

**VILLAGE OF MATTAWAN
REGULAR COUNCIL MEETING**

APRIL 22, 2024

MINUTES

1. CALL TO ORDER @ 8:00 PM
2. PLEDGE OF ALLEGIANCE.
3. ATTENDANCE: *Begeman, Cole, Daniel, McLean, Smith, Stuut*
ABSENT: *Hedgspeth*
OTHERS PRESENT: *Manager McLean, Administrative Assistant Ranney-Holroyd, Administrative Assistant Storm-Artis, Engineer Woodhams, Attorney Graham, DDA Chair Brooks*
Motion by Smith, supported by Stuut to excuse member Hedgspeth. All members voted in favor. Motion carried.
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA
President Cole added \$21,873.55 to the bill for a new total of \$52,930.50, added New Business F Watermain Project, and added New Business E Ryan Road Project.
7. APPROVAL OF THE AGENDA
Motion by Stuut, supported by Begeman to approve the agenda as amended. All members voted in favor. Motion carried.
8. APPROVAL OF THE MINUTES OF APRIL 8, 2024
Motion by Smith, supported by Stuut to approve the minutes of April 8, 2024. All members voted in favor. Motion carried.
9. APPROVAL OF THE MINUTES FROM BUDGET WORKSHOP OF APRIL 15, 2024
Motion by Begeman, supported by Stuut to approve the minutes of the budget workshop of April 15, 2024. All members voted in favor. Motion carried.
10. BILLS TO BE APPROVED IN THE AMOUNT OF \$31,056.95
\$21,873.55
TOTAL \$52,930.50
Motion by Begeman, supported by Stuut to approve the bills in the amount of \$52,930.50. Roll call vote taken, all members voted in favor. Motion carried.
11. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM *None*

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 17th, 2024 Manager McLean informed council there was no quorum, and therefore no meeting held.
- I. DDA COMMITTEE – CHAIR ROB BROOKS
April 17th, 2024 DDA Chair Brooks informed council that there was nothing to report in addition to the agenda item to be discussed later in the meeting.
- J. KATS –
No meeting, no report

13. STAFF REPORTS

- A. POLICE DEPARTMENT – *Chief Mansfield presented his report to council which included 66 complaints, 9 patrol initiated complaints, 67 traffic stops, and 46 citations. Chief Mansfield stated he was continuing to update LEIN policies, meeting with county and municipal partners, and reviewing department policies and procedures. An officer recently attended Defensive Tactics Instructor and Field Training Officer training courses. Preparations for next years fiscal budget are continuing. The recruit continues to progress with positive feedback, and will soon be entering field training. Research on the CJIS/LEIN radio encryption requirements continues. Monthly use of force statistics reported to the FBI database.*
- B. ENGINEER’S REPORT - *Engineer Woodhams stated he had nothing else to report in addition to the agenda items to be discussed later in the meeting.*
- C. ATTORNEY’S REPORT – *Attorney Graham discussed correspondence received from Bird Dog restaurant in regards to the late rent payment, communication with Manager McLean, and delays with the lease signing. Attorney Graham stated the current lease and set rent amount with Bird Dog is valid through the end of May 2024. He also clarified that the village does not have any obligation or responsibility to send reminders of rent being due. He suggested council should review the rental amount and length of rental*

agreement for discussion at the next council meeting. Begeman asked if the current rent is \$525/month. Manager McLean confirmed the rent is \$525/month through the end of May 2024. Stuit asked what would happen if this is a delay in signing the lease or if no lease is signed. Attorney Graham clarified.

14. OLD BUSINESS *None*

15. NEW BUSINESS

A. ADDRESSES FOR MAIN STREET PROPERTIES PROJECT BEHIND WAGONERS

Manager McLean explained that the Village of Mattawan is the only municipality the county does not create/set the addresses for, and that Fleis and Vanderbrink completes our addressing which is then submitted to Van Buren County and was approved. As there was only one road through the complex that had both east-west and north-south sections, Fleis and Vanderbrink reached out to Van Buren County to get advice on if the addresses should be consistent throughout based on an east-west or north-south numbering system or if the numbering should change mid-complex where the direction changes. The advice given at the time was to stay consistent throughout the complex. Addresses were assigned based of the east-west directional numbering of McGillen. This addressing was later brought to the attention of Van Buren County due to the confusion that may occur when attempting to respond to a location in an emergency situation. Manager McLean then explained there are currently 16 residential units occupied and discussed some of the issues and hardships the current residents would face should a change in addressing take place.

Motion by Smith, supported by Daniel to not change the addresses. Further discussion took place. Council Member McLean explained how first responders are trained to quickly find locations based on the direction and number of the address and how the current numbering system can be confusing, and in emergency situations could delay getting assistance, which could cost lives or increase the damage to property. Further discussion took place. Daniel withdrew support, Smith withdrew motion. Motion by Begeman, supported by Stuit to change the addresses for Main St. Properties. All members voted in favor. Motion carried.

B. ADOPT TRAFFIC CONTROL ORDER 24-007

Motion by Smith, supported by Stuit to adopt Traffic Control Order 24-007. All members voted in favor. Motion carried.

C. TRAILER COACH PARKS ACT 243 OF 1959

Manager McLean explained the village had received several checks from Pine Village Estates to pay the Trailer Coach Parks Act fees due. She further explained this act states \$3.00 is to be paid per occupied trailer located in a designated trailer park. The village keeps \$0.50 per unit, the remainder is divided up amongst the township and county. Since receiving these payments, it was noted we had not been

receiving these monies from West Point Hills. Manager McLean asked council to provide direction on collecting these monies from West Point Hills moving forward. Motion by Smith, supported by Daniel to collect these payments from West Point Hills. All members voted in favor. Motion carried.

- D. SCHEDULE ZONING BOARD OF APPEALS FOR A VARIANCE REQUEST FROM BOB VANKAMPEN FOR PROPERTY LOCATED AT 57573 WEBSTER
Motion by Smith, supported by Daniel to schedule zoning board of appeals for a variance request from Bob Van Kampen for property located at 57573 Webster on 5/28/2024 at 7:00 PM. All members voted in favor. Motion carried.

- E. REQUEST FROM THE DDA TO ALLOW THEM FULL CONTROL OF THE PLANNING AND FINANCIAL REQUIREMENTS OF THE CHRISTMAS AND MEMORIAL DAY EVENTS
DDA Chair Brooks explained the DDA has already planned several events for 2024 Christmas and was concerned about the selection of a different Santa by the village. The DDA requested take full control of the planning and financial requirements of the Christmas and Memorial Day events.
Motion by Stuut, supported by Smith to grant full control to the DDA for Memorial Day and Christmas Day events with the approval of council.
Further discussion took place regarding the use of village resources and personnel. Stuut withdrew motion, Smith withdrew Support.
Further Discussion took place in regards to terminology to be used in motion.
Motion by Daniel, supported by Stuut to grant control, on a one-year trail basis, of the events of Memorial Day and Christmas, with any village resources subject to the approval of council. Voice vote taken, voice in opposition. Roll call vote taken. Begeman, Cole, Daniel, Smith, and Stuut voted yes. McLean voted no. Motion carried.

- F. APPROVE WATERMAIN PROJECT BID
Engineer Woodhams stated sealed bids were opened and came in around estimates. Discussion took place regarding funding, including a Water Fund loan, and reasons for replacement. Engineer Woodhams recommended approving the bid from SWT.
Motion by Smith, supported by McLean to approve the bid from SWT not to exceed \$3,705,721.94 contingent on concurrence with USDA Rural Development. Roll call vote taken. All members voted in favor. Motion carried.

- G. RYAN ROAD PROJECT
Engineer Woodhams explained we only received one bid from Peterson Construction and recommending accepting this bid. Funding comes from Local Streets.
Motion by Begeman to accept the bid from Peterson Construction in the amount of \$178,387.50. Roll call vote taken. Begeman, Cole, Daniel, McLean, and Stuut voted yes. Smith voted no. Motion carried.

16. COMMUNICATIONS

-Letter from Alison Maxwell

President Cole stated the letter was in relation to late rent and the Bird Dog Lease. This issue would be discussed at the next council meeting.

17. COMMENTS FROM VISITORS *None*

18. COMMENTS FROM COUNCIL

Stuut – VanBuren County Trail

It was determined by several in attendance this was no longer going to happen due to access to areas needing to be developed.

19. ADJOURNMENT @ **8:56 PM**

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

MINUTES

1. CALL TO ORDER @ 5:00 PM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE: *Begeman, Cole, Daniel, McLean, Smith, Stuit*
ABSENT: *Hedgspeth*
OTHERS PRESENT: *Manager McLean, Administrative Assistant Ranney-Holroyd, Administrative Assistant Storm-Artis, Superintendent Anthony, Chief Mansfield*
Motion by Smith, supported by Stuit to excuse member Hedgspeth. All members voted in favor. Motion carried.
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA
Motion by Begeman, supported by Stuit to approve the agenda as presented. 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** – *Superintendent Anthony presented the 2024-2025 fiscal year budget for the DPW departments, including past accomplishments, current and future projects, and long-term needs of the municipal water and sewer systems. Major projects presented included: a traffic light at Front and Western; chip sealing for Front Ave, Western, East McGillen, 60th, Glidden, and 26th; a drainage study for Hamilton/Kingdon neighborhood; lift station upgrades; and a new dumpster building for lift station cleaning and cold storage of equipment. Questions from council members surrounding the proposed new building for cold storage of equipment and the installation of a dumpster for sewage clean out remnants. Additions to the budget were made for window replacement on the Village Hall. Pay scales and pay increases were discussed, Manager McLean informed council a new spreadsheet with the changes proposed would be completed and available at the next budget workshop, along with adjustments to the budget to accommodate these increases.*

11. COMMUNICATIONS *None*
12. COMMENTS FROM VISITORS *None*
13. COMMENTS FROM COUNCIL *None*
14. ADJOURNMENT @ 6:50 PM
Motion by Smith, supported by Stuut to adjourn. All members voted in favor. Motion carried.

DRAFT

**VILLAGE OF MATTAWAN
ZONING BOARD OF APPEALS**

APRIL 22, 2024

MINUTES

1. CALL TO ORDER AT **7:00 P.M.**
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE: *Begeman, Cole, Daniel, McLean, Smith, Stuut*
ABSENT: *Hedgspeth*
OTHERS PRESENT: *Manager McLean, Attorney Scott Graham, Administrative Assistant Ranney-Holroyd*
Motion by Smith, supported by Stuut to excuse Hedgspeth absence. All members in favor. Motion carried
4. WELCOME TO THE PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. OPEN PUBLIC HEARING TO RECEIVE COMMENT ON A VARIANCE REQUEST APPLICATION SUBMITTED BY OAK TOWN CENTRE LLC FOR PROPERTY LOCATED AT 55040 N MAIN STREET. IF APPROVED IT WILL ALLOW A HIGHER DENSITY
Motion by Smith, supported by Stuut to open public hearing to receive comment on a variance request for Oak Towne Centre LLC for property at 55040 N Main Street. All members in favor. Motion carried.
7. PUBLIC COMMENT
Jolie Storm-Artis, 51696 Oak Drive, presented some statistics based on 2020 Census, current population and increases based on the proposed number of units, number of vehicles with the proposed increase, current income data, and local rent amounts.
Kathy Lhamon and Archie Lhman, 55647 Giddings Court, spoke opposing the project.
Written Submission from residents at 55475 Giddings Court opposing and from Charles River Labs in favor.
8. CLOSE PUBLIC HEARING
Motion by Smith, supported by Daniel to close public hearing. All members in favor. Motion carried.
9. ADDITIONS TO THE AGENDA *None*
10. APPROVAL OF THE AGENDA
Motion by Smith, supported by Stuut to approval the agenda. All members voted in favor. Motion carried.
11. OLD BUSINESS *None*
12. NEW BUSINESS

A. DISCUSSION & DECISION ON VARIANCE REQUEST SUBMITTED BY OAK TOWNE CENTRE

Comments on variance request from Representatives for Oak Town Centre Project Darren Malek and Tim Woodhams. Discussion by Council.

Motion by Smith to not approve variance request to Oak Towne Centre. Motion died do to lack of support.

Motion by Stuut, supported by Begeman to approve density variance for 192 units for the Oak Town Center. Begeman, Cole, Daniel, Mclean, Stuut voted in favor. Smith voted no. Motion carried.

13. PUBLIC COMMENT *None*

14. COMMENTS FROM VISITORS *None*

15. COMMENTS FROM MEMBERS *None*

16. ADJOURNMENT @ 7:56 PM

Motion by McLean, supported by Cole to adjourn. All members voted in favor. Motion carried.

MINUTES

1. CALL TO ORDER @ 5:00 PM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE: **Begeman, Cole, Daniel, McLean, Smith**
ABSENT: **Hedgspeth, Stuut**
OTHERS PRESENT: *Manager McLean, Superintendent Anthony, Chief Mansfield, Administrative Assistant Storm-Artis*
Motion by Smith, supported by Begeman to excuse Stuut. All members voted in favor. Motion carried.
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA
Motion by Begeman, supported by McLean to approve the agenda as presented.
8. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM
9. OLD BUSINESS
 - A. **2024/2025 Budget**
Manager McLean presented the budget as a whole. President Cole read a text received from Stuut regarding the wages of the office staff. She proposed an hourly increase of 3.4% plus \$1.00 in place of the previously proposed and budgeted 3.4% plus \$0.50. Council discussion took place and it was determined to move forward with the original proposed increase for office staff. Begeman had questions regarding the upcoming increase in water rates. Superintendent Anthony clarified the increase would be closer to 20% rather than the 40% initially discussed at previous budget workshops. Council discussed the proposed ne DPW building and possible alternatives. Council asked about some of the budgeted items in Buildings and Grounds. Discussion took place regarding holding some of the no longer needed funds for the future expansion of the Village Office and Police Department Building. Manager McLean stated she would discuss options with the accountant when he was in later this week. Smith asked about the contribution "Police Motor Vehicle Fund" which had been renamed to "Capital Improvement." Chief Mansfield explained what the fund was being used for. Discussion took place regarding 2024-2025 fiscal year plans for MPD vehicle purchase, DPW projects.

Smith and Begeman recommended moving the budget to the public hearing on May 13, 2024 at 7 PM.

10. NEW BUSINESS

11. COMMUNICATIONS *None*

12. COMMENTS FROM VISITORS *None*

13. COMMENTS FROM COUNCIL *None*

14. ADJOURNMENT @ 6:17 PM

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

DRAFT