

**VILLAGE OF MATTAWAN  
REGULAR COUNCIL MEETING**

**APRIL 22, 2024**

**AGENDA**

1. CALL TO ORDER @
2. PLEDGE OF ALLEGIANCE.
3. ATTENDANCE
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA
7. APPROVAL OF THE AGENDA
8. APPROVAL OF THE MINUTES OF **APRIL 8, 2024**
9. APPROVAL OF THE MINUTES FROM BUDGET WORKSHOP OF **APRIL 15, 2024**
10. BILLS TO BE APPROVED IN THE AMOUNT OF **\$31,056.95**
11. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM
12. 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  
*No meeting, no report*
  - D. LAW ENFORCEMENT COMMITTEE – CHAIR DANIEL  
*No meeting, no report*
  - 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  
*April 17<sup>th</sup>, 2024*

- I. DDA COMMITTEE – CHAIR ROB BROOKS  
*April 17<sup>th</sup>, 2024*
- J. KATS –  
*No meeting, no report*
  
- 13. STAFF REPORTS
  - A. POLICE DEPARTMENT – *Chief Mansfield*
  - B. ENGINEER’S REPORT - *Engineer Woodhams*
  - C. ATTORNEY’S REPORT – *Attorney Graham*
  
- 14. OLD BUSINESS
  
- 15. NEW BUSINESS
  - A. ADDRESSES FOR MAIN STREET PROPERTIES PROJECT BEHIND WAGONERS
  - B. ADOPT TRAFFIC CONTROL ORDER 24-007
  - C. TRAILER COACH PARKS ACT 243 OF 1959
  - D. SCHEDULE ZONING BOARD OF APPEALS FOR A VARIANCE REQUEST FROM BOB VANKAMPEN FOR PROPERTY LOCATED AT 57573 WEBSTER
  - E. REQUEST FROM THE DDA TO ALLOW THEM FULL CONTROL OF THE PLANNING AND FINANCIAL REQUIREMENTS OF THE CHRISTMAS AND MEMORIAL DAY EVENTS
  
- 16. COMMUNICATIONS  
-Letter from Alison Maxwell
  
- 17. COMMENTS FROM VISITORS
  
- 18. COMMENTS FROM COUNCIL
  
- 19. ADJOURNMENT @

**VILLAGE OF MATTAWAN  
REGULAR COUNCIL MEETING**

**APRIL 8, 2024**

**MINUTES**

1. CALL TO ORDER @ 7:00 PM
2. PLEDGE OF ALLEGIANCE.
3. ATTENDANCE *Begeman, Hedgspeth, Cole, Daniel, Stuut, Smith*  
ABSENT: *McLean*  
*Motion Smith, supported by Hedgspeth to excuse member McLean. All members voted in favor. Motion carried.*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA  
*President Cole added to the bills for a new total of \$267,265.64, and New Business G, H, I, J*
7. APPROVAL OF THE AGENDA  
*Motion by Begeman, supported by Stuut to approve agenda as amended. All members voted in favor. Motion carried*
8. APPROVAL OF THE MINUTES OF MARCH 25, 2024  
*Motion by Begeman, supported by Daniel to approve the minutes of March 25, 2024. All members voted in favor. Motion carried.*
9. BILLS TO BE APPROVED IN THE AMOUNT OF \$267,265.64  
*Motion by Begeman, supported by Hedgspeth to approve the bills in the amount of \$267,265.64. Roll call vote taken. All members voted in favor. Motion carried.*
10. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM
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  
*No meeting, no report*
  - D. LAW ENFORCEMENT COMMITTEE – CHAIR DANIEL  
*No meeting, no report*

- 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 discussed Amtrak Contract signing. BS & A virtual meeting to get a proposal to go from using server to the Cloud system, tracking low-income residence for the collection of discharge fee, install of street lights on Cole Ave, getting bids on tree removal for that area on Cole Ave.*
- B. ENGINEER’S REPORT – *Not in attendance*
- C. ATTORNEY’S REPORT – *Not in attendance*

13. OLD BUSINESS

14. NEW BUSINESS

- A. REQUEST FOR DPW COMMITTEE MEETING TO DISCUSS AMTRAK EASEMENT AGREEMENT – *Superintendent Anthony*  
***Motion by Smith, supported by Daniel to schedule DPW Committee meeting. All members voted in favor. Motion carried.***
- B. REQUEST FOR DPW COMMITTEE MEETING TO DISCUSS DRAFTING A LETTER TO ARMY CORPS OF ENGINEERS – *Superintendent Anthony*  
***Motion by Smith, supported by Daniel to schedule DPW Committee meeting. All members voted in favor. Motion carried.***
- C. ADOPT RESOLUTIONS FOR THE ADDITION OF INTERLOCHEN AND CASCADE INTO THE VILLAGE OF MATTAWAN– *Superintendent Anthony*  
***Motion by Begeman, supported by Smith to adopt the resolutions for the addition of Interlochen and Cascade. All members voted in favor. Motion carried.***

D. APPROVE REPLACEMENT OF SEWER PUMP FROM DUBOIS-COOPER IN THE AMOUNT OF \$6,886.00 – *Superintendent Anthony*

***Motion by Hedgspeth, supported by Begeman to replace the sewer pump in the amount of \$6,886.00. All members voted in favor. Motion carried***

E. APPROVE PURCHASE OF PARK SWINGS FROM SNIDER RECREATION INC. IN THE AMOUNT OF \$2,101.00 – *Superintendent Anthony*

***Motion by Smith, supported by Begeman to purchase park swings in the amount of \$2,101.00. All members voted in favor. Motion carried***

F. CHRISTMAS 2024 – *Member Stuut inquired and discussed with members, some information for the Christmas parade and tree lighting in the park for 2024 to be discussed at a DDA meeting.*

G. ADOPT TRAFFIC ORDERS 24-001 THROUGH 24-006 – *Chief Mansfield*

***Motion by Smith, supported by Daniel to adopt traffic orders 24-001 through 24-006. All members voted in favor. Motion carried***

H. SCHEDULE BUDGET WORKSHOP

***Motion by Smith, supported by Daniel to have a Budget Workshop April 15,2024 at 4:00pm. All members voted in favor. Motion carried***

I. SCHEDULE PUBLIC HEARING ON MAY 13, 2024 FOR THE 2024/2025 BUDGET

***Motion by Smith, supported by Stuut to have public hearing on May 13, 2024 at 7:00 PM.***

J. NEW ELECTRICAL INSPECTOR- *Manager McLean explained that effective*

*September 1, 2024 the Village's current Electrical Inspector, Lee Bailey will be retiring. She would like approval to advertise for the position.*

***Motion by Begeman, supported by Stuut to approve advertising for new Electrical Inspector. All members voted in favor. Motion carried.***

15. COMMUNICATIONS

-REVENUE AND EXPENSE REPORT

16. COMMENTS FROM VISITORS *Therese Mulmburg 25449 Pershing stated she is opposed to Closed Door Sessions during Council meetings. Manager McLean explained to her that there are certain instances where the Council is allowed, by law, to go into Closed Session. The meeting, on March 25, 2024 to which Therese is referring, Council entered Closed Session and due to the nature of the personnel matters being discussed is a justified circumstance for entering a closed session.*

17. COMMENTS FROM COUNCIL *None*

18. ADJOURNMENT @ 7:34

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

**VILLAGE OF MATTAWAN  
BUDGET WORKSHOP**

**APRIL 15, 2024**

**MINUTES**

1. CALL TO ORDER @ 4:00 PM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE: *Begeman, Cole, Daniel, Hedgspeth, McLean, Smith, Stuu*  
OTHERS IN ATTENDANCE: *Manager McLean, Chief Mansfield, Administrative Assistant Storm-Artis*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA  
*Motion by Smith, supported by to approve the agenda. All members voted in favor. Motion carried.*
8. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM *None*
9. OLD BUSINESS *None*
10. NEW BUSINESS
  - A. **2024/2025 Budget.** Manager McLean presented a first draft of the budget as a whole. She also presented a bid for the replacement of 4 computers for the village office. Wage increases were presented at 1%, 2%, 3% and 3.6% along with the formerly approved DPW technician wage scale increases. Chief Mansfield presented his original budget submission and the cuts that were necessary to balance. This included the elimination of the 7<sup>th</sup> officer and the MPD administrative assistant positions. Manager McLean further explained the minimalization of expenses built into the front office budget, including a change in employee health insurance which reduces the expense to the village. Discussion took place regarding the DPW budget. Manager McLean explained Superintendent Anthony was currently on vacation and she could not speak to specifics involving the DPW budget. Further discussion occurred including options for the next budget workshop. Council determined the next budget workshop would be April 22, 2024 at 5PM.
11. COMMUNICATIONS *None*

12. COMMENTS FROM VISITORS *None*
13. COMMENTS FROM COUNCIL *None*

14. ADJOURNMENT @ 4:52 PM

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

DRAFT

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/18/2024 AP Trx #: 25444	AP	Amazon Capital Services Capital Outlay Vnd: 1612 Invoice: 1XHW-LNWX-VPHP Expected Check Run: 04/22/2024	Invoice: 1XHW-LNWX-VPHP Ref#: 15528 (Monitor Stands) 101-301-97000 101-000-20200	53.90	53.90
04/18/2024 AP Trx #: 25445	AP	Amazon Capital Services Capital Outlay Vnd: 1612 Invoice: 1PNC-JGCP-YN4M Expected Check Run: 04/22/2024	Invoice: 1PNC-JGCP-YN4M Ref#: 15529 (Computer Monitors) 101-301-97000 101-000-20200	299.96	299.96
04/18/2024 AP Trx #: 25446	AP	Amazon Capital Services Capital Outlay Vnd: 1612 Invoice: 1FJF-19D4-TPNY Expected Check Run: 04/22/2024	Invoice: 1FJF-19D4-TPNY Ref#: 15530 (Gear Bag) 101-301-97000 101-000-20200	54.99	54.99
04/18/2024 AP Trx #: 25447	AP	Blue Cross Blue Shield of Mich Health Insurance Vnd: 1137 Invoice: 007015344710May24EE Expected Check Run: 04/22/2024	Invoice: 007015344710May24EE Ref#: 15531 (Health & Dental Insurance EE 5) 101-000-23500 101-000-20200	617.82	617.82



Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/18/2024	AP	Blue Cross Blue Shield of Mich	Invoice: 007015344710May24 Ref#: 15532(Health & Dental Insurance)		
AP Trx #: 25448		Health/Dental/Vision Ins	101-301-71900	2,554.44	
		Health/Dental/Vision Ins	101-265-71900	191.49	
		Health/Dental/Vision Ins	101-441-71900	221.17	
		Health/Dental/Vision Ins	101-751-71900	264.25	
		Health/Dental/Vision Ins	202-463-71900	388.72	
		Health/Dental/Vision Ins	202-478-71900	121.59	
		Health/Dental/Vision Ins	203-463-71900	195.32	
		Health/Dental/Vision Ins	203-478-71900	85.21	
		Health/Dental/Vision Ins	590-552-71900	575.42	
		Health/Dental/Vision Ins	590-553-71900	0.96	
		Health/Dental/Vision Ins	591-552-71900	1,368.18	
		Health/Dental/Vision Ins	591-553-71900	22.98	
		Health/Dental/Vision Ins	661-891-71900	172.34	
		Health/Dental/Vision Ins	101-215-71900	1,638.17	
		Health/Dental/Vision Ins	202-172-71900	255.64	
		Health/Dental/Vision Ins	203-172-71900	153.19	
		Health/Dental/Vision Ins	590-551-71900	682.65	
		Health/Dental/Vision Ins	591-551-71900	682.65	
		Vnd: 1137 Invoice: 007015344710May24			4,869.52
		Vnd: 1137 Invoice: 007015344710May24			765.95
		Vnd: 1137 Invoice: 007015344710May24			433.72
		Vnd: 1137 Invoice: 007015344710May24			1,259.03
		Vnd: 1137 Invoice: 007015344710May24			2,073.81
		Vnd: 1137 Invoice: 007015344710May24			172.34
Expected Check Run: 04/22/2024				9,574.37	9,574.37
04/18/2024	AP	CINTAS	Invoice: 4189100792 Ref#: 15533(Mats and Pants 4/10/24)		
AP Trx #: 25449		Uniform allowance	591-552-76800	45.11	
		Uniform allowance	590-552-76800	45.11	
		Contractual Services	101-265-81800	135.31	
		Vnd: 1226 Invoice: 4189100792			45.11
		Vnd: 1226 Invoice: 4189100792			45.11
		Vnd: 1226 Invoice: 4189100792			135.31
Expected Check Run: 04/22/2024				225.53	225.53
04/18/2024	AP	CINTAS	Invoice: 4189888828 Ref#: 15534(Mats and Pants 4/17/24)		
AP Trx #: 25450		Uniform allowance	591-552-76800	45.11	
		Uniform allowance	590-552-76800	45.11	
		Contractual Services	101-265-81800	135.31	
		Vnd: 1226 Invoice: 4189888828			45.11
		Vnd: 1226 Invoice: 4189888828			45.11
		Vnd: 1226 Invoice: 4189888828			135.31
Expected Check Run: 04/22/2024				225.53	225.53

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/19/2024 AP Trx #: 25451	AP	Civica Engineering PLLC Seal Coat Ryan Vnd: 1190 Invoice: 1001-34 4/18/24 Expected Check Run: 04/22/2024	Invoice: 1001-34 4/18/24 Ref#: 15545(Ryan Road Reconstruction Project 3 203-451-81820 203-000-20200	2,000.00	2,000.00
04/18/2024 AP Trx #: 25452	AP	Midwest Energy & Communications Street Lights Electric/Gas/Utilities Electric/Gas/Utilities Utilities - DPW Building Vnd: 0022 Invoice: 581 Mar24 Vnd: 0022 Invoice: 581 Mar24 Vnd: 0022 Invoice: 581 Mar24 Vnd: 0022 Invoice: 581 Mar24 Expected Check Run: 04/22/2024	Invoice: 581 Mar24 Ref#: 15541(Electric-25th St Well & Lift, Antwerp, F 101-441-92600 590-552-92100 591-552-92100 661-892-92100 101-000-20200 590-000-20200 591-000-20200 661-000-20200	192.28 4,893.80 1,862.78 318.47	2,000.00
04/18/2024 AP Trx #: 25453	AP	Midwest Energy & Communications Utilities - DPW Building Vnd: 0022 Invoice: 888004348 May24 Expected Check Run: 04/22/2024	Invoice: 888004348 May24 Ref#: 15542(Data & Phone-Freedom Ln Office 5/8 661-892-92100 661-000-20200	314.59	314.59
04/18/2024 AP Trx #: 25454	AP	Midwest Energy & Communications Electric/Gas/Utilities Vnd: 0022 Invoice: 888045841 May24 Expected Check Run: 04/22/2024	Invoice: 888045841 May24 Ref#: 15543(Data-25th St. Lift Station 5/8/24- 591-552-92100 591-000-20200	70.00	70.00
04/18/2024 AP Trx #: 25455	AP	Midwest Energy & Communications Electric/Gas/Utilities Vnd: 0022 Invoice: 888045842 May24 Expected Check Run: 04/22/2024	Invoice: 888045842 May24 Ref#: 15544 (Data-French Water Tower 5/8/24-6/7 591-552-92100 591-000-20200	70.00	70.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/18/2024 AP Trx #: 25456	AP	Office Depot Office Supplies Printing Vnd: 0108 Invoice: 6011568517657144Mr24 Expected Check Run: 04/22/2024	Invoice: 6011568517657144Mr24 Ref#: 15535 (Office Supplies-Post-Its, Pen 101-215-72600 56.97 101-301-90000 31.80 101-000-20200 88.77		
04/18/2024 AP Trx #: 25457	AP	Siegfried Crandall Month end accounting service-Ann Month end accounting service-Ann Month end accounting service-Ann Monthly end accounting service-Ann Monthly end accounting service-Ann Vnd: 0001 Invoice: 114682 Vnd: 0001 Invoice: 114682 Vnd: 0001 Invoice: 114682 Vnd: 0001 Invoice: 114682 Expected Check Run: 04/22/2024	Invoice: 114682 Ref#: 15536 (Month end service-Ann, Stephen March 202) 101-215-80200 602.00 202-172-80200 225.75 203-172-80200 135.45 590-551-80200 1,023.40 591-551-80200 1,023.40 101-000-20200 202-000-20200 602.00 203-000-20200 225.75 590-000-20200 135.45 591-000-20200 1,023.40		
04/19/2024 AP Trx #: 25458	AP	Southwest Plumbing Inspections Plumbing Inspector Vnd: 0981 Invoice: April 18 2024 Expected Check Run: 04/22/2024	Invoice: April 18 2024 Ref#: 15546 (First Half April 2024 Inspections) 101-380-80100 771.30 101-000-20200		
04/18/2024 AP Trx #: 25459	AP	State Industrial Products Contractual Vnd: 1599 Invoice: 903299152 Expected Check Run: 04/22/2024	Invoice: 903299152 Ref#: 15537 (*CA 9/11/23 Sewer Forcemain Treatment PI 590-552-81900 4,876.64 590-000-20200		

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/18/2024	AP	UNUM Life Insurance Company	Invoice: 0150183-001 1 May24 Ref#: 15538(Life/AD&D/Disability Insurance		
AP Trx #: 25460					
		Disability/Life/AD&D Ins	101-215-72000	95.89	
		Disability/Life/AD&D Ins	101-265-72000	17.63	
		Disability/Life/AD&D Ins	101-301-72000	547.96	
		Disability/Life/AD&D Ins	101-441-72000	20.40	
		Disability/Life/AD&D Ins	101-751-72000	24.28	
		Disability/Life/AD&D Ins	202-172-72000	14.97	
		Disability/Life/AD&D Ins	202-463-72000	36.36	
		Disability/Life/AD&D Ins	202-478-72000	14.97	
		Disability/Life/AD&D Ins	203-172-72000	8.98	
		Disability/Life/AD&D Ins	203-463-72000	18.29	
		Disability/Life/AD&D Ins	203-478-72000	9.31	
		Disability/Life/AD&D Ins	590-551-72000	39.91	
		Disability/Life/AD&D Ins	590-552-72000	65.74	
		Disability/Life/AD&D Ins	590-553-72000	0.11	
		Disability/Life/AD&D Ins	591-551-72000	39.91	
		Disability/Life/AD&D Ins	591-552-72000	135.80	
		Disability/Life/AD&D Ins	591-553-72000	2.11	
		Disability/Life/AD&D Ins	661-891-72000	15.96	
		Vnd: 0923 Invoice: 0150183-001 1 May24			706.16
		Vnd: 0923 Invoice: 0150183-001 1 May24			66.30
		Vnd: 0923 Invoice: 0150183-001 1 May24			36.58
		Vnd: 0923 Invoice: 0150183-001 1 May24			105.76
		Vnd: 0923 Invoice: 0150183-001 1 May24			177.82
		Vnd: 0923 Invoice: 0150183-001 1 May24			15.96
		Expected Check Run: 04/22/2024		1,108.58	1,108.58
04/18/2024	AP	VC3, Inc	Invoice: 145492 Ref#: 15539(Microsoft 365 Apps for GCC Montly Billin)		
AP Trx #: 25461		CONTRACTUAL IT			
		Vnd: 1309 Invoice: 145492	101-172-81910	84.00	84.00
			101-000-20200		
		Expected Check Run: 04/22/2024		84.00	84.00
04/18/2024	AP	Verizon Wireless	Invoice: 9961134619 Ref#: 15540(Cell Phones 3/9/24-4/8/24)		
AP Trx #: 25462		Telephone-Emergency	590-551-85300	255.18	
		Telephone	101-215-85300	43.79	
		Telephone-Emergency	591-551-85300	44.67	
		Vnd: 1231 Invoice: 9961134619	590-000-20200		255.18
		Vnd: 1231 Invoice: 9961134619	101-000-20200		43.79
		Vnd: 1231 Invoice: 9961134619	591-000-20200		44.67
		Expected Check Run: 04/22/2024		343.64	343.64
		Cash/Payable Account Totals:		31,056.95	31,056.95
		Accounts Payable			8,655.11

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
		Accounts Payable	202-000-20200		1,058.00
		Accounts Payable	203-000-20200		2,605.75
		Accounts Payable	590-000-20200		12,504.03
		Accounts Payable	591-000-20200		5,412.70
		Accounts Payable	661-000-20200		821.36
		TOTAL INCREASE IN PAYABLE:			31,056.95

MINTUES

1. CALL TO ORDER @ 7:00 PM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Lamb, Fournier*  
ABSENT: *Daniel, Stuu*  
OTHERS PRESENT: *Manager McLean*  
***Chair Fournier immediately adjourned the meeting due to a lack of a quorum***
4. WELCOME TO THE PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO THE AGENDA
7. APPROVAL OF THE AGENDA
8. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM
9. APPROVAL OF THE MINUTES OF MARCH 20, 2024
10. COUNCIL LIAISON REPORT-*Liaison Stuu*
11. OLD BUSINESS **None**
12. NEW BUSINESS **None**
13. COMMUNICATIONS
14. COMMENTS FROM VISITORS
15. COMMENTS FROM MEMBERS
16. ADJOURN @

**VILLAGE OF MATTAWAN  
DDA MEETING**

**APRIL 17, 2024**

**MINUTES**

1. CALL TO ORDER @ 8:00 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE: *Bringer, Brooks, Coy, Laughlin, Maxwell, Moyle, Penning, Reed*  
ABSENT: *Cavanaugh, Cole, Roberts*  
OTHERS PRESENT: *Engineer Woodhams, Manager McLean, Administrative Assistant Storm-Artis, Elizabeth Vaughn*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA *None*
8. APPROVAL OF THE MINUTES OF JANUARY 16, 2024 AND FEBRUARY 20, 2024  
*Chair Brooks tabled approval of the minutes of January 16, 2024 and February 20, 2024 next meeting May 21, 2024.*
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
  - A. SCULPTURE FOR FRONT STREET PEDESTAL - *Kelly VanderKley*  
*Manager McLean explained that the Attorney Graham was reviewing the contract, and that the council would need to approve before anything could move forward.*
  - B. 2024 HOLIDAY EVENTS  
*Manager McLean stated Naylor would be out this week, week of April 17, 2024, to look over the park to provide an estimate for the Christmas decorations. Elizabeth Vaughn spoke about the schedule for the Christmas events including the Lions Club Carnival, the parade, and that Santa had been booked. Chair Brooks stated the issue of who would be Santa came up during the previous council meeting. There was some discussion regarding the who would be in charge of holiday events, as last year the DDA appointed a sub-committee that worked with the parks and rec. council committee to plan the village park events and parade for Christmas. Engineer Woodhams suggested the DDA present a request to council for the DDA to control the planning of the holiday events, including funding said events. More discussion took place to clarify what the DDA would propose to council.*

***Motion by Coy, supported by Reed to ask the council if they will allow the DDA to take full control of the planning and financial requirements of the Christmas and Memorial Day events. Roll call vote taken. All members voted in favor. Motion carried.***

11. NEW BUSINESS

A. BUDGET

*Manager McLean presented the current DDA budget numbers submitted to the council workshop. Discussion took place regarding the portable restroom, and looking at an alternative to building a permanent structure, such as a drop in place restroom that would connect to the water and sewer park connections. Engineer Woodhams explained that if the DDA decided later to move forward with a particular project that exceeded the allocated amount, a budget amendment could be submitted. Discussion regarding the current DDA account balance, the previously committed funds, and the possibility of investing the current cash balance into higher yield CD's. Manager McLean stated she would reach out to the accountants to determine if this is a viable option.*

***Motion by Moyle, supported by Brooks to adopt the budget as presented for submission to council for approval. All members voted in favor. Motion carried.***

12. COMMUNICATIONS *None*

13. COMMENTS FROM VISITORS *None*

14. COMMENTS FROM MEMBERS *None*

15. ADJOURN @ ***8:47 AM***





# *Mattawan Police Department*

24221 Front Avenue  
Mattawan, Michigan 49071  
Phone: (269) 668-3661 Fax: (269) 668-7057  
Email: [police@mattawanmi.com](mailto:police@mattawanmi.com)  
Jeremy S. Mansfield, Chief of Police

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## **MONTHLY ACTIVITIES FOR MARCH**

**Monthly complaint count: 66**

**Patrol Initiated complaints: 9**

### **Activities;**

**Business Checks: 43    Community Relations: 4    Field Contacts: 1    Foot Patrol: 0**

**Traffic Stop Count: 67**

**Citation Count: 46**

**Offense Count: 53**

### **CHIEF'S REPORT**

- Working on Law Enforcement Information Network (LEIN) updated standards-policy updates, physical security, and identification.
- Multiple meetings with county and municipal partners.
- Continuing review of departmental policies and procedures.
- We had an officer attend Defensive Tactics Instructor and Field Training Officer Trainings, as well as mental health resilience.
- Progress is being made in the arduous process of bringing our evidence room into compliance with standards and record retention requirements/recommendations.
- Accreditation process has been stopped, with notice made to the State, due to a lack of resources.
- On going preparations for next fiscal year's budget.
- Recruit update-Continuing to progress nicely with a lot of positive feedback. He is very excited to enter Field Training.
- On going communication with partners and research into new CJIS/LEIN requirements requiring encryption standards for all our radios.
- Reported Use of Force statistics to FBI database for the previous month.

# Report By Violation

From 3/1/2024 12:00:00 AM to 3/31/2024 11:59:00 PM

Violation Code	Description	Count
257.301	DROVE WHILE LICENSE EXPIRED	1
257.255	EXPIRED REG. LESS THAN 6 MONTH-CIVIL INFRACTION	1
257.652	FAIL TO STOP LEAVING ALLEY OR PRIVATE DRIVE	1
257.689	DEFECTIVE EQUIP-NO TAILLIGHTS	1
257.628	SPEEDING 1-5 OVER LIMIT	18
257.708a	DEFECTIVE EQUIP-WINDSHIELD/GOGGLES VIOL	3
257.255	EXPIRED REG. LESS THAN 1 MONTH-CIVIL INFRACTION	1
257.602B	OPERATE WHILE HOLDING/USING MOBILE ELECTRONIC DEVICE	1
257.627(1)	TOO FAST FOR CONDITIONS	1
287.262	DOG AT LARGE- LICENSED &/OR UNLICENSED	1
500.3101	NO INSURANCE	2
257.648	NO SIGNAL ON LEFT OR RIGHT TURN	1
257.708	DEFECTIVE EQUIP-NO MIRROR	1
257.628	SPEEDING 6-10 OVER	2
257.868	DEFECTIVE EQUIP-ONE HEADLIGHT	2
257.255	EXPIRED REG. OVER 6 MONTHS- CIVIL INFRACTION	5
257.904A	DROVE WHILE NOT LICENSED (IN AND OUT OF STATE)	1
257.328(1)	NO PROOF OF INSURANCE- CAR	1
257.649(6)	DISOBEY STOP SIGN	9

\* Results do not include warnings or voided tickets.

4/17/2024 9:01:46 AM

Page 1 of 1

# Mattawan PD Offense Summary

Occurred 3/1/2024 - 3/31/2024

Offense	Total Offenses
1313 - 13001 - Assault and Battery/Simple Assault	1
1380 - 13003 - Telephone Used for Harassment, Threats	1
2379 - 23007 - Larceny of Gasoline, Self-Service Station	1
2399 - 23007 - Larceny (Other)	1
2996 - 29000 - Damage to Property - Throwing Stone, etc., at Train or Motor Vehicle	1
3547 - 35001 - Methamphetamine - Possess	1
5015 - 50000 - Failure to Appear	1
52 - Controlling Dogs Ordinance	4
5560 - 55000 - Dog Law Violations	1
5561 - 55000 - Animals at Large	1
5707 - 57001 - Trespass (Other)	1
8011 - 54001 - Motor Vehicle Accident - Failed to Stop and Identify	3
8054 - 54003 - Traffic - Violation of Basic Speed (Too Fast)	3
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	1
8275 - 54003 - Traffic - Driver License Law Violations	2
8277 - 54003 - Traffic - Registration Law Violations	2
8282 - 54003 - No Insurance	2
8325 - 54003 - Traffic - Pedestrian on Freeway	1
9901 - 89001 - Service of Comm Papers - Subpoenas/Dept of Comm Relative Hearings	1
9906 - 94001 - Motorist Assist	2
9910 - 93001 - Traffic, Non-Criminal - Accident	6
9924 - 95006 - Fire - Undetermined Fires	1
9939 - 98002 - Inspections/Investigations - Vehicle/VIN/School Bus	2
9941 - 98004 - Inspections/Investigations - Other Inspections	1
9942 - 98006 - Inspections/Investigations - Family Trouble	1
9943 - 98007 - Inspections/Investigations - Suspicious Situations	2
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	1
9953 - 99008 - Miscellaneous - General Assistance	10
9954 - 99008 - Miscellaneous - Assist to Fire Department	4
9955 - 99008 - Miscellaneous - Assist to EMS	7
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	4
9957 - 99008 - Miscellaneous - Residential/Business/Bank Alarm - False	2
<b>Total</b>	<b>72</b>

# STATE OF MICHIGAN

Seventh Judicial District

7<sup>th</sup> District Court – West

1007 E. Wells St.  
P.O. Box 311  
South Haven, MI 49090-0311  
Phone: (269) 637-5258

HON. ARTHUR H. CLARKE, III  
District Judge

**JAMES R. BECKER**  
Magistrate Court Administrator



7<sup>th</sup> District Court – East

212 Paw Paw Street, Ste. 130  
Paw Paw, MI 49079-1493  
Phone: (269) 657-8222

HON. MICHAEL T. MCKAY  
District Judge

APRIL 4, 2024

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## Ordinance Costs for Cities and Villages for the Month of March 2024

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PAW PAW	886.05
LAWTON	52.80
MATTAWAN	1237.50
DECATUR	174.90
LAWRENCE	123.75
ANTWERP	
KEELER	
PORTER TOWNSHIP	41.25
DECATUR TOWNSHIP	
GOBLES	
PAW PAW TOWNSHIP	
HAMILTON TOWNSHIP	
LAWRENCE TOWNSHIP	
ALMENA TOWNSHIP	\$2516.25
VAN BUREN COUNTY	\$5108.75

Prepared by:

*Susan Taylor*  
Susan E. Taylor  
Account Clerk



# *Mattawan Police Department*

24221 Front Avenue  
Mattawan, Michigan 49071  
Phone: (269) 668-3661 Fax: (269) 668-7057  
Email: [police@mattawanmi.com](mailto:police@mattawanmi.com)  
Jeremy S. Mansfield, Chief of Police

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## **VILLAGE OF MATTAWAN TRAFFIC CONTROL ORDER 24-007**

**Date:** April 9, 2024

In accordance with Michigan Compiled Laws, Michigan Administrative Code R. 28.1153, the Uniform Traffic Control Manual, and Village of Mattawan Ordinance(s) an investigation of the traffic conditions has been conducted upon Grandeur Avenue, Rue Bon Jour and Rue Abbe.

As a result of said investigation it is hereby ordered;

The speed limit on Grandeur Avenue, Rue Bon Jour and Rue Abbe shall be 25 miles per hour for all directions of travel. Signs depicting this speed limit shall be posted in both directions of travel shall be posted by the Department of Public Works.

This order shall take permanent effect upon the adoption by the Mattawan Village Council and speed limits signs being properly placed by the Department of Public Works.

This order shall expire 90 days from the date of filing, except upon the approval of the Mattawan Village Council at which time it becomes permanent.

This rescinds any conflicting portion of previous Traffic Control Orders.

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Jeremy S. Mansfield-Traffic Engineer

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Terri McLean-Village Clerk

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Date Filed with Clerk

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Date approved by Mattawan Village Council

**TRAILER COACH PARKS**  
**Act 243 of 1959**

AN ACT to define, license and regulate trailer coach parks; to prescribe the powers and duties of the state health commissioner and other state and local officers; to provide for the levy and collection of specific taxes on occupied trailers in trailer coach parks and the disposition of the revenues therefrom; to provide remedies and penalties for the violation of this act; and to repeal certain acts and parts of acts.

**History:** 1959, Act 243, Eff. Mar. 19, 1960.

*The People of the State of Michigan enact:*

**125.1001-125.1034 Repealed. 1976, Act 419, Eff. July 12, 1978.**

**125.1035 Trailer coach parks; location in more than one municipality.**

Sec. 35. If a trailer coach park is located in more than one municipality, then it shall be considered to be a separate park for each of the municipalities in which it is located, except that all requirements pertaining to physical arrangement and provision of facilities shall be the same as though for a single park. Any license fees and monthly taxes accruing to municipalities under the provisions of this act shall be paid to each municipality on the basis of the number of trailer coach sites in each municipality and the number of occupied trailer coaches on sites in each municipality.

**History:** 1959, Act 243, Eff. Mar. 19, 1960.

**125.1036 Repealed. 1970, Act 172, Imd. Eff. Jan. 1, 1971.**

**Compiler's note:** The repealed section pertained to trailer park summer license.

**125.1041 Specific tax; collection; exception; late payment penalty.**

Sec. 41. (1) Each licensee shall collect and remit a specific tax of \$3.00 per month, or major fraction thereof, per occupied trailer coach, which shall be a tax upon the owners or occupants of each occupied trailer coach, including trailer coaches licensed under the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923, notwithstanding any provision of the Michigan vehicle code, 1949 PA 300, MCL 257.1 to 257.923, to the contrary, occupying space within the trailer coach park. The specific tax shall be in lieu of any property tax levied upon the trailer coach pursuant to the provisions of the general property tax act, 1893 PA 206, MCL 211.1 to 211.157, upon or on account of the trailer while located in the trailer coach park. The licensee of a trailer coach park shall not collect a monthly tax for any space occupied by a trailer coach accompanied by an automobile when the trailer coach and automobile bear license plates issued by any state other than this state for an accumulated period not to exceed 90 days in any 12-month period, if all the occupants of the trailer coach with accompanying automobiles are tourists or vacationers. When 1 or more persons occupying a trailer coach bearing a foreign license are employed or are conducting any manner of business or furnishing any service for gain within this state, there shall be no exemption from the specific tax under this act.

(2) If a licensee does not remit the specific tax by the date required under section 43, the licensee shall pay a late payment penalty of 3% of the unpaid balance. Interest shall accrue on the unpaid balance at a rate of 1% per month and the licensee shall be liable for a civil fine of not more than \$10.00 per occupied trailer coach for each month the licensee does not remit the specific tax authorized under this section.

**History:** 1959, Act 243, Eff. Mar. 19, 1960;—Am. 2008, Act 5, Imd. Eff. Feb. 7, 2008.

**125.1042 Trailer coach parks; disbursement of tax revenue.**

Sec. 42. The treasurer of the municipality, in which a trailer coach park is located, shall accept and verify the monthly reports from licensees and collect and disburse the monthly tax payments as provided in this act. The municipal treasurer shall issue a receipt in triplicate for all money collected under this act, the original receipt to be given to the licensee, the duplicate to be retained by the treasurer for municipal records, and the triplicate, together with 50 cents per trailer coach shall be transmitted to the county treasurer, who shall issue a receipt for the amount received and credit the proceeds to the county general fund. The municipal treasurer shall credit the municipal general fund with 50 cents per trailer coach located within the municipality. For taxes transmitted after June 30, 1994, the municipal treasurer shall transmit \$2.00 for each trailer coach parked in the municipality to the state treasury for credit to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

**History:** 1959, Act 243, Eff. Mar. 19, 1960;—Am. 1994, Act 365, Imd. Eff. Dec. 27, 1994.

**125.1043 Trailer coach parks; tax, remittance; reimbursement of licensee.**

Rendered Wednesday, February 28, 2024

Page 1

Michigan Compiled Laws Complete Through PA 321 of 2023

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Courtesy of [www.legislature.mi.gov](http://www.legislature.mi.gov)

Sec. 43. All remittances of monthly taxes shall be made by the licensee on or before the fifth day of each month for the preceding month. Nothing in this act shall prohibit any licensee from reimbursing himself for the amount of each specific tax which he is obligated to collect and remit by adding to his charges for each parking space in his trailer coach park an amount equal to the specific tax levied hereunder.

**History:** 1959, Act 243, Eff. Mar. 19, 1960.

**125.1051-125.1097 Repealed. 1970, Act 172, Eff. Jan. 1, 1971;—1976, Act 419, Eff. July 12, 1978.**

# Village of Mattawan

## VARIANCE REQUEST APPLICATION

PERMIT FEE: COMMERCIAL - \$450

RESIDENTIAL - \$400

Date Fee Paid \$400 Cash Check no. Rept #686910

The Variance Request Application will be presented to the Zoning Board of Appeals who will schedule a public hearing. After the public hearing the Zoning Board of Appeals will make a decision on the request without unreasonable delay. Consideration of the Variance Request will be based on the criteria outlined in Sections 23.45 and 23.50 of Ordinance no. 214, Zoning Ordinance, a copy of which is attached.

### GENERAL INFORMATION

Name of Property Owner Bob Van Kampen  
Address of Property Owner 57573 Webster St  
Day time Phone number (678) 357-7604

### SPECIFIC VARIANCE INFORMATION

Address of property for which Variance is being requested 57573 Webster St.  
Mattawan, MI.

Property tax ID number \_\_\_\_\_

Current zoning of property Residential

Description of Variance (Specify which section of the Zoning Ordinance requires a Variance)  
Section 20.45 Access Management Requirments

What practical difficulties or unnecessary hardships are present?

The inability to have access to allow the removal and entry to my storage building with my car trailer and/or jet ski trailer!

Will the granting of this Variance be detrimental to adjacent property and the surrounding neighborhood?

No, I have no neighbors to the north or south of my property, the neighbor across the street west of my has no driveway on this road - Webster St.



What exceptional or extraordinary circumstances apply to this property that do not generally apply to other similarly zoned properties?

I purchased two side by side properties - parcel D and parcel E, when I went to get the permit to build the storage building I was told that I would need to make the two parcels one. I did this, paid the survey fee and village of Mattawan fee - the parcel consolidation. Then I was told that I could not put a second driveway. Is the condition or situation of the property unique compared to surrounding properties?

Is a Variance necessary to allow you to enjoy your property to the same extent as other property owners in the same zoning district and in the vicinity?

Yes, without this variance I will be unable to store and/or remove my trailers.

Any other information you would like to add?

There is another property right behind my house that has two driveways onto Concord Ave. which ~~has a bridge~~ has more traffic than Webster St.

I acknowledge that I have been notified that this request will be considered at a public hearing to be held on \_\_\_\_\_ at \_\_\_\_\_ o'clock. I certify that all requirements of Article 23 of Ordinance 214 pertaining to Variances will be met.

I understand that no order of the Zoning Board of Appeals permitting the erection or alteration of a building, an open air land use, or a parking lot shall be valid for longer than twelve (12) months, unless such use is established within such period or a permit for such erection or alteration is obtained within such period and such erection or alteration is commenced and proceeds to a completion in accordance with the terms of the permit.

Owner's signature Bob Van Kamp

Date 4-16-2024

Received by Erin Lehner

Date 4-16-2024

<b>FOR OFFICE USE ONLY</b>	Application approved?	YES	NO
	Additional comments: _____		
	_____		
	_____		
Signature _____	Date _____		
Village Clerk			

**From:** Allison Maxwell <allison@birddogmattawan.com>  
**Sent:** Wednesday, April 17, 2024 8:58 AM  
**To:** dcole@mattawanmi.com; lbegeman@mattawanmi.com; Jessalyn Stuut;  
tmclean@mattawanmi.com; jdaniel@mattawanmi.com; mhedgsbeth@mattawanmi.com;  
ssmith@mattawanmi.com; Terri McLean; offices@mattawanmi.com  
**Subject:** Land Lease

Hi,

I wanted to communicate this with the Council and I would like this included in the Communications for the next Village Meeting because I think there is some misinformation happening.

\*\*In April of 2023, a year ago, Terri sent me an email letting me know that our land rent was late. I dropped off a check for April, May and June.

\*\*In May of 2023 I sent Terri and Scott Graham an email reminding them that our lease was expiring at the end of the month and we needed an updated lease. I also reminded Terri that I already paid June's rent even though we didn't have a valid lease. I never heard a response.

\*\*In July of 2023 Terri sent me an email stating we were late on our rent. I reminded her again that we didn't have a valid lease & I hadn't heard anything from her or Scott. She informed me that the lease would be signed "next week" which was 6+ weeks after it expired. I went in to sign the lease once it was signed and was informed, after already writing the check, that our lease amount went up. No one communicated that with me and I never saw a copy beforehand. She told me to add it to the next payment. In July 2023, the day I signed the lease I paid July, August and September.

\*\*In October 2023 I paid October, November and December.

\*\*December/January we lost our Admin and I assumed she sent out January, February and March rents since we pay 3 months at a time. She did not and I noticed this April 15th when I was reconciling our checks since we reconcile our books quarterly. I never received a courtesy email or reminder that it was late.

\*\*After realizing that we didn't pay while reconciling our checks I went to the minutes because I knew Scott Smith would be all over the fact that we were late. I was right. I have never seen minutes where he brings up any other small business besides ours. Examples: Deck boards, parking lot, leased land. It's very apparent that he has a problem with us which I'm very confused about. But after reading the minutes I am disappointed that Terri wasn't more forthcoming about how she/us handles our rent. She has only reminded us ONE time in April of 2023 about late rent- a year ago. I reminded Terri TWO times that our lease was going to lapse and then did lapse for almost 2 months. The Village allowing the lease to lapse puts our Liquor License in risk & also our insurance on the leased land.

A very simple email, a sentence, reminding me about payment would have been a very simple task. I am taking full accountability for the late payment but things in life do happen. Terri and the admins in the office know we pay 3 months at a time (current months and 2 months in advance) so missing 3 months in a row should have been a clear indication that something happened & something was missed on our side.

If I have to send 2 reminders about our lease lapsing in the last year then why can't the Village send a simple sentence email? The statement Terri made in the minutes about a "regular reminder" is completely false.

Yesterday I dropped off a check for January through the end of May. Again, I apologize and take full accountability/responsibility for being late. I just wish the Village Manger or admins would have sent a quick email informing me they didn't receive our check for the 3 months and I would have immediately remedied it just like I did yesterday. I will make sure I personally drop off a check in person going forward.

--



**Allison Maxwell**

Co-Owner

**Bird Dog**

57649 Murray Street

Mattawan, MI 49071

phone: 269.668.4770

cell: 269.532.4447

[www.birddogmattawan.com](http://www.birddogmattawan.com) // instagram: [@birddogmattawan](https://www.instagram.com/birddogmattawan)