

**VILLAGE OF MATTAWAN
REGULAR COUNCIL MEETING**

MARCH 11, 2024

MINUTES

1. CALL TO ORDER @ 7:00 PM
2. PLEDGE OF ALLEGIANCE.
3. ATTENDANCE *Begeman, Cole, Daniel, Hedgspeth, McLean, Smith, Stuu*
OTHERS IN ATTENDANCE: *Manager McLean, Administrative Assistant Storm-Artis*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED

Mattawan Consolidated Schools-Superintendent Randy Fleenor would like to address the Council regarding an upcoming school bond proposal. Randy Fleenor was not in attendance, President Cole asked for council to review the documents presented in the packet for information regarding the school bond proposal.

6. ADDITIONS TO AGENDA
President Cole added to the bills for a new total of \$121,922.97, corrected lettering for new business, added New Business F Spring Clean Up 2024, and added New Business G DPW Job Posting.

7. APPROVAL OF THE AGENDA
Motion by Smith, supported by Daniel to approve the agenda as amended. All members voted in favor. Motion carried.

8. APPROVAL OF THE MINUTES OF FEBRUARY 26, 2024
Motion by McLean, supported by Begeman to approve the minutes of February 26, 2024. All members voted in favor. Motion carried.

9. BILLS TO BE APPROVED IN THE AMOUNT OF \$106,547.41
\$15,375.46
TOTAL \$121,922.97

Motion by Smith, supported by Begeman to approve the bills in the amount of \$121,922.97. Roll call vote taken. Begeman, Cole, Daniel, Hedgspeth, McLean and Stuu voted yes. Smith voted no. Motion carried.

10. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM *None*
11. BOARD AND COMMITTEE REPORTS

- A. FINANCE COMMITTEE – CHAIR STUUT
No meeting, no report
 - B. COMMUNICATIONS COMMITTEE – CHAIR COLE
No meeting, no report
 - C. DPW COMMITTEE – CHAIR SMITH
Meeting 3/6/24 – NLC service line warranty program marketing agreement and Biggby municipal sewer installation discussed
Chair Smith explained the committee wanted more information on the NLC Service Line Warranty Program in order to make a recommendation to council. Chair Smith also stated that Biggby must present their request to Antwerp Township.
 - D. LAW ENFORCEMENT COMMITTEE – CHAIR DANIEL
Meeting 3/4/24 Chair Daniel stated the committee discussed the results of previous candidates, and future ideas to help attract applicants.
 - E. PARKS & RECREATION COMMITTEE – CHAIR BEGEMAN
No meeting, no report
 - F. POLICY & PERSONNEL COMMITTEE – CHAIR HEDGSPETH
No meeting, no report
 - G. ZONING AND ORDINANCE COMMITTEE – CHAIR MCLEAN
No meeting, no report
 - H. PLANNING COMMISSION LIAISON REPORT – LIAISON STUUT
No meeting, no report
 - I. DDA COMMITTEE – CHAIR ROB BROOKS
No meeting, no report
 - J. KATS –
No meeting, no report
12. STAFF REPORTS
- A. DEPARTMENT OF PUBLIC WORKS – *Superintendent Anthony not in attendance. President Cole stated the council has Superintendent Anthony’s report on current projects to review.*
 - B. ENGINEER’S REPORT - *Engineer Woodhams discussed the two projects that are out for bid, Ryan Road and the Rural Development Watermain; both have a bid due date of April 2, 2024. Engineer Woodhams explained the Ryan Road project bid process was moving along without issues; however, the RD Watermain bids was experiencing some concerns from contractors. Several contractors had reached out for information with some interest, but the timeframe for completion was not feasible. Engineer Woodhams explained we may need to amend the bid request with an extended deadline into 2025.*
 - C. ATTORNEY’S REPORT – *Attorney Graham stated he had nothing in addition to the items already on the agenda.*
13. OLD BUSINESS *None*

14. NEW BUSINESS

- A. APPROVE PURCHASE OF A NEW METER FOR BULK WATER STATION FROM ELEMECH INC IN THE AMOUNT OF \$5,765
Motion by Smith, supported by Stuut to approve the purchase of bulk water station not to exceed \$5,765. Discussion took place regarding the possible need for a bid, Motion Rescinded. Further discussion took place. Attorney Graham explained that if this is a specialty part a bid process may not be required. Motion by Smith to table purchase, motion died due to lack of support. Motion by Stuut, supported by Begeman to approve the purchase of a new meter for the bulk water station not to exceed \$5,765. Roll Call vote taken. Begeman, Cole, Daniel, Hedgspeth, McLean, and Stuut voted yes. Smith voted no. Motion carried.

- B. VILLAGE OF MATTAWAN TRESPASS AT VILLAGE OFFICES ORDINANCE –
Attorney Graham explained that this ordinance would not prevent anyone from coming in the office to conduct legitimate business, but could not stay beyond a reasonable timeframe to complete this business. Member Smith proposed that this ordinance should be amended to include DPW and all Village owned property. Further discussion took place. Motion by Smith, supported by Begeman, to approve the Trespass Ordinance with “Village Office” replaced with “Village Owned Buildings.” All members voted in favor. Motion carried.

- C. WESTERN AVE EVENT PARKING VARIANCE REQUEST - *Austin Curly not present. Discussion took place regarding this request in regards to emergency vehicle road access during the event, and conflicts with any school events taking place that date. Motion by Begeman, supported by Daniel to table the request until Chief Mansfield could contact Mattawan Consolidated Schools, to verify there are no school events taking place that date, and Austin Curly regarding specifics on where the parked vehicles will be located on the road. All members voted in favor. Motion carried.*

- D. APPROVE ENGAGEMENT LETTER AGREEMENT RELATED TO SERVICES FROM BAKERTILLY (approve invoice if agreement is approved)
Motion by Smith, supported by Daniel to approve letter of agreement from Baker Tilly. All members voted in favor. Motion carried.

- E. APPROVE BAKERTILLY INVOICE IN THE AMOUNT OF \$750.00
Motion by Smith, supported by Daniel to approve the invoice from Baker Tilly in the amount of \$750. All members vote in favor. Motion carried.

- F. SPRING CLEAN UP 2024
Motion by Stuut, supported by Begeman to approve the request for dumpsters to be delivered to the DPW building from Republic for April 12, 2024 and April 13, 2024 for the spring cleanup. All members voted in favor. Motion carried.

- G. DPW JOB POSTING - *Member Begeman discussed the recently presented DPW job posting for a new technician. Discussion took place regarding the previous hiring being*

done as a replacement for the retiring personnel. Council determined that should another position be required, a request for this would need to be presented and approved through a separate request or during the budget process.

15. COMMUNICATIONS

-Retirement letter from Steven Streich, DPW Technician

16. COMMENTS FROM VISITORS *None*

17. COMMENTS FROM COUNCIL

-Rob Brooks discussed the Western Ave. parking request.

-Member Stuut asked about the police department staffing being 24 hours. Chief Mansfield explained that due to staffing issues the department was not covered on a 24-hour basis, however as many hours as possible are being covered.

-Discussion took place regarding the traffic during peak times in the morning and afternoon. President Cole suggested looking into permanent "Your Speed Is" signs with digital displays to assist with traffic speed control near the main intersections near the schools. Member Stuut asked about getting assistance from other local departments to make police presence more visible during these peak times. Chief Mansfield stated he would look into the possibility of implementing these suggestions.

-Member Begeman asked about the street name signs for Concord Farms. Manager McLean and Chief Mansfield discussed the process of incorporation of new roadways into the Village, and not all of the roads under current construction had been incorporated as yet.

18. ADJOURNMENT @ 7:44 PM

Motion by Smith, supported by Stuut to adjourn. All members voted in favor. Motion carried.