00	23,967.94	13.38
TOTAL REVENUES		27,670.00	3,702.06	3,700.00	23,967.94	13.38
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
248-728-901.000	PRINTING/PUBLISHING	0.00	150.00	150.00	(150.00)	100.00
248-728-959.000	MISCELLANEOUS	170.00	151.68	0.00	18.32	89.22
248-728-985.000	COMMUNITY SERVICE PROJECTS	20,000.00	0.00	0.00	20,000.00	0.00
248-728-986.000	DOWNTOWN FLOWERS	0.00	780.60	780.60	(780.60)	100.00
248-728-999.010	GEN FUND ADMIN TRANSFER	4,500.00	4,500.00	0.00	0.00	100.00
Total Dept 728 - ECONOMIC DEVELOPMENT		26,670.00	5,582.28	930.60	21,087.72	20.93
TOTAL EXPENDITURES		27,670.00	5,582.28	930.60	22,087.72	20.17
Fund 248 - DDA:						
TOTAL REVENUES		27,670.00	3,702.06	3,700.00	23,967.94	13.38
TOTAL EXPENDITURES		27,670.00	5,582.28	930.60	22,087.72	20.17
NET OF REVENUES & EXPENDITURES		0.00	(1,880.22)	2,769.40	1,880.22	100.00

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 265 - DRUG FORFEITURE						
Revenues						
Dept 000						
265-000-664.200	INTEREST-SAVINGS	0.00	0.17	0.00	(0.17)	100.00
Total Dept 000		0.00	0.17	0.00	(0.17)	100.00
TOTAL REVENUES		0.00	0.17	0.00	(0.17)	100.00
Fund 265 - DRUG FORFEITURE:						
TOTAL REVENUES		0.00	0.17	0.00	(0.17)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.17	0.00	(0.17)	100.00



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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	0.00	1.00	80.00
Total Dept 000		91,005.00	4.00	0.00	91,001.00	0.00
TOTAL REVENUES		91,005.00	4.00	0.00	91,001.00	0.00
Fund 282 - APRA FUND:						
TOTAL REVENUES		91,005.00	4.00	0.00	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	0.00	91,001.00	0.00

## REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 16.71

		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	BALANCE	% BDGT
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-626.000	TAP IN FEES	1,000.00	1,500.00	0.00	(500.00)	150.00
590-000-628.000	SEWER SERVICE CHARGES	228,000.00	19,166.85	21.24	208,833.15	8.41
590-000-629.000	PENALTIES	1,500.00	325.00	184.00	1,175.00	21.67
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)	0.00	102.60	(2.60)
590-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	23.00	0.00	177.00	11.50
Total Dept 000		232,300.00	21,012.25	205.24	211,287.75	9.05
TOTAL REVENUES		232,300.00	21,012.25	205.24	211,287.75	9.05
Expenditures						
Dept 483 - ADMINISTRATION						
590-483-703.172	MANAGER SALARY	10,000.00	1,750.00	875.00	8,250.00	17.50
590-483-703.215	CLERK SALARY	7,000.00	1,269.22	636.47	5,730.78	18.13
590-483-715.000	FICA/MEDICARE	1,000.00	230.97	115.63	769.03	23.10
590-483-718.000	PENSION	0.00	181.14	90.68	(181.14)	100.00
590-483-719.000	HEALTH INSURANCE	0.00	467.38	233.71	(467.38)	100.00
590-483-807.000	AUDIT	700.00	0.00	0.00	700.00	0.00
Total Dept 483 - ADMINISTRATION		18,700.00	3,898.71	1,951.49	14,801.29	20.85
Dept 548 - SEWER LINE MAINTENANCE						
590-548-756.000	OPERATING SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
590-548-768.000	UNIFORMS/BOOTS/ETC	1,000.00	45.04	0.00	954.96	4.50
590-548-812.000	ENGINEERING	0.00	34.13	0.00	(34.13)	100.00
590-548-820.000	MISS DIG	800.00	0.00	0.00	800.00	0.00
590-548-821.000	LAB TESTING	2,000.00	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	151.68	0.00	3,348.32	4.33
590-548-943.000	EQUIPMENT RENTAL	1,000.00	0.00	0.00	1,000.00	0.00
590-548-958.000	DUES/MEMBERSHIPS	300.00	0.00	0.00	300.00	0.00
590-548-963.000	LIABILITY INSURANCE	2,900.00	4,511.55	0.00	(1,611.55)	155.57
Total Dept 548 - SEWER LINE MAINTENANCE		23,950.00	4,742.40	0.00	19,207.60	19.80
Dept 549 - MAINTENANCE-LIFT STATIONS						
590-549-703.000	SALARIES-MAINTENANCE	40,000.00	8,499.26	3,975.78	31,500.74	21.25
590-549-703.010	OVERTIME PAY	2,000.00	260.25	180.00	1,739.75	13.01
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	1,092.66	543.36	18,107.34	5.69
590-549-719.500	DISABILITY INSURANCE	1,000.00	68.50	34.25	931.50	6.85
590-549-720.000	LIFE INSURANCE	350.00	84.20	42.10	265.80	24.06

## REVENUE AND EXPENDITURE REPORT

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Expenditures						
590-549-722.000	VISION REIMBURSEMENT	500.00	145.00	145.00	355.00	29.00
590-549-756.000	OPERATING SUPPLIES	150.00	0.00	0.00	150.00	0.00
590-549-807.000	AUDIT	600.00	0.00	0.00	600.00	0.00
590-549-822.000	CONTRACTUAL SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
590-549-853.000	TELEPHONE	0.00	111.66	59.46	(111.66)	100.00
590-549-853.020	CELL PHONE	300.00	75.01	37.51	224.99	25.00
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	1,906.00	1,700.23	9,094.00	17.33
590-549-963.000	LIABILITY INSURANCE	3,500.00	4,511.55	0.00	(1,011.55)	128.90
Total Dept 549 - MAINTENANCE-LIFT STATIONS		113,900.00	16,754.09	6,717.69	97,145.91	14.71
Dept 550 - COLLECTION						
590-550-703.000	SALARIES	20,000.00	5,311.46	3,395.94	14,688.54	26.56
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	406.32	259.79	1,593.68	20.32
590-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	3.64	0.00	6.36	36.40
590-550-717.000	WORKMAN'S COMP.	100.00	0.00	0.00	100.00	0.00
590-550-718.000	PENSION	1,000.00	170.85	85.68	829.15	17.09
590-550-719.000	HEALTH INSURANCE	5,000.00	456.54	228.27	4,543.46	9.13
590-550-719.500	DISABILITY INSURANCE	200.00	68.50	34.25	131.50	34.25
590-550-720.000	LIFE INSURANCE	40.00	84.20	42.10	(44.20)	210.50
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	23.31	0.00	2,976.69	0.78
590-550-730.000	POSTAGE	1,000.00	215.09	113.09	784.91	21.51
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	40.50	0.00	759.50	5.06
590-550-853.000	TELEPHONE	1,000.00	111.66	59.46	888.34	11.17
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	459.16	71.48	1,040.84	30.61
590-550-936.000	TECH SERVICES	3,500.00	4,122.32	0.00	(622.32)	117.78
Total Dept 550 - COLLECTION		42,975.00	11,473.55	4,290.06	31,501.45	26.70
TOTAL EXPENDITURES		199,525.00	36,868.75	12,959.24	162,656.25	18.48
Fund 590 - SEWER FUND:						
TOTAL REVENUES		232,300.00	21,012.25	205.24	211,287.75	9.05
TOTAL EXPENDITURES		199,525.00	36,868.75	12,959.24	162,656.25	18.48
NET OF REVENUES & EXPENDITURES		32,775.00	(15,856.50)	(12,754.00)	48,631.50	48.38

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		2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 04/30/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND							
Revenues							
Dept 000							
591-000-608.000	NSF CHECK FEE	200.00	20.00	20.00		180.00	10.00
591-000-629.000	PENALTIES	3,000.00	556.19	268.19		2,443.81	18.54
591-000-642.000	WATER TURN ONS	500.00	455.00	375.00		45.00	91.00
591-000-643.000	METERED SALES	300,000.00	25,351.81	24.00		274,648.19	8.45
591-000-645.000	WATER TAP FEES	1,000.00	1,500.00	0.00		(500.00)	150.00
591-000-664.000	INTEREST ON CD'S-RECEIVING	1,000.00	0.00	0.00		1,000.00	0.00
591-000-664.100	INTEREST-WATER OPERATING	100.00	(8.05)	0.00		108.05	(8.05)
591-000-664.120	INTEREST ON CHECKING-RECEIVING	200.00	26.22	0.00		173.78	13.11
Total Dept 000		306,000.00	27,901.17	687.19		278,098.83	9.12
TOTAL REVENUES		306,000.00	27,901.17	687.19		278,098.83	9.12
Expenditures							
Dept 483 - ADMINISTRATION							
591-483-703.172	MANAGER SALARY	10,500.00	1,750.00	875.00		8,750.00	16.67
591-483-703.215	CLERK SALARY	7,600.00	1,269.25	636.51		6,330.75	16.70
591-483-715.000	FICA/MEDICARE	1,500.00	230.99	115.64		1,269.01	15.40
591-483-718.000	PENSION	0.00	181.17	90.70		(181.17)	100.00
591-483-719.000	HEALTH INSURANCE	0.00	467.37	233.71		(467.37)	100.00
Total Dept 483 - ADMINISTRATION		19,600.00	3,898.78	1,951.56		15,701.22	19.89
Dept 550 - COLLECTION							
591-550-703.000	SALARIES-CLERICAL	26,000.00	2,847.74	1,428.06		23,152.26	10.95
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	217.86	109.25		1,782.14	10.89
591-550-716.000	UNEMPLOYMENT COMPENSATION	10.00	3.62	0.00		6.38	36.20
591-550-717.000	WORKMAN'S COMP	60.00	0.00	0.00		60.00	0.00
591-550-718.000	PENSION	1,000.00	170.86	85.68		829.14	17.09
591-550-719.000	HEALTH INSURANCE	4,000.00	456.58	228.29		3,543.42	11.41
591-550-719.500	DISABILITY INSURANCE	200.00	68.50	34.25		131.50	34.25
591-550-720.000	LIFE INSURANCE	60.00	84.20	42.10		(24.20)	140.33
591-550-722.000	VISION REIMBURSEMENT	125.00	145.00	145.00		(20.00)	116.00
591-550-728.000	OFFICE SUPPLIES	2,500.00	23.32	0.00		2,476.68	0.93
591-550-730.000	POSTAGE	2,000.00	215.09	113.09		1,784.91	10.75
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	40.50	0.00		459.50	8.10
591-550-853.000	TELEPHONE	1,000.00	111.66	59.46		888.34	11.17
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	269.16	71.47		730.84	26.92
591-550-936.000	TECH SERVICES	3,500.00	2,881.92	0.00		618.08	82.34
591-550-964.000	NSF CHECK CHARGES	10.00	0.00	0.00		10.00	0.00
591-550-965.000	EQUIPMENT PURCHASE	0.00	161.87	161.87		(161.87)	100.00
Total Dept 550 - COLLECTION		48,965.00	7,697.88	2,478.52		41,267.12	15.72
Dept 551 - UTILITY							

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		2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 591 - WATER FUND						
Expenditures						
591-551-921.000	POWER PUMPING-ELECTRIC	12,000.00	0.00	0.00	12,000.00	0.00
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	6,894.40	3,859.22	39,105.60	14.99
591-552-703.010	OVERTIME PAY	2,500.00	693.00	540.00	1,807.00	27.72
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	969.10	383.08	15,030.90	6.06
591-552-719.500	DISABILITY INSURANCE	1,000.00	68.50	34.25	931.50	6.85
591-552-720.000	LIFE INSURANCE	300.00	84.20	42.10	215.80	28.07
591-552-722.000	VISION REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00
591-552-768.000	UNIFORMS/BOOTS/ETC	1,000.00	45.05	0.00	954.95	4.51
591-552-776.000	SUPPLIES & MAINTENANCE	5,000.00	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	184.12	0.00	49,815.88	0.37
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	532.50	0.00	4,467.50	10.65
591-552-853.020	CELL PHONE	1,500.00	236.61	121.93	1,263.39	15.77
591-552-864.000	CONF/WORKSHOPS	1,000.00	459.70	0.00	540.30	45.97
591-552-936.000	TECH SERVICES	1,000.00	1,392.08	0.00	(392.08)	139.21
591-552-943.000	EQUIPMENT RENTAL-WATER FUND	13,000.00	1,869.00	1,331.00	11,131.00	14.38
591-552-958.000	DUES/MEMBERSHIPS	1,000.00	0.00	0.00	1,000.00	0.00
591-552-963.000	LIABILITY INSURANCE	2,700.00	4,511.55	0.00	(1,811.55)	167.09
Total Dept 552 - DISTRIBUTION		181,410.00	17,939.81	6,311.58	163,470.19	9.89
Dept 553 - WELLS/TOWER						
591-553-703.000	SALARIES-WELLS & TOWER	500.00	0.00	0.00	500.00	0.00
591-553-715.000	FICA/MEDICARE	50.00	0.00	0.00	50.00	0.00
591-553-963.000	LIABILITY INSURNACE	3,250.00	4,511.55	0.00	(1,261.55)	138.82
591-553-968.000	DEPRECIATION	54,000.00	0.00	0.00	54,000.00	0.00
591-553-981.000	CAPITAL OUTLAY	228,000.00	0.00	0.00	228,000.00	0.00
Total Dept 553 - WELLS/TOWER		285,800.00	4,511.55	0.00	281,288.45	1.58
TOTAL EXPENDITURES		547,775.00	34,048.02	10,741.66	513,726.98	6.22
Fund 591 - WATER FUND:						
TOTAL REVENUES		306,000.00	27,901.17	687.19	278,098.83	9.12
TOTAL EXPENDITURES		547,775.00	34,048.02	10,741.66	513,726.98	6.22
NET OF REVENUES & EXPENDITURES		(241,775.00)	(6,146.85)	(10,054.47)	(235,628.15)	2.54

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PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 16.71

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 596 - GARBAGE COLLECTION						
Revenues						
Dept 000						
596-000-628.000	TRASH SERVICE CHARGES	120,000.00	10,110.51	19.20	109,889.49	8.43
596-000-629.000	PENALTIES	300.00	64.42	34.05	235.58	21.47
596-000-664.100	INTEREST INCOME	0.00	(5.90)	0.00	5.90	100.00
596-000-664.120	INTEREST ON CHECKING-RECEIVING	20.00	5.64	0.00	14.36	28.20
Total Dept 000		120,320.00	10,174.67	53.25	110,145.33	8.46
TOTAL REVENUES		120,320.00	10,174.67	53.25	110,145.33	8.46
Expenditures						
Dept 528 - RUBBISH COLLECTION/DISPOSAL						
596-528-919.000	WASTE AND RUBBISH DISPOSAL	120,000.00	10,212.32	0.00	109,787.68	8.51
Total Dept 528 - RUBBISH COLLECTION/DISPOSAL		120,000.00	10,212.32	0.00	109,787.68	8.51
TOTAL EXPENDITURES		120,000.00	10,212.32	0.00	109,787.68	8.51
Fund 596 - GARBAGE COLLECTION:						
TOTAL REVENUES		120,320.00	10,174.67	53.25	110,145.33	8.46
TOTAL EXPENDITURES		120,000.00	10,212.32	0.00	109,787.68	8.51
NET OF REVENUES & EXPENDITURES		320.00	(37.65)	53.25	357.65	11.77

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## REVENUE AND EXPENDITURE REPORT

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PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 16.71

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 04/30/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 661 - MOTOR POOL								
Revenues								
Dept 000								
661-000-664.100	INTEREST INCOME	1,200.00	8.46	0.00		1,191.54	0.71	
661-000-668.100	RENTAL EQUIPMENT-POLICE	25,000.00	10,000.00	0.00		15,000.00	40.00	
661-000-668.200	RENTAL EQUIPMENT PARKS	25,000.00	11,844.16	11,676.34		13,155.84	47.38	
661-000-668.300	RENTAL EQUIPMENT-LOCAL	40,000.00	377.70	0.00		39,622.30	0.94	
661-000-668.310	EQUIP RENTAL L/R ICE/SNOW	9,000.00	115.48	0.00		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	0.00		8,467.10	5.92	
661-000-668.500	RENTAL EQUIPMENT-WATER	14,000.00	538.00	0.00		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	0.00		(205.77)	100.00	
661-000-668.700	RENTAL EQUIPMENT-PUBLIC WORKS	10,000.00	95.32	0.00		9,904.68	0.95	
661-000-671.000	MISCELLANEOUS	0.00	4,800.00	4,800.00		(4,800.00)	100.00	
Total Dept 000		153,200.00	28,517.79	16,476.34		124,682.21	18.61	
TOTAL REVENUES		153,200.00	28,517.79	16,476.34		124,682.21	18.61	
Expenditures								
Dept 301 - POLICE DEPARTMENT								
661-301-870.000	GAS	10,000.00	910.14	0.00		9,089.86	9.10	
661-301-872.000	TIRES	1,400.00	160.62	160.62		1,239.38	11.47	
661-301-930.000	REPAIRS	1,000.00	139.79	25.00		860.21	13.98	
661-301-963.000	MULTI-PERIL INSURANCE	6,000.00	6,015.40	0.00		(15.40)	100.26	
Total Dept 301 - POLICE DEPARTMENT		18,400.00	7,225.95	185.62		11,174.05	39.27	
Dept 441 - DPW								
661-441-807.000	AUDIT	500.00	151.68	0.00		348.32	30.34	
661-441-870.000	GAS	20,000.00	4,523.15	0.00		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	2,184.33	0.00		6,315.67	25.70	
661-441-963.000	MULTI-PERIL INSURANCE	7,000.00	6,015.40	0.00		984.60	85.93	
661-441-968.000	DEPRECIATION	67,000.00	0.00	0.00		67,000.00	0.00	
Total Dept 441 - DPW		105,000.00	12,874.56	0.00		92,125.44	12.26	
Dept 483 - ADMINISTRATION								
661-483-703.172	MANAGER SALARY	3,100.00	499.96	249.98		2,600.04	16.13	
661-483-703.215	CLERK SALARY	1,900.00	317.29	159.09		1,582.71	16.70	
661-483-715.000	FICA/MEDICARE	0.00	62.49	31.28		(62.49)	100.00	
661-483-718.000	PENSION	0.00	49.03	24.54		(49.03)	100.00	
661-483-719.000	HEALTH INSURANCE	0.00	116.83	58.42		(116.83)	100.00	
661-483-999.010	GEN FUND ADMIN TRANSFER	5,000.00	5,000.00	0.00		0.00	100.00	
Total Dept 483 - ADMINISTRATION		10,000.00	6,045.60	523.31		3,954.40	60.46	
TOTAL EXPENDITURES		133,400.00	26,146.11	708.93		107,253.89	19.60	

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REVENUE AND EXPENDITURE REPORT

Page: 24/24

PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 16.71

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - MOTOR POOL						
Fund 661 - MOTOR POOL:						
TOTAL REVENUES		153,200.00	28,517.79	16,476.34	124,682.21	18.61
TOTAL EXPENDITURES		133,400.00	26,146.11	708.93	107,253.89	19.60
NET OF REVENUES & EXPENDITURES		19,800.00	2,371.68	15,767.41	17,428.32	11.98
TOTAL REVENUES - ALL FUNDS		2,349,272.00	430,277.30	56,892.64	1,918,994.70	18.32
TOTAL EXPENDITURES - ALL FUNDS		2,526,447.00	425,831.64	114,709.63	2,100,615.36	16.85
NET OF REVENUES & EXPENDITURES		(177,175.00)	4,445.66	(57,816.99)	(181,620.66)	2.51





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: May 2, 2022  
  
SUBJECT: Monthly Report April 2022

### Updates – April:

**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.**

### VILLAGE MANAGER – Professional Development Academy (ICMA)

By the authority of the National Executive Committee of the International City/County Management Association (ICMA), I am please to present to the Council the achievement of High-Performance Leadership Master Certificate. I would like to take this opportunity and thank the Council for the support to attended/complete/achieve this educational opportunity.

### UPDATE REGARDING 2022 CLASSIFICATION & COMPENSATION

Staff has received the updated Job Descriptions. Department Heads and I are currently reviewing the changes and are coordinating with staff regarding the updates. I have included in this report a copy of the updates to the Village Manager, job description for Council review. Please take this opportunity to make changes if needed.

### UPDATE REGARDING PRAIRIE RONDE STREET PROJECT

Progress continues to take place.

### UPDATE REGARDING FY 2022-23 CAPITAL IMPROVEMENT PROJECTS

Staff received the completed step one, Building Assessment of Village Hall, Police Department and Department of Public Works. The completed copy is attached to this report.

### UPDATE REGARDING 100 W BRONSON – VBISD

Project continues to show progress

#### **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. Project is currently under construction.

#### **UPDATE REGARDING ADULT-USE MARIJUANA PAYMENTS**

Luann Sun, from Sun Provision Center has requested staff to review the possibility of changing the type of licensee approval. My understanding is that this operator currently has one license (a microbusiness license) and is asking to give that license up in exchange for two separate licenses (a retailer license and a grower license) that would essentially allow the same business model to continue but on a larger scale. The difficulty with this request is that the ordinance the Village adopted last fall freezes the existing number licenses in place. That means that this request can't be processed without an ordinance amendment. If you'd like, I could prepare a narrow ordinance amendment that makes an exception to the general "license freeze" and allows existing microbusinesses to give up those licenses in exchange for integrated retailer/grower licenses. Alternatively, you could deny the request as being contrary to the language in the ordinance.

#### **UPDATE 312 School Street – Old Decatur High School**

Staff is currently work on a draft proposal (RFP) for demolition of the old Decatur High School. Along with the draft (RFP) staff will continuing researching funding opportunities for this project. I have had several conversations with community stakeholders regarding this topic. I have also been in communication with State of Michigan officials regarding this project. At this time, I wanted to make the Council aware of the information and will provide copies of the RFP when completed.

Hello,

*Congratulations!!!*

Leadership is a learning journey, and you've demonstrated a strong commitment to that journey by successfully engaging in the Professional Development Academy. We trust that you and those who you work with are already benefiting from the progress you have made to further develop your ability as a leader. You will find that your journey continues well beyond the final live event in this program.

We at the Professional Development Academy were founded on the goals of enabling peer collaboration and professional development to make leaders better. As a member of our growing alumni network, please enjoy the following benefits:

- **Content from the Professional Development Academy** program through continued enrollment on the learning management system at [www.pdaleadership.com](http://www.pdaleadership.com)
- **Live Executive Insights on Leadership webinars** that spotlight industry leading executives, thought leaders, faculty from premier universities, and elite coaches
- **Facilitated networking** upon request so you can continue to strengthen relationships and gain new introductions to expand your network

You learned from the Academy that leaders don't pay it back, but rather pay it forward. Now's your time to do just that. Refer somebody inside your organization or in your personal network to the Academy. Enable them to become a better leader. If you email me your nominee, I will personally reach out to introduce them to the Professional Development Academy and help them enroll in a future program.

Thank you for your dedicated participation over the past months. We always say, when you give, you get, and what you have given has empowered the rest of your cohort to benefit greatly on their leadership journey.

So again, congratulations and welcome to your alumni network!

Sincerely,



Tim Rahschulte, Ph.D. | Chief Executive Officer  
Professional Development Academy  
[www.pdaleadership.com](http://www.pdaleadership.com) | 503-569-3193



# High Performance Leadership Master Certificate

By authority of the National Executive Committee and upon recommendation of the Leadership Coaches and Faculty, The Professional Development Academy has conferred this Master Certificate of Leadership upon

*Christopher Tappet*

with all the rights, privileges and honors appertaining thereto in consideration of the completion of program activities prescribed. As witness to this accomplishment, we hereby award this Master Certificate on this fifteenth day of April, 2022.

WELCOME TO THE NEXT LEVEL OF LEADERSHIP.

  
Colin L. Powell  
(1937-2021)

Former General & Secretary of State  
United States of America



  
Tim Rahschulte Ph.D.  
Chief Executive Officer  
Professional Development Academy

## VILLAGE OF DECATUR JOB DESCRIPTION

### VILLAGE MANAGER

**Supervised by:** Village Council  
**Supervises:** Directly supervises all department heads and DPW Department; indirectly supervises all other Village employees

#### **Position Summary:**

Acts as the chief administrative officer appointed by and receiving policy direction from the Village Council. Plans, develops and implements diverse Village services to meet policy requirements and address community needs. Oversees the organization and direction of all Village departments and ensures compliance with contractual and regulatory obligations.

#### **Essential Job Functions:**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Directs and coordinates the operations of the Village's departments and staff. Assesses and monitors operations to ensure quality services are provided in an efficient, cost-effective and timely manner. Assists administrative staff and Department Heads in resolving difficult operational issues. Researches new methods to improve Village services.
2. Provides overall direction for the selection, supervision, training, evaluation and discipline of all Village employees, either directly or through Department Heads. Reviews the organization and staffing of Village departments. Initiates and evaluates proposals to reorganize staff and revise operational systems. Implements and enforces the Village's personnel policies. Authorizes the discharge of Village employees.
3. Coordinates the development of the annual budget, administers fiscal policy, and oversees financial activities. Develops proposals for funding through Village funds, supplemental grants and aid from other sources. Ensures the proper administration of the budget, and keeps the Village Council fully apprised of the Village's financial condition and future needs. Assists the Council in budget deliberations. Presents budgetary reports and information as needed.
4. Develops, supervises, and coordinates short and long-range planning, strategic plans, capital improvements, and general operations to achieve established goals for community development, economic growth, land use and related issues.
5. Represents management in the negotiation of collective bargaining agreements. Oversees the administration of Village benefits and compensation programs.
6. Acts as spokesperson for the Village. Represents the Village to the media and at meetings and conferences. Presents the official Village position on a variety of issues.
7. Establishes a proactive approach to public relations through contacts with citizens and community groups and participation in civic activities. Responds to inquiries, resolves citizen complaints and recommends remedial action.



8. Coordinates Village operations with other governmental agencies to reduce duplication of effort, increase efficiency and maximize the availability of services. Participates in the negotiation and administration of mutual assistance agreements and contracts.
9. Reviews and approves contracts and agreements negotiated on behalf of the Village. Enforces the terms and conditions of all contracts to which the Village is a party. Supervises special projects and ensures work is completed according to specifications.
10. Attends and participates in Village Council meetings and DDA Planning Committee meetings, performs research, submits reports and recommends policies and programs as requested. Implements policies, ordinances, and programs set forth by the Council.
11. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Performs other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

- A bachelor's degree in public administration, business administration, or equivalent experience is required, master's degree preferred.
- Seven or more years of progressively more responsible municipal management experience including experience as an Assistant City or Village Manager and/or City or Village Manager preferred.
- State of Michigan Vehicle Operator's License, a satisfactory driving records, and the ability to maintain one throughout employment.
- Substantial knowledge of the laws, regulations and professional practices associated with municipal budgeting, financial controls, personnel administration, public information, public meetings and municipal authority.
- Knowledge of the statutes and best practices governing community and economic development, contract negotiations and administration, public relations, contract management, and records management.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Village officials, professional contacts, community leaders, the media, and the public.

- Ability to maintain discipline, supervise a staff through second level managers, and lead and command employees effectively in regular and emergency conditions.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours, travel to other locations, and respond to emergencies on a 24-hour basis.

**Physical Demands and Work Environment:**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations. The employee must occasionally work outside the office at other locations and field sites, and may need to lift and/or move items of light weight. The noise level in the work environment is usually quiet to moderate.



# VILLAGE OF DECATUR

BUILDING ASSESSMENTS OF VILLAGE HALL & POLICE DEPARTMENT

DATE: April 15th, 2022





# Table of Contents

3	Introduction
4	Inspection Report
16	Appendix-A Photos
46	Appendix-B Building Key Plan
50	Appendix-C Site Key
52	Abonmacrhe Team/Contact Information

## Introduction

Abonmarche was approached by the Village of Decatur to provide a facilities assessment of it's Village Hall/Police Department. The two buildings that make up Village Hall/Police Department is located at 114 Phelps Street, Decatur, MI 49045 in the heart of downtown. The Village Hall portion of the building is a three (3) storied building that includes a basement, ground floor and upper level. Built with conventional brick construction using wood floor joist and rafters with a field stone Michigan basement. Original construction is estimated to be in the mid- to late 1800's.

The Police portion of the building was original constructed in 1935 as indicated on the dedication plaque by the main entrance. The structure is a three (3) storied building that includes a basement, ground level and upper level with a four (4) storied training tower. The structure is built with cast in place concrete and steel with a brick exterior finish on the front facade. The lower level is designed and used for mechanical and storage. The ground level, originally designed for offices with a garage for the storage of fire truck, is currently used for police vehicles. The upper level has a large meeting room.

The enclosed report was requested to assist the Village of Decatur in determining the cost benefit of the required improvements to the existing buildings.

## Project Scope

The scope of the project includes visual evaluation of the Exterior Conditions (roof, siding, windows, structural and, interior conditions & MEP (mechanical, electrical and plumbing)).

General measurements were taken to develop a key plan. (See Appendix B).

The onsite assessment is summarized in the following condition report. This report is broken down as follows:

1. Written report
  - a. Building Access
  - b. Exterior Envelope
  - c. Roof
  - d. Interior
  - e. Structural
  - f. Plumbing
  - g. Mechanical
  - h. Electrical
  - i. Environmental
  - j. Additional Recommendations
  - k. Conclusion
2. Appendix A – Photos
3. Appendix B – Building Key Plan
4. Appendix C – Site Key Plan
5. Appendix D – Abonmarche Team / Contact Information

# Inspection Report

## PUBLIC WORKS DEPARTMENT EXISTING CONDITIONS

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

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

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

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

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

### **Building Access**

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

#### **Concrete Pad – (Village Hall)**

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

### **Exterior Envelope**

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

#### **Wall– (Village Hall)**

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

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

**Wall– (Police Department)**

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

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

**Windows – (Village Hall)**

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

**Windows – (Police Department)**

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

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

**Doors – (Police Department)**

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

**Doors – (Village Hall 2<sup>nd</sup> floor)**

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

**ROOF**

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

**Roof - (Village Hall/Police Department)**

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

**INTERIOR**

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

**Lower Level Basement #1 - (Police Department)**

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

**Lower Level Storage - (Police Department)**

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

**Lower Level Basement #2 - (Village Hall)**

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

**Ground Level Meeting Room - (Village Hall)**

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

**Ground Level Office #1 - (Village Hall)**

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

**Ground Level Toilet #1 - (Village Hall)**

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

**Ground Level Office #2 - (Village Hall)**

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

**Ground Level Storage - (Village Hall)**

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

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

**Ground Level Hall #1 - (Village Hall)**

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

**Ground Level Closet - (Village Hall)**

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

**Ground Level Toilet #2 - (Village Hall)**

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

**Ground Level Hall #2 - (Village Hall)**

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

**Ground Level Office #3 - (Village Hall)**

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

**Ground Level Mechanical - (Village Hall)**

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



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

**Ground Level Office #4 - (Police Department)**

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

**Ground Level Locker Room - (Police Department)**

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

**Ground Level Entry - (Police Department)**

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

**Ground Level Hall #3 - (Police Department)**

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

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

**Ground Level Restroom #1 - (Police Department)**

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

**Ground Level Restroom #2 - (Police Department)**

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

**Ground Level Storage - (Police Department)**

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

**Ground Level Office #5 - (Police Department)**

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

**Ground Level Meeting Room #2 - (Police Department)**

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

**Ground Level Office #6 - (Police Department)**

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

**Ground Level Storage - (Police Department)**

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

**Ground Level Evidence - (Police Department)**

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

**Ground Level Garage - (Police Department)**

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

**Ground Level Tower - (Police Department)**

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

**Upper Level Stairwell #1 - (Police Department)**

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

#### **Upper Level Storage - (Police Department)**

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

#### **Upper Level Meeting Space - (Police Department)**

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

#### **Upper Level Stairwell #2 - (Police Department)**

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

#### **Upper Level Stairwell #3 - (Village Hall)**

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

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

**Upper Level Room #1 - (Village Hall)**

lxxxvi. Unfinished space (F-lxxxvi)

**Recommendation:** Renovate

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

**Upper Level Room #2 - (Village Hall)**

lxxxvii. Unfinished space (Photo F-lxxxvii)

**Recommendation:** Renovate

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

**Upper Level Room #3 - (Village Hall)**

lxxxviii. Unfinished space (Photo F-lxxxviii)

**Recommendation:** Renovate

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

**Upper Level Room #4 - (Village Hall)**

lxxxix. Unfinished space (Photo F-lxxxix)

**Recommendation:** Renovate

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

**Upper Level Toilet - (Village Hall)**

xc. Unfinished space (Photo F-xc)

**Recommendation:** Renovate

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

## **STRUCTURAL**

### **N. General**

#### **i. Village Hall**

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

#### **ii. Police Department**

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

## **PLUMBING**

### **O. General**

i. Plumbing appears to be in working condition.

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

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

## **MECHANICAL**

### P. General

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

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

## **ELECTRIAL**

### Q. General

- i. Electrical appears to be in working condition.

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

## **ENVIRONMENTAL**

### R. General

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

## **ADDITIONAL RECOMMENDATIONS**

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

## **CONCLUSION**

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

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

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

## APPENDIX A: PHOTOS





A-i: Concrete Pad



Aii: Concrete Pad



B-i: Metal Siding



B-i: Vinyl Siding





B-iii: Dented Siding



B-iv: Plywood Panel



B-v: Failing Brick



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B-vi: Metal at Top of Wall



B-vii: Awning



B-viii: Window Sill/Door Cap



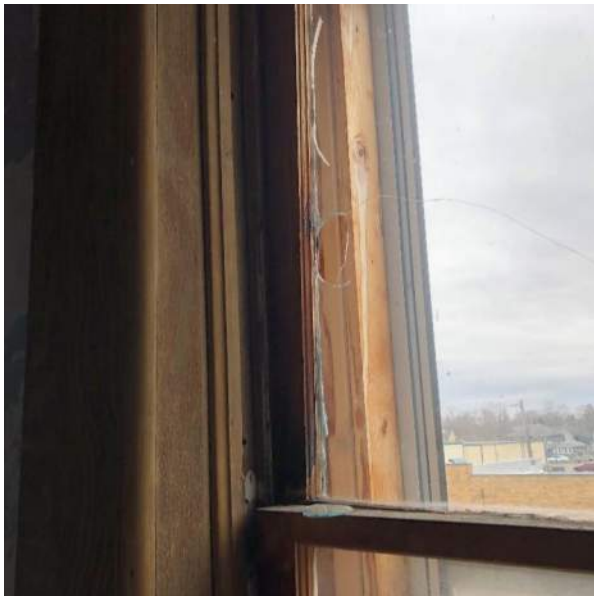




B-ix: Brick & Lintel



B-x: Window



C-i: Broken Window



C-ii: Steel Window





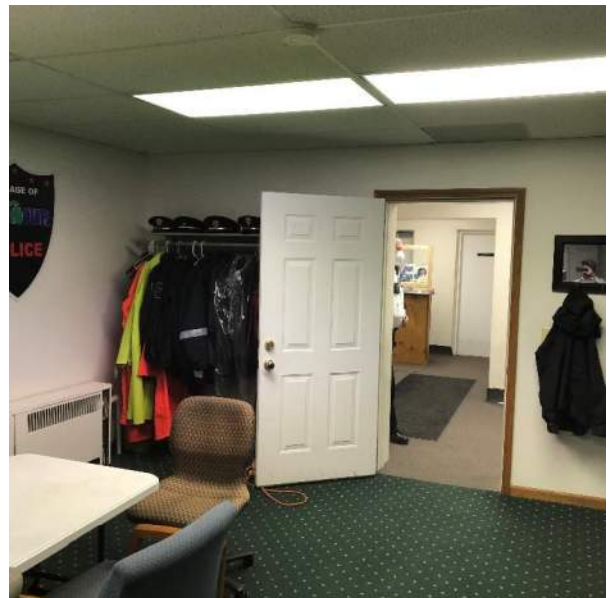
C-iii: Steel Window



C-iii: Wood Window



D-i: Service Door



D-ii: Alum. Wrapped Facia







E-i: Rubber Membrane



E-ii: Misc. Coping



E-iii: Asphalt Shingles



E-iv: Rubber Membrane





F-i: Moisture Damage



F-ii: Concrete Slab



F-iii: Paint Wall

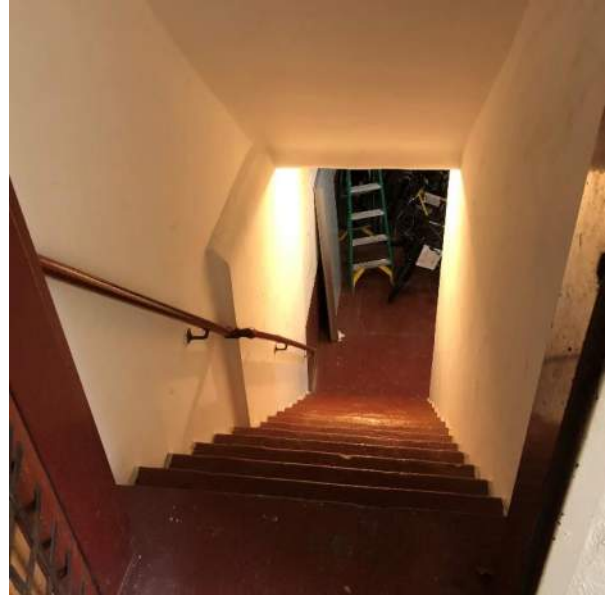


F-iv: Moisture Damage





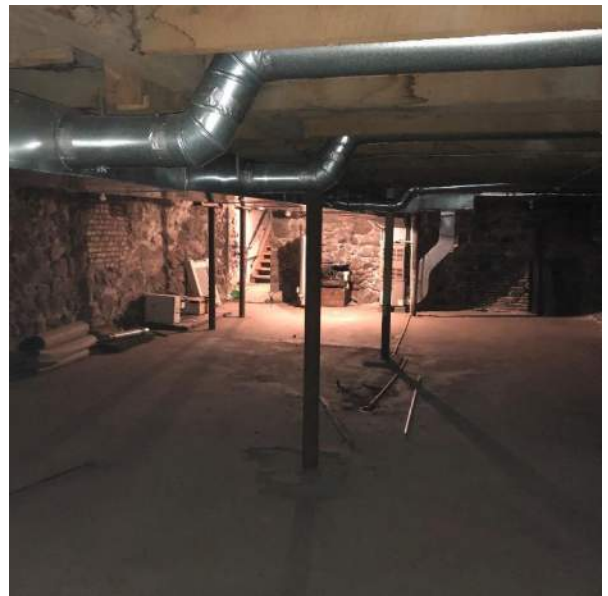
F-v: Worn Slab



F-vi: Concrete Stairs



F-vii: Exposed Concrete



F-viii: Dirty Concrete







F-ix: Jack Post



F-x: Wood Stair



F-xi: Carpet



F-xii: Water Damage



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F-xiii: Carpet



F-xiv: Wallpaper



F-xv: Worn Vinyl Tile



F-xvi: Paint



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F-xvii: Paint



F-xviii: Wallpaper



F-xix: Carpet



F-xx: Wallpaper





F-xxi: Water Damage



F-xxii: Carpet



F-xxiii: Wallpaper



F-xxiv: Water Damage







F-xxv: Cabinet & Countertop



F-xxvi: Carpet



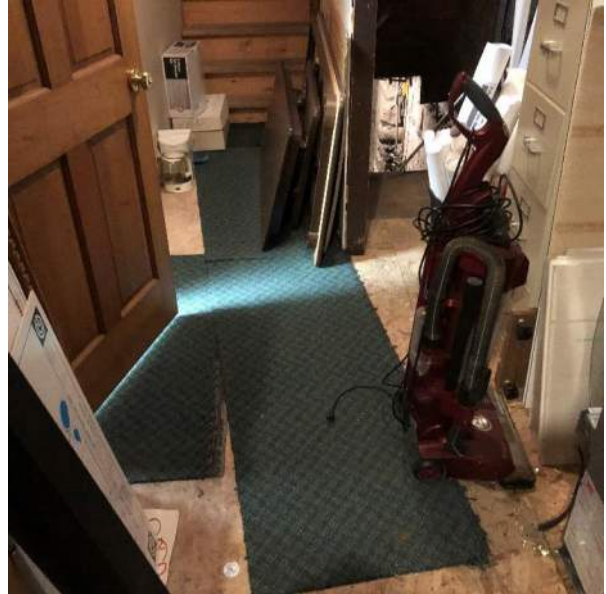
F-xxvii: Wallpaper



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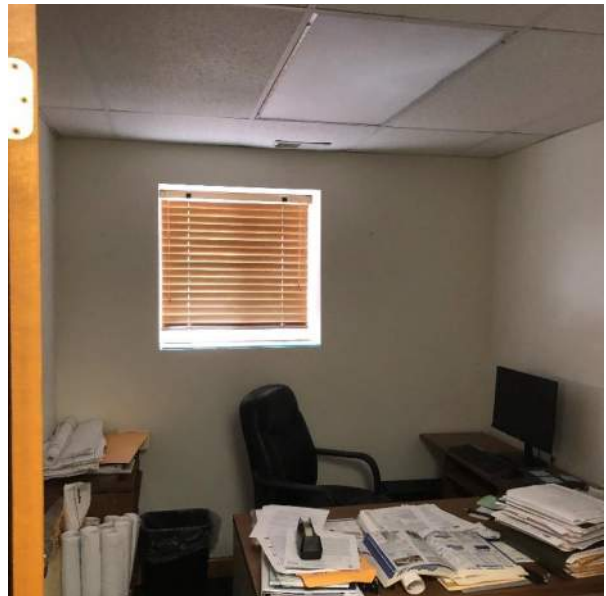
F-xxviii: Wallpaper



F-xxix: Carpet



F-xxx: Carpet



F-xxxi: Wallpaper



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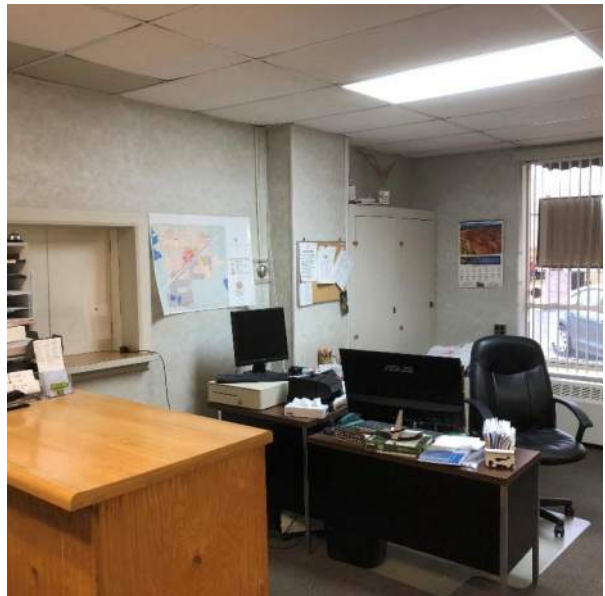
F-xxxii: Concrete



F-xxxiii: Carpet



F-xxxiv: Wallpaper



F-xxxv: Wallpaper



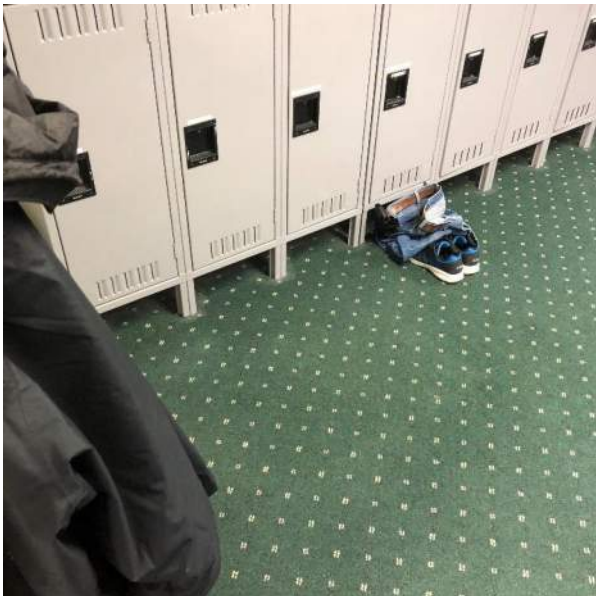
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F-xxxvi: Pass Thru Window



F-xxxvii: Cabinet



F-xxxviii: Carpet



F-xxxix: Wallpaper



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F-xi: Ceiling



F-xli & F-xlii: Plaster Walls



F-xliii: Carpet



F-xliv: Water Damage



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F-xlv: Wall



F-xlvi: Carpet



F-xlvii: Ceiling



F-xlviii: Floor Tile



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F-xlix: Wall



F-I: Plumbing Fixture



F-ii: Ceiling



F-iii: Floor Tile



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F-liv: Wall



F-lv: Ceiling



F-lvi: Floor Tile



F-lvii: Wall



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F-lviii: Ceiling



F-lix: Flooring



F-lx & F-lxi: Wall & Ceiling



F-lxi: Ceiling



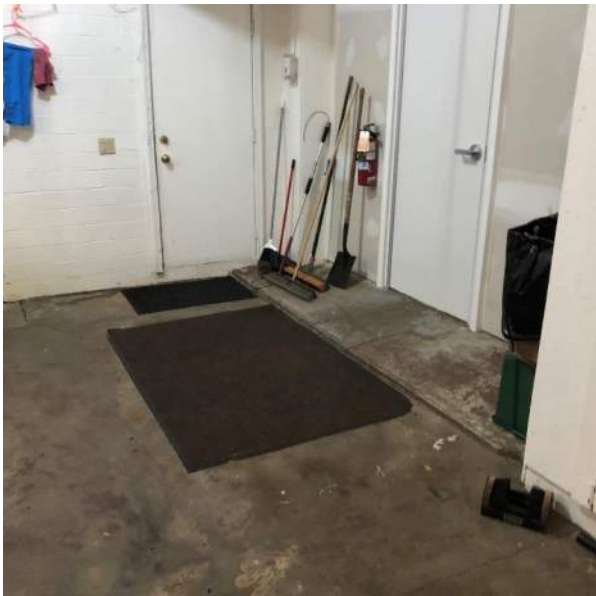
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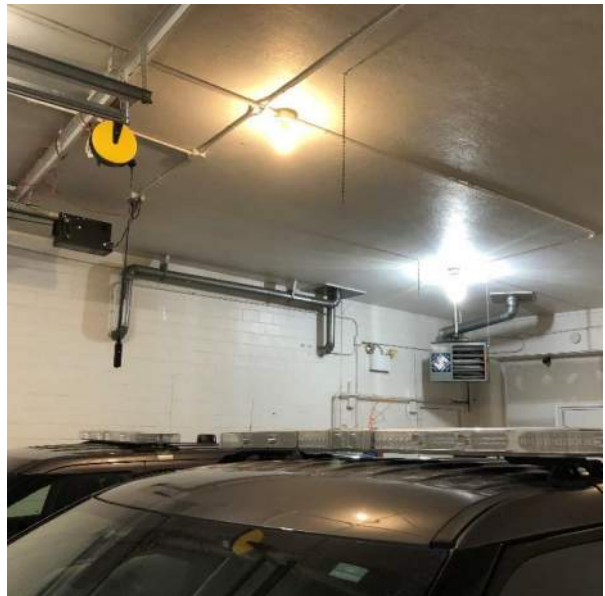
F-lxii: Flooring



F-lxiii & F-lxiv: Walls & Ceiling



F-lxvi: Floor



F-lxvii: Wall



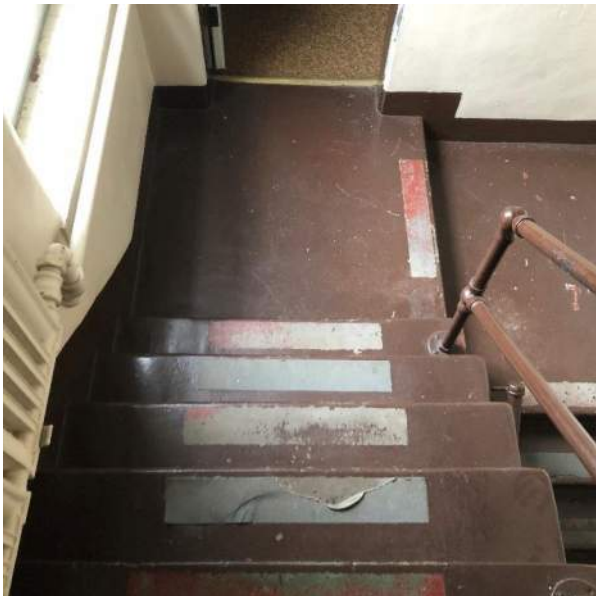
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F-lxviii: Flooring



F-lxix & F-xxi: Stairs/Walls



F-lxx: Concrete Stair



F-lxxii: Floor



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F- lxxiii: Wall



F-lxxiv: Ceiling



F-lxxiv & F-lxxv: Ceiling



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F-lxxvi: Carpet



F-lxxvii: Walls



F-lxxviii: Ceiling



F-lxxii: Steel Lintel







F-lxxx & lxxxi: Stair



F-lxxxii & lxxxiii: Walls & Ceiling



F-lxxxiv: Stair



F-lxxxv: Wall & Ceiling



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F-lxxxvi: Room #1



F-lxxxvii: Room #2



F-lxxxvii: Room #2



F-lxxxvii: Room #2



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F-lxxxviii: Room #3



F-lxxxviii: Room #3



F-lxxxvii: Room #4



F-lxxxvii: Room #4



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F-xc: Toilet



F-xc: Toilet



F-xc: Toilet

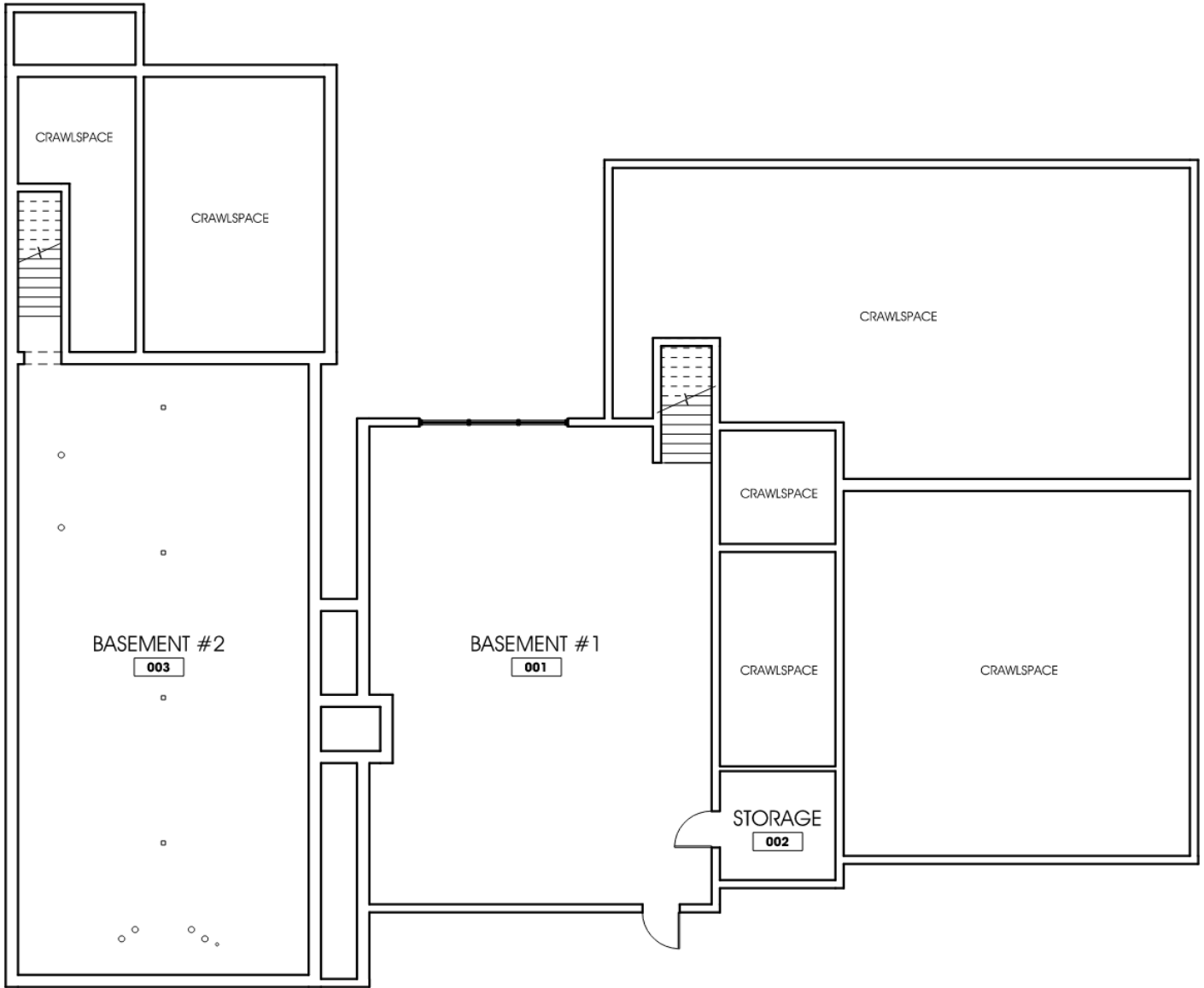


F-xc: Toilet

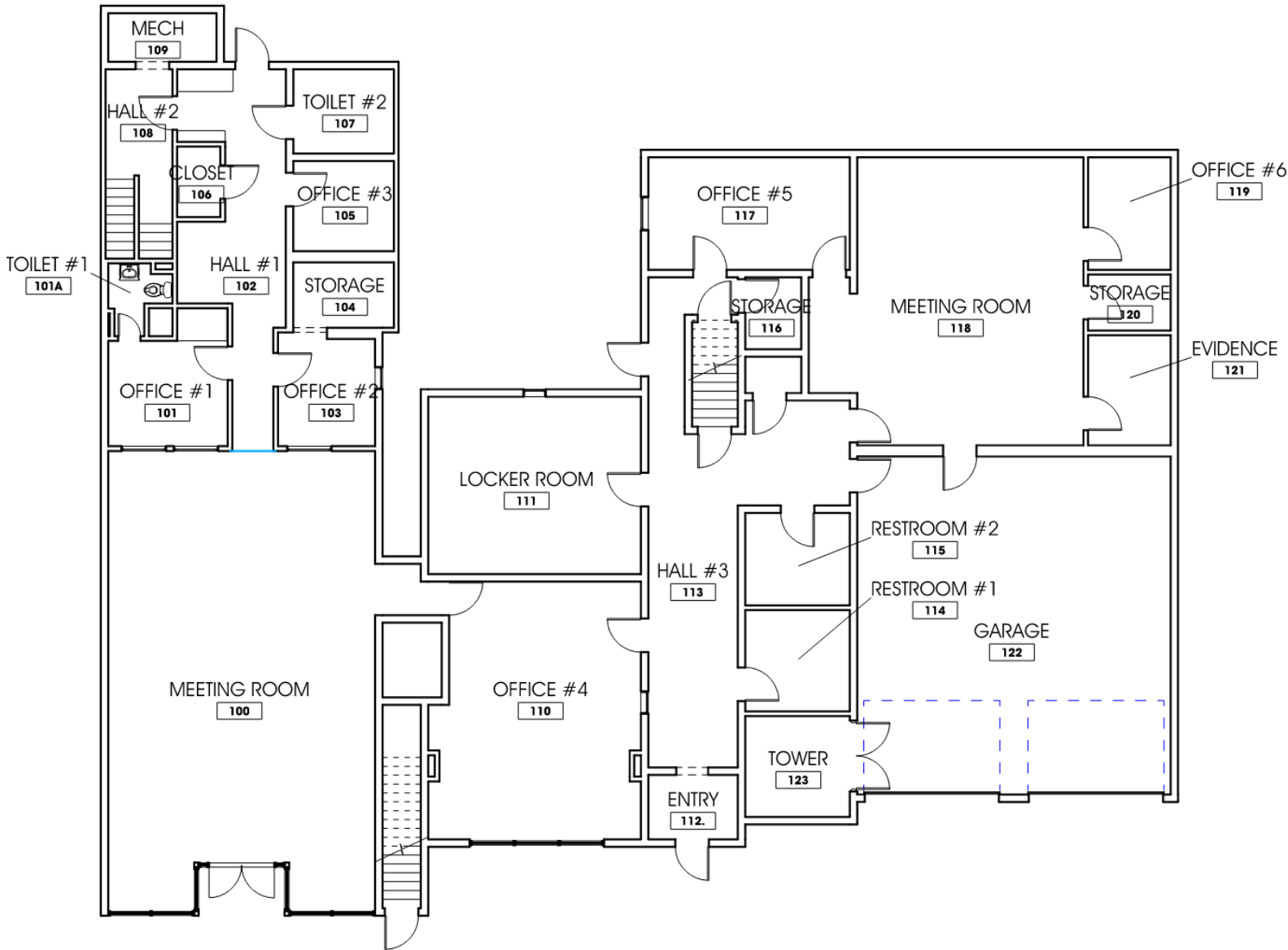


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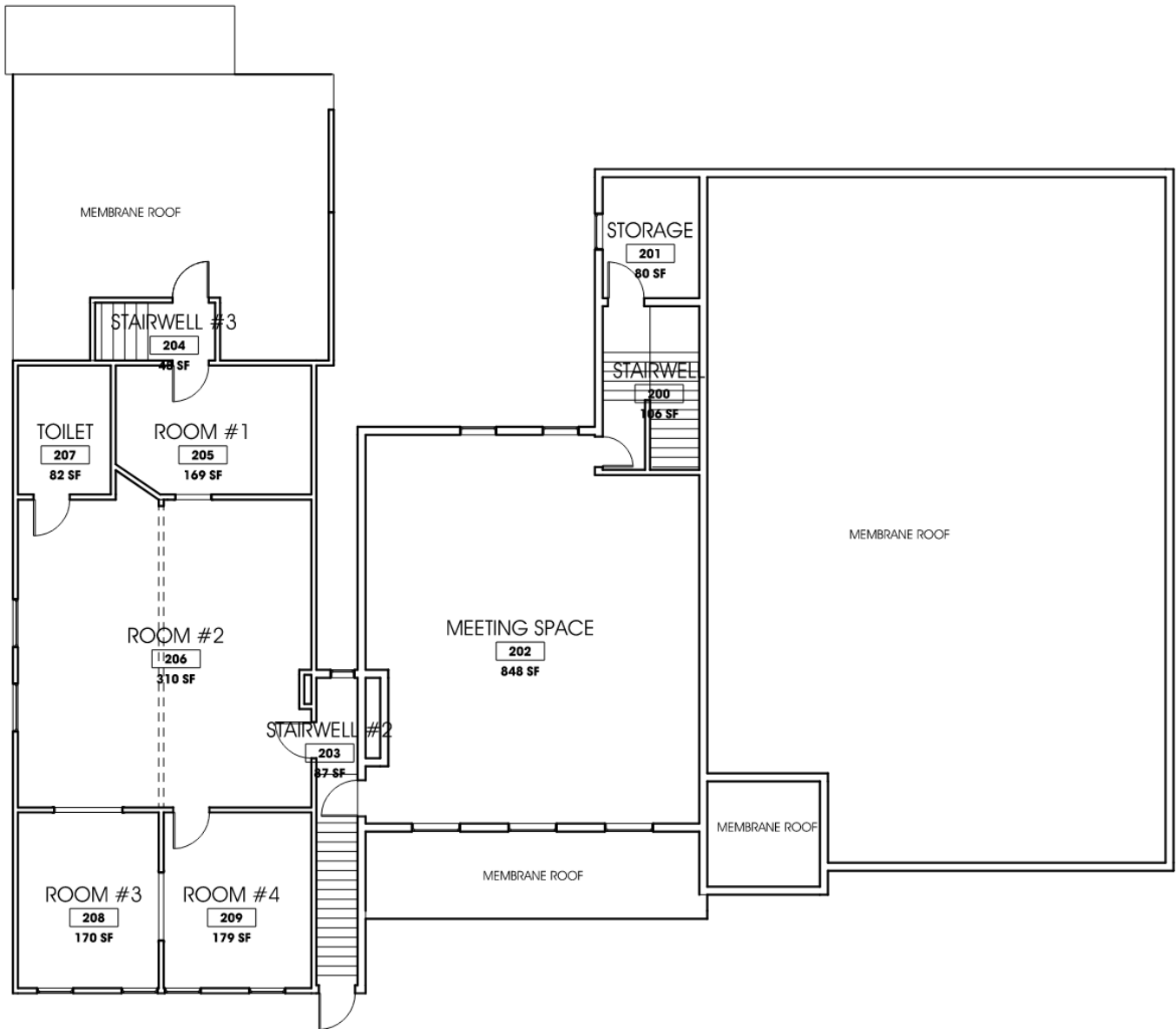
## APPENDIX B - BUILDING KEY PLAN



1 EXISTING LOWER FLOOR PLAN  
X1 NOT TO SCALE



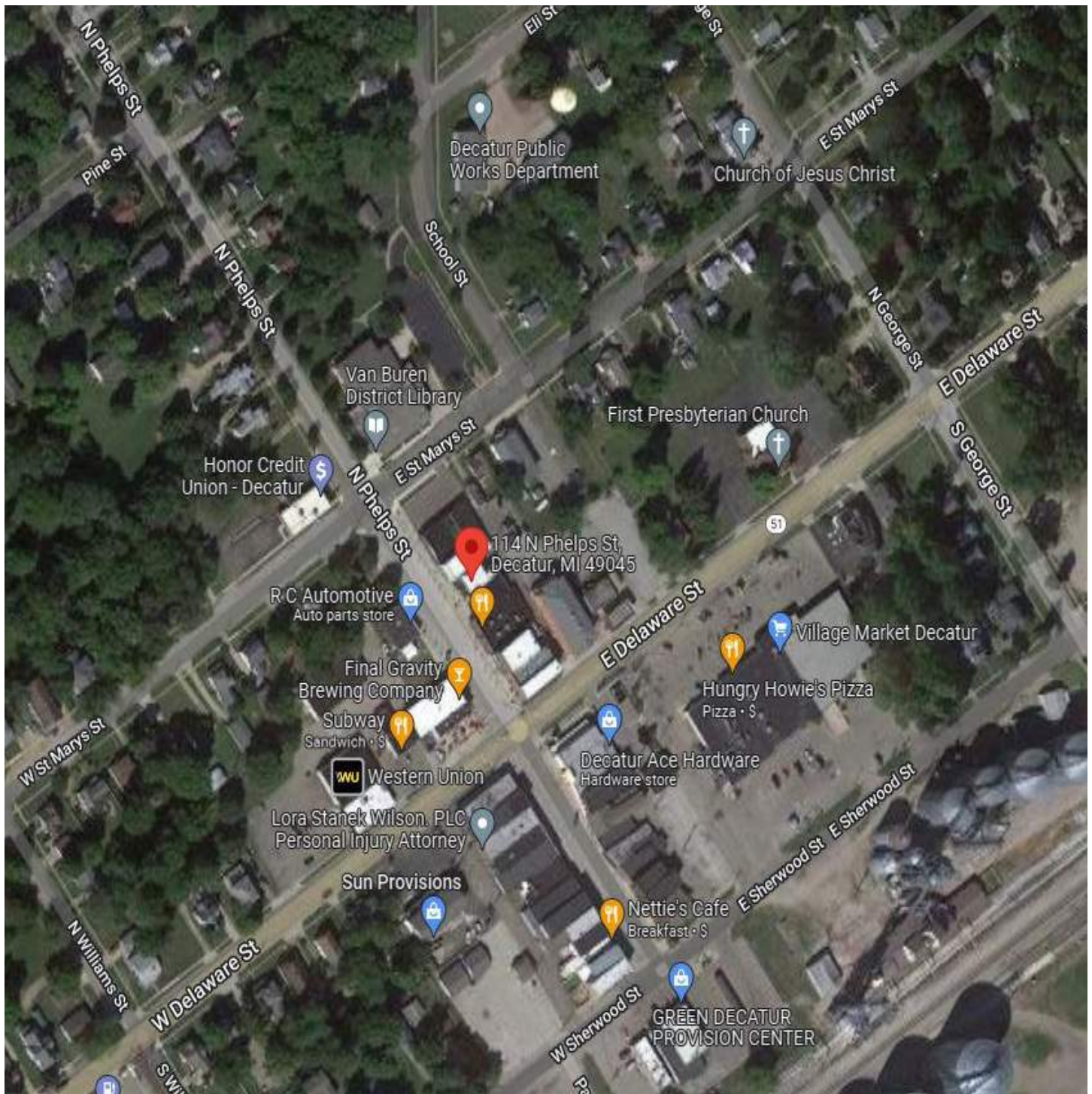
2 EXISTING FIRST FLOOR PLAN  
X1 NOT TO SCALE



3 EXISTING SECOND FLOOR PLAN  
X1 NOT TO SCALE



## APPENDIX C - SITE KEY PLAN



# APPENDIX D - ABONMARCHE TEAM/CONTACT IN- FORMATION

## ABONMARCHE

95 WEST MAIN STREET  
BENTON HARBOR, MI 49022  
PHONE: (269) 927-2295

### PROJECT TEAM

EVAN LEDUC  
DERK WOLKOTTEN  
JASON FICKLEN

PROJECT MANAGER ARCHITECTURE  
ARCHITECT PROJECT MANAGER  
ARCHITECTURAL DESIGNER





# VILLAGE OF DECATUR

## BUILDING ASSESSMENTS OF PUBLIC WORKS DEPARTMENT

DATE: April 15th, 2022



# Table of Contents

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## Introduction

Abonmarche was approached by the Village of Decatur to provide a facilities assessment of the (3) existing Public Works buildings located at 114 Eli Street, Decatur, MI 49045. The enclosed report was requested to assist in the Village of Decatur in determining the cost benefit of required improvements to existing buildings.

## Project Scope

The scope of the project includes visual evaluation of the Exterior Conditions (roof, siding, windows, structural and, interior conditions & MEP (mechanical, electrical and plumbing).

General measurements were taken to develop a key plan. (See Appendix B).

The onsite assessment is summarized in the following condition report. This report is broken down as follows:

1. Written report
  - a. Building Access
  - b. Exterior Envelope
  - c. Roof
  - d. Interior
  - e. Structural
  - f. Plumbing
  - g. Mechanical
  - h. Electrical
  - i. Environmental
  - j. Additional Recommendations
  - k. Conclusion
2. Appendix A – Photos
3. Appendix B – Building Key Plan
4. Appendix C – Site Key Plan
5. Appendix D – Abonmarche Team / Contact Information

# Inspection Report

## PUBLIC WORKS DEPARTMENT EXISTING CONDITIONS

The site is located at 114 Eli St in Decatur, MI. There are three (3) existing buildings that reside on approximately 30,000 square foot on a dirt lot. These buildings are used for a multitude of purposes including office space, garage, and storage including salt storage. The maintenance building & garage/salt storage building is comprised of wood structure with metal siding and asphalt shingle roof, the storage building is also comprised of wood structure and metal siding but with a metal roof.

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

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

### **Building Access**

- A. Overall the concrete pads at entry door is in poor condition, with the following highlighted items noted:
- Concrete Pad** – (Maintenance Building)
- i. Concrete Landing Pad Cracked at entry door, presents trip hazard. (Photo A-i)  
**Recommendation:** Remove & Replace new.  
**Cost Parameters:** \$200-\$500
  - ii. Concrete Apron Cracked at garage door, presents trip hazard. (Photo A-ii)  
**Recommendation:** Remove & Replace new.  
**Cost Parameters:** \$3,000-\$5,000

### **Exterior Envelope**

- B. Overall the exterior walls are in fair to poor condition, with the following highlighted items noted:
- Wall**– (Maintenance Building)
- i. Metal siding is paint fading. (Photo B-i)  
**Recommendation:** Prep & Paint.  
**Cost Parameters:** \$15,000-\$25,000
  - ii. Repair hole in siding below office window. Located on West side of building potential water penetration. (Photo B-ii)  
**Recommendation:** Replace metal siding panel (4'x8') and paint to match existing  
**Cost Parameters:** \$300-\$800
  - iii. Seal joints at edge of metal panels typical. (Photo B-iii)  
**Recommendation:** Seal Joint Panel  
**Cost Parameters:** \$500-\$1,000
- Wall**– (Storage Garage)
- iv. Metal siding is paint fading. (Photo B-iv)  
**Recommendation:** Prep & Paint.  
**Cost Parameters:** \$500-\$1,000
  - v. Repair metal siding & trim at open storage & garage jambs. (Photo B-v)  
**Recommendation:** Replace metal siding panel (4'x8'), trim and paint to match



existing

**Cost Parameters:** \$1,000-\$2,000

**Wall– (Garage/Salt Storage)**

- vi. Repair metal siding & trim at open storage & garage jambs. (Photo B-vi)  
**Recommendation:** Replace metal siding panel (4'x8'), trim and paint to match existing  
**Cost Parameters:** \$2,000-\$3,000

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

**Windows – (Maintenance Building)**

- i. Broken panes of glass on West side of the building. (Photo C-ii)  
**Recommendation:** Replace Aluminum Window  
**Cost Parameters:** \$3,000-\$5,000
- ii. Replace Translucent panel East side of the building. (Photo C-ii)  
**Recommendation:** Replace Translucent panel  
**Cost Parameters:** \$2,000-\$4,000

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

**Doors – (Maintenance Building)**

- i. Damaged (2) Entry Door trim & sill. (Typical) (Photo D-i)  
**Recommendation:** Replace door, trim and hardware (ADA compliant)  
**Cost Parameters:** \$1,000-\$1,500
- ii. (2) Overhead Doors trim are in fair condition. (Photo D-i)  
**Recommendation:** Paint existing overhead doors and fix damaged trim and repaint.  
**Cost Parameters:** \$1,000-\$1,500
- iii. Damaged (3) Interior Wood Doors & trim. (Typical) (Photo D-i)  
**Recommendation:** Replace door and trim and hardware (ADA compliant)  
**Cost Parameters:** \$1,000-\$3,000

**Doors – (Storage Garage)**

- iv. (4) Overhead Doors are in fair condition. (Photo D-i)  
**Recommendation:** Paint existing overhead doors and fix damaged trim and repaint.  
**Cost Parameters:** \$2,000-\$4,000

**Doors – (Garage/Salt Storage)**

- v. (2) Overhead Doors are in fair condition. (Photo D-i)  
**Recommendation:** Paint existing overhead doors and fix damaged trim and repaint.  
**Cost Parameters:** \$1,000-\$2,000

**ROOF**

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

**Roof - (Maintenance Building)**

- i. Old Asphalt Shingle (Photo E-i)  
**Recommendation:** Remove & Replace  
**Cost Parameters:** \$20,000-\$25,000

- ii. Aluminum wrapped fascia board separating from fascia board in several locations. (Photo E-ii)  
**Recommendation:** Replace aluminum wrapped fascia  
**Cost Parameters:** \$4,000-\$8,000

**Roof – (Storage Garage)**

- iii. Old Metal Roof (Photo E-iii)  
**Recommendation:** Remove & Replace  
**Cost Parameters:** \$10,000-\$15,000

**Roof – (Garage/Salt Storage)**

- iv. Damaged Aluminum Soffit (Photo E-iv)  
**Recommendation:** Remove & Replace  
**Cost Parameters:** \$2,000-\$5,000

**INTERIOR**

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

**Office - (Maintenance Building)**

- i. Existing concrete floor is in fair condition (Photo F-i)  
**Recommendation:** Clean & Replace epoxy finish  
**Cost Parameters:** \$3,000-\$5,000
- ii. Damaged to wood ceiling panel (Photo F-ii)  
**Recommendation:** Repair & Replace wood panel (In conjunction with roof replacement)  
**Cost Parameters:** \$500-\$1,000
- iii. Old dated sinks, Cabinets & faucet ADA compliant (Photo F-iii)  
**Recommendation:** Replace  
**Cost Parameters:** \$4,000-\$8,000
- iv. Dirty wood wall paneling (Photo F-iv)  
**Recommendation:** Clean & Paint wood wall paneling.  
**Cost Parameters:** \$2,000-\$4,000

**Bath - (Maintenance Building)**

- v. Existing concrete flooring is in fair condition (Photo F-v)  
**Recommendation:** Clean, Seal and re-coat flooring  
**Cost Parameters:** \$1,000-\$3,000
- vi. Paint plaster at wall and ceiling (Photo F-vi)  
**Recommendation:** Repair & Paint  
**Cost Parameters:** \$1,000-\$3,000
- vii. Damaged old dated sinks, faucet & Vanity ADA compliant (Photo F-vii)  
**Recommendation:** Replace  
**Cost Parameters:** \$1,000-\$2,000
- viii. Not ADA compliant (Photo F-viii)  
**Recommendation:** Reconfigure Bath to be ADA compliant  
**Cost Parameters:** \$5,000-\$7,000
- ix. No ceiling or exhaust system (Photo F-ix)  
**Recommendation:** Install new  
**Cost Parameters:** \$2,000-\$4,000

**Garage #1- (Maintenance Building)**

- x. Existing concrete flooring is in fair condition (Photo F-x)  
**Recommendation:** Clean & Seal flooring  
**Cost Parameters:** \$3,000-\$4,000
- xi. Dirty walls (Photo F-xi)  
**Recommendation:** Repair & Paint  
**Cost Parameters:** \$1,000-\$2,000

**Garage #2 - (Maintenance Building)**

- xii. Existing concrete flooring is in fair condition (Photo F-xii)  
**Recommendation:** Clean & Seal flooring  
**Cost Parameters:** \$3,000-\$5,000
- xiii. Dirty walls (Photo F-xiii)  
**Recommendation:** Repair & Paint  
**Cost Parameters:** \$1,000-\$2,000

**Storage - (Storage Garage)**

- xiv. Existing concrete flooring is in fair condition (Photo F-xiv)  
**Recommendation:** Clean & Seal flooring  
**Cost Parameters:** \$2,000-\$3,000

**Garage – (Garage/Salt Storage)**

- xv. Existing concrete flooring is in fair condition (Photo F-xv)  
**Recommendation:** Clean & Seal flooring  
**Cost Parameters:** \$2,000-\$3,000
- xvi. Mezzanine Stair Not Code Compliant Railing (Photo F-xvi)  
**Recommendation:** Replace Railing  
**Cost Parameters:** \$4,000-\$6,000
- xvii. Storage #1-#3 interior wood boards is in fair condition (Photo F-xvii)  
**Recommendation:** Replace damaged wood boards  
**Cost Parameters:** \$2,000-\$3,000

**STRUCTURAL**

N. General

- i. It appears that the Garage/Salt Storage building along the South wall of storage #3. It is recommended to consult with our structural engineer. A proposal can be provided to perform this work on a time and material basis, if requested by the client.

**PLUMBING**

O. General

- i. Plumbing appears to be in working condition.
- ii. Water Heater in appears in fair /operating condition, age could not be determined  
**Recommendation:** A qualified contractor should be hired to evaluate all existing Plumbing piping & fixtures and make any recommendation.

## **MECHANICAL**

### **P. General**

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

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

## **ELECTRIAL**

### **Q. General**

- i. Electrical appears to be in working condition.

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

## **ENVIRONMENTAL**

### **R. General**

- i. No visible signs of mold were found during the inspections.

## **ADDITIONAL RECOMMENDATIONS**

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

## **CONCLUSION**

The age of the three (3) existing buildings are unknown. The maintenance building & storage buildings are in fair condition. The asphalt/metal roofs are in poor condition and needs to be replaced as outlined in the above report.

The garage/salt storage building is in good condition with a few minor repairs as outlined in the above report. The walls and floors appear to be in stable condition except for the South wall of the garage/salt storage building which appears to be bowing, needs further investigation to determine the extent of damage. Completing the items outlined above would improve the overall appearance and lifespan of the building.

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

# APPENDIX A: PHOTOS



A-i: Concrete Pad



Aii: Concrete Apron



B-i: Metal Siding





B-ii: Hole in Siding



B-iii: Siding Panel



B-iv: Metal Siding



B-v: Metal Siding & Trim





B-vi: Siding Trim



C-i: Broken panes of glass



C-ii: Translucent panel







D-ii: Missing Mullion



#### D-iv: Overhead Doors





D-v: Overhead Doors



E-i: Old Roof Shingles



E-ii: Alum. Wrapped Facia



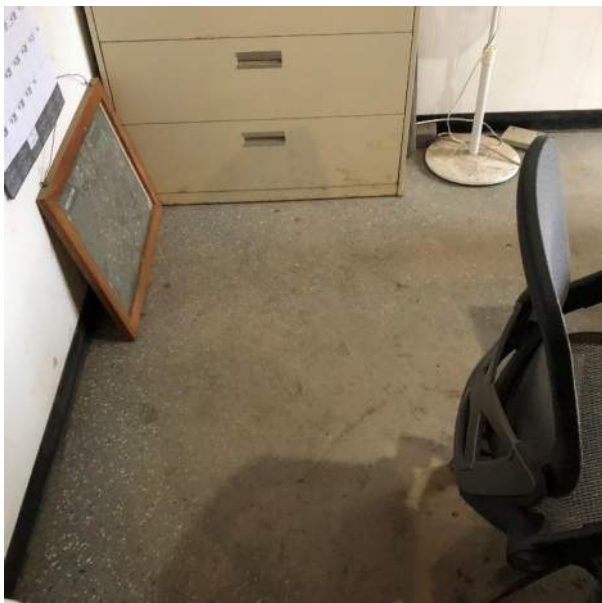




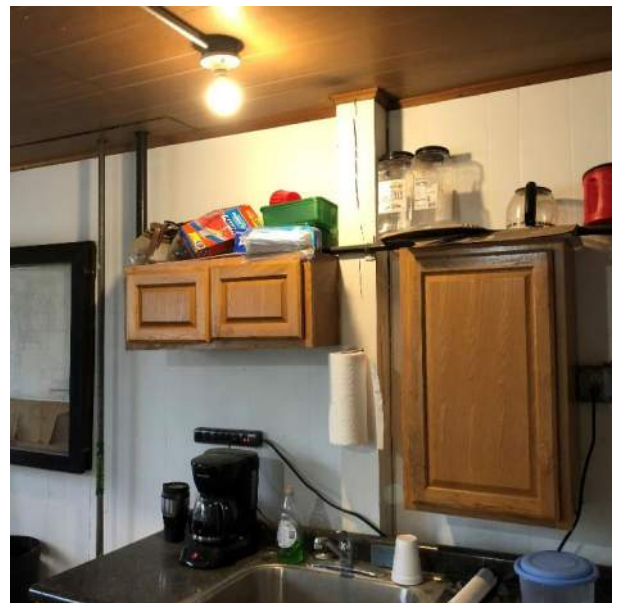
E-iii: Metal Roof



E-iv: Alum. Soffit



F-i: Office Floor



F-ii: Damage Ceiling





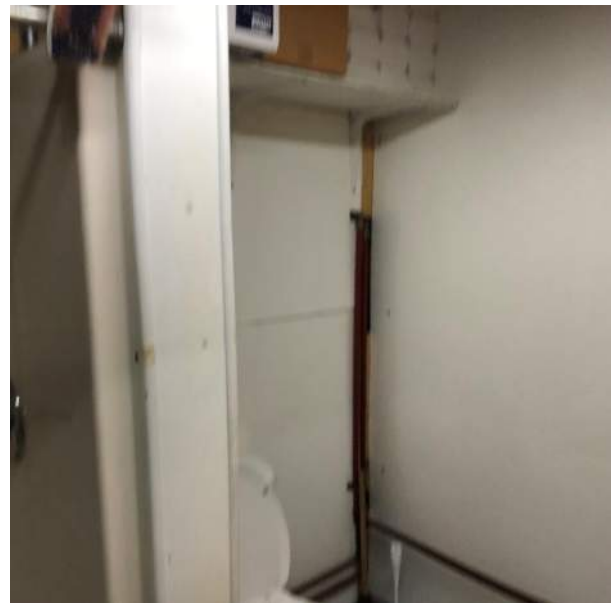
F-iii: Sink & Faucet



F-iv: Paint Wood Panels



F-v: Bath Floor



F-vi: Bath Floor





F-vii: Sink & Faucet



F-viii: Not Compliant



F-ix: Ceiling & Exhaust







F-x: Garage Floor



F-xi: Walls



F-xii: Garage Floor



F-xiii: Walls



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F-xiv: Floor



F-xv: Floor



F-xvi: Stair Railing

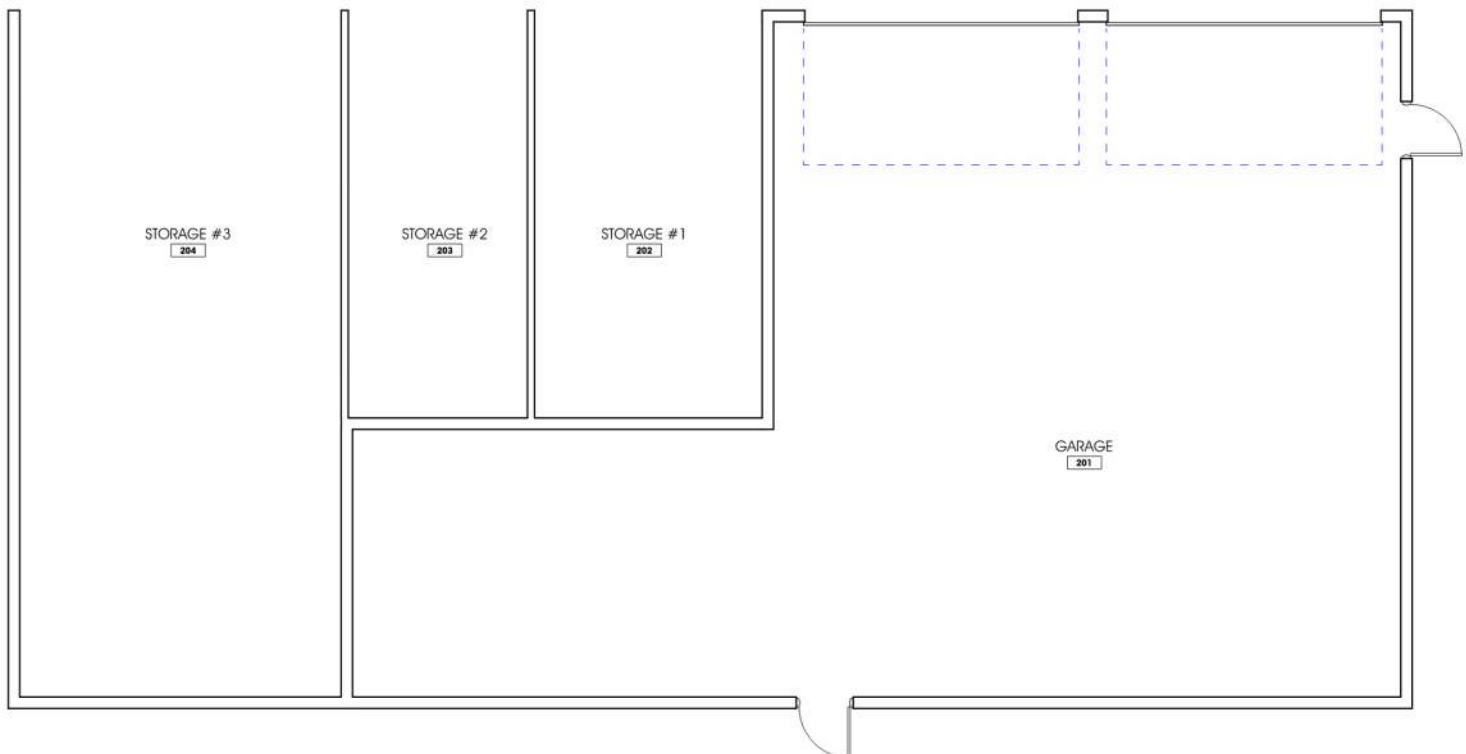
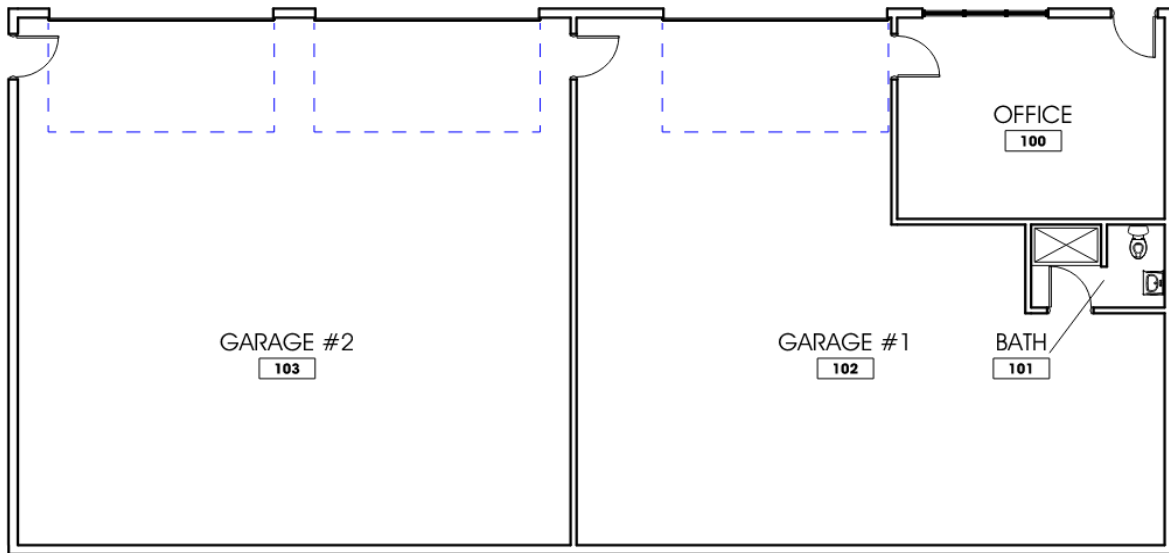


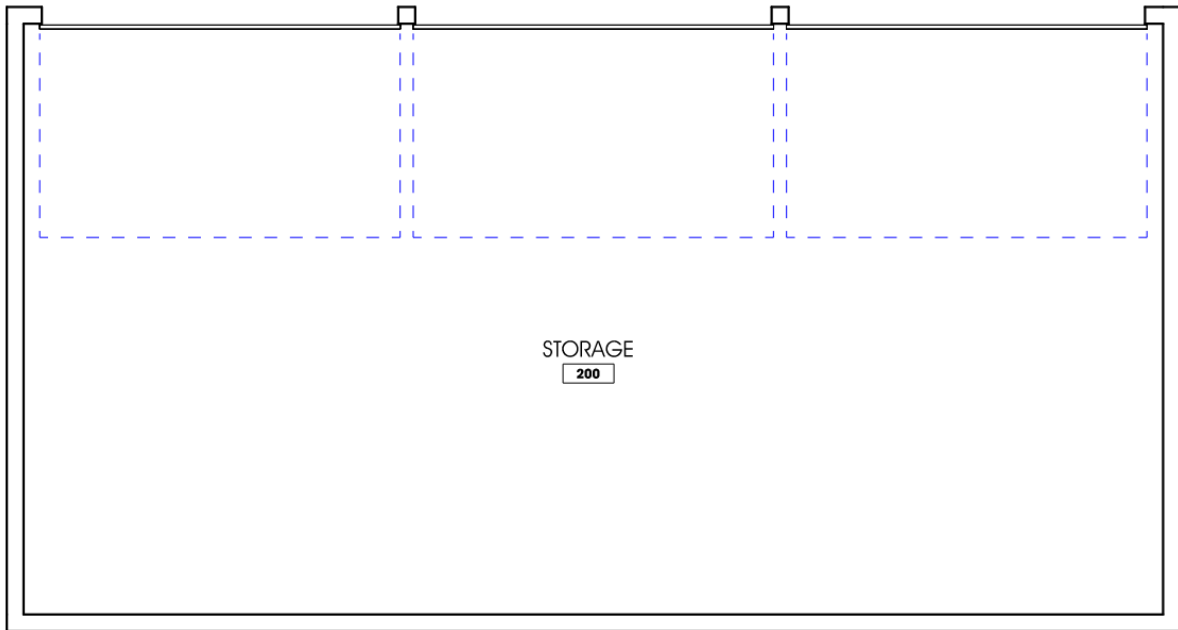
F-xvii: Wood Boards





## APPENDIX B - BUILDING KEY PLAN

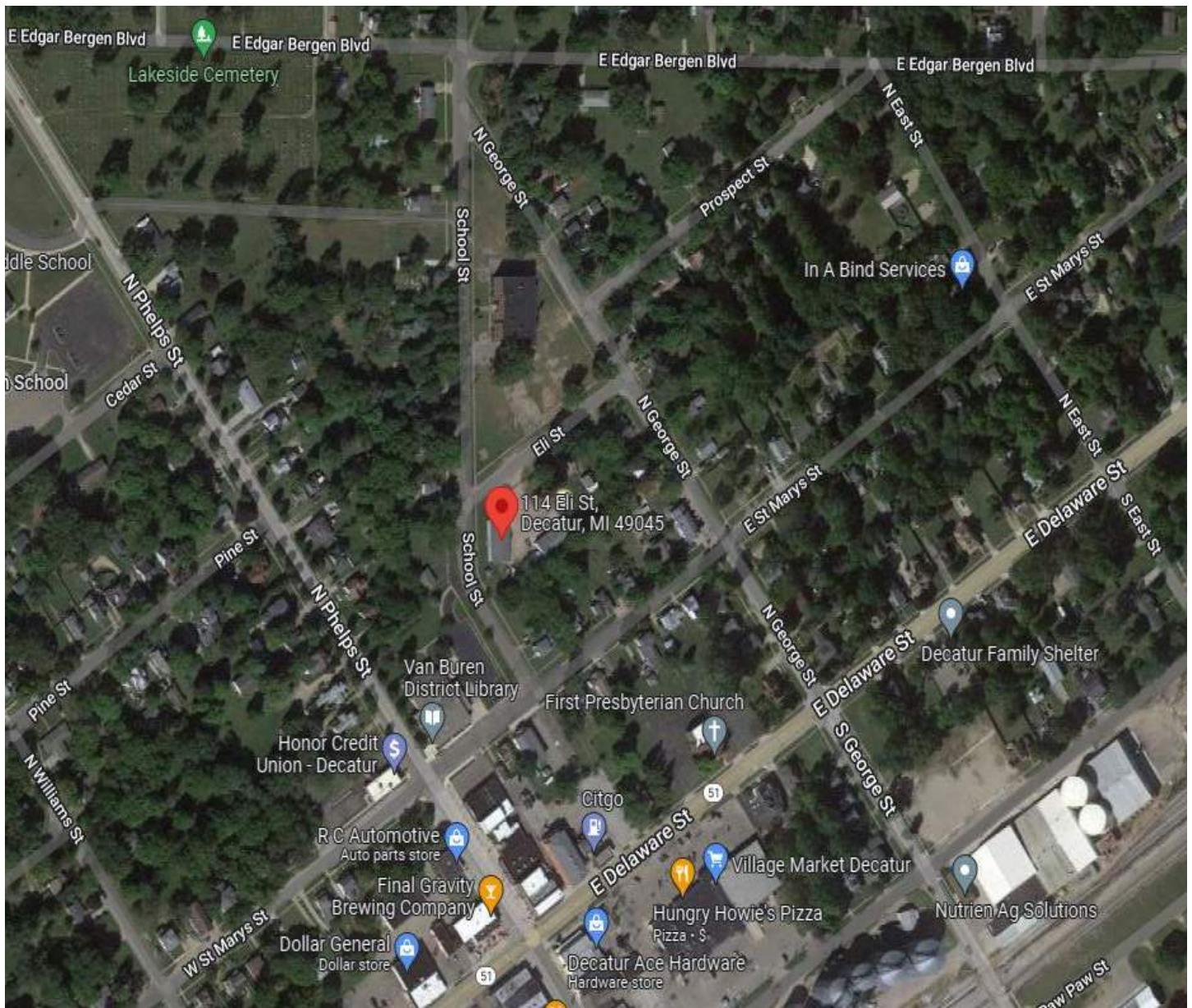




EXISTING STORAGE GARAGE FIRST FLOOR PLAN

NOT TO SCALE

# APPENDIX C - SITE KEY PLAN



# APPENDIX D - ABONMARCHE TEAM/CONTACT IN- FORMATION

## ABONMARCHE

95 WEST MAIN STREET  
BENTON HARBOR, MI 49022  
PHONE: (269) 927-2295

### PROJECT TEAM

EVAN LEDUC  
DERK WOLKOTTEN  
JASON FICKLEN

PROJECT MANAGER ARCHITECTURE  
ARCHITECT PROJECT MANAGER  
ARCHITECTURAL DESIGNER



## Van Buren Conservation District

### April 2022 Program Update

*Submitted by Emily Hickmott, Deputy Administrator*

The Spring Volunteer Appreciation Night hosted about 30 community members at Walt & Marie's Country Market where the Deputy Administrator and the Two Rivers Coalition president discussed volunteer opportunities and accomplishments. The new Recycling & Materials Management Coordinator started at the end of the month and has jumped right into training so that the Deputy Administrator can spend more time supporting the operations of the VBCD. As always, the rest of the VBCD staff has been hard at work with several QI events occurring and many regional collaborations on current and future projects. Please don't hesitate to let me know how we can support conservation in your community. Check out our upcoming events here: <https://vanburencd.org/my-calendar/>

#### Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Hannah Hudson*) – In March, the Van Buren Conservation District (VBCD) hosted the annual "Farming for the Future" conference in Lawrence, MI. Over 100 local farmers came together to learn about soil health, cost share opportunities, and other agricultural topics. Nationally recognized speakers at the event included agroecologist Lance Gunderson of Nebraska and regenerative farmer Russell Hedrick of North Carolina and Michigan's native farm consultant RJ Rant.
- **SWxSW Corner Cisma (Cooperative Invasive Species Management Area)** (*Abbie Bristol, Alex Florian*) – The VBCD has hired the SWxSW Corner Cisma strike team in preparation for their second field season. The Cisma was also represented at booths for VBCD's Farming for the Future event and Berrien CD's Conservation Open House. The SWxSW Corner Cisma will also be collaborating with BCK Cisma to host the 2022 MISC Summer Field Trip, a training and collaboration event for Cisma coordinators across the state.
- **MAEAP** (*Kyle Mead*) – The technician is taking full advantage of the spring weather by visiting numerous landowners to discuss and move forward with MAEAP assessments and future verifications.
- **National Association of Conservation Districts Technical Assistance** (*Lucas Hartman*) – Twenty-five applications for funding through the Environmental Quality Incentives Program were submitted for round 1 in FY2022. The technician was also busy with planning a prescribed burn for one of the VBCD's properties.
- **Outreach** (*Jacob Diljak*) – March kicked off more interaction with the public with our office doors opening after the lifting of federal pandemic mandates. With ongoing tree sale orders, technical assistance in federal programs, and events, the public has been more involved. Significant progress in programs has been made, especially tree sale and the completion of the Food, Farm & Fun Guide.
- **Produce Safety** (*Patrick Gordon*) – If you raise and sell produce or know someone who does, be sure to be in contact with your local technician ([patrick.gordon@macd.org](mailto:patrick.gordon@macd.org)) as Spring kicks off.
- **Resource Recovery Recycling** (*Kalli Marshall*) – The 2022 collection season is nearly upon us, so the previous coordinator worked at promoting and finishing up coordinating the upcoming April events. The previous coordinator renewed her HAZWOPER certification and began training the new Recycling & Materials Management Coordinator, Kalli Marshall. The team worked together to keep the public informed of 2022 collection opportunities. Collections start April 25, so don't miss out!