

**VILLAGE OF MATTAWAN
REGULAR COUNCIL MEETING**

JUNE 24, 2024

AGENDA

1. CALL TO ORDER @ **7:00 PM**
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 **JUNE 10, 2024**
9. BILLS TO BE APPROVED IN THE AMOUNT OF **\$29,358.68**
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 COMITMTEE – CHAIR MCLEAN
No meeting, no report
 - H. PLANNING COMMISSION LIAISON REPORT – LIAISON STUUT
Meeting 6/19/2024.

- I. DDA COMMITTEE – CHAIR ROB BROOKS
Meeting 6/18/2024
 - J. KATS –
No meeting, no report

 - 12. STAFF REPORTS
 - A. POLICE DEPARTMENT- *Chief Mansfield*
 - B. ATTORNEY’S REPORT – *Attorney Graham*

 - 13. OLD BUSINESS
 - A. POLICE ACADEMY TUITION AGREEMENT-*tabled from last meeting so that Manager McLean can contact the recruit for additional information*
 - B. VC3 EMAIL MIGRATION-*tabled from last meeting*

 - 14. NEW BUSINESS
 - A. APPROVE VILLAGE OF MATTAWAN RIGHT OF WAY PERMIT PROCESS
 - B. INTRODUCTION OF NEW BUILDING INSPECTOR & APPROVE NEW BUILDING PERMIT FEES- *The Building Inspector is asking that the Village approve to allow the most current Building Valuation Data sheet to be used every time they are updated.*
 - C. APPROVE BUDGET AMENDMENTS FOR 2023/2024 FISCAL YEAR-*Will be available on Monday as work with the accountants continue on this*
 - D. REQUEST FOR DEVIATION FROM THE VILLAGE POLICY MANUAL AS PROPOSED BY CHIEF MANSFIELD
 - E. REQUEST CHANGES TO THE POLICE DEPARTMENTS JOB DESCRIPTION FOR POLICE SERGEANT
 - F. APPROVE CRACK FILL BIDS

Arnt Asphalt	\$9,600.00
Asphalt Restoration	\$9,004.20
 - G. ADOPT RESOLUTION IN SUPPORT OF COUNTY-WIDE ROAD MILLAGE BALLOT PROPOSAL
-
15. COMMUNICATIONS
-
16. COMMENTS FROM VISITORS
-
17. COMMENTS FROM COUNCIL

18. ADJOURNMENT @

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
- F. *No meeting, no report*
- G. POLICY & PERSONNEL COMMITTEE – CHAIR HEDGSPETH
No meeting, no report
- H. ZONING AND ORDINANCE COMMITTEE – CHAIR MCLEAN
No meeting, no report
- I. PLANNING COMMISSION LIAISON REPORT – LIAISON STUUT
No meeting, no report
- J. DDA COMMITTEE – CHAIR ROB BROOKS
No meeting, no report
- K. KATS –
No meeting, no report

13. STAFF REPORTS

- A. DEPARTMENT OF PUBLIC WORKS- *Superintendent Anthony stated DPW had been working on pothole patching, roadside mowing and brush chopping, and sweeping curbed areas of the village. He had received a call from Senator Peters regarding the status of funding for the Main Street reconstruction project. The check valve at the main lift station was changed but now the isolation valve is leaking so a rebuild kit has been ordered. If this kit is further delayed a different solution will be found for this repair. Superintendent Anthony has sent out for bids for crack filling, and is awaiting those to come in. He has been working with West Point Hills Mobile Home Park on their in-ground pool and clubhouse project and will be installing a 2-inch tap for them soon. A water tap on Webster will need to be relocated for the garage and driveway being put in by the resident. Lift Station pumps at Red Arrow and Root Road were cleaned out. In May there was 14,371,278 gallons of water and 9,018,000 gallons of sewer pumped.*
- B. ENGINEER’S REPORT – *Engineer Woodhams was not present*
- C. ATTORNEY REPORT – *Attorney Graham spoke about his work and evaluation regarding workers compensation claims and how it would be determined the correct way to proceed. With each claim the village evaluates the type of work, nature of condition, and other factors that can affect whether work can still be done. Each case can be different based on the specifics of each incident. Attorney Graham evaluated some recent issues and carefully decided how pay is done and is confident the village acted appropriately with workers comp situations.*

D. MANAGER REPORT-*Manager McLean stated for the second year in a row there were no outstanding delinquent accounts that were submitted to tax rolls. She spoke about her attendance at the Great Lakes Leadership Academy. Manager McLean and Engineer Woodhams were reviewing the recent updated signage in the HCBD and mentioned there may need to be a review of the current ordinance. She explained that Building and Sign permits were received from Village Workspace. The village had received West Point Hills and Pine Village Mobile Home Parks payments for the Trailer Coach Parks Act. Manager McLean had also explained she was working with Accountant Bryer on budget amendments that would be presented to council at the next meeting.*

14. OLD BUSINESS *None*

15. NEW BUSINESS

A. WISH-A-MILE BICYCLE TOUR

*Manager McLean explained the Wish-A-Mile was requesting a formal resolution stating the Village of Mattawan supports their event. Discussion took place regarding the effect on the closure of roads and working with Chief Mansfield to get these closures in place. It was asked that Attorney Graham review the template resolution submitted by Wish-A-Mile to determine if there are any concerns of note. Attorney Graham stated there were none. Further discussion took place clarifying if the event has taken place in prior years. **Motion by Begeman, supported by Stuut to approve the resolution of support for Wish-A-Mile Bicycle Tour. Roll Call vote taken. All members voted in favor. Motion carried.***

B. VC3 EMAIL MIGRATION

Manager McLean explained that our current e-mail system is migrating to a cloud-based system and the Village did not have a choice in this transition. She explained that the current e-mail addresses would remain unchanged, but MPD accounts were now required to have encryption. Further discussion included the number of Microsoft 365 subscriptions and e-mail accounts that are being included in the estimates presented to council. Manager McLean stated she need to clarify these specifics with VC3 and would re-present this to council.

Motion by Stuut, supported by Hedgspeth to table this issue until clarification by Manger McLean could be obtained. All members voted in favor. Motion carried.

C. ADOPT RESOLUTION TO ESTABLISH RATES FOR WATER SERVICE AT \$5.05/1000 GALLONS EFFECTIVE JULY 1, (*Curren rate is \$4.40/1000 gallons*)

Manager McLean stated the proposed new water rate, beginning July 1, 2024, \$5.05/1000 gallons, and \$7.80/1000 gallons for all users outside the village.

Motion by Stuut, supported by Daniel to approve the water rate resolution at the rates presented. Roll Call vote taken. All members voted in favor. Motion carried.

D. APPROVE ENGAGEMENT LETTER FROM SIEGFRIED CRANDALL FOR AUDIT SERVICES

Manager McLean explained this was an agreement with Siegfried Crandall for them to do the annual audit review.

Motion by Begeman, supported by Stuut to approve engagement letter from Siegfried Crandall for audit services. All members voted in favor. Motion carried.

E. POLICE ACADEMY TUITION AGREEMENT

Manager McLean informed council that the recent recruit graduate has decided to leave employment with the village. Preliminary totals of costs the village incurred that would be due for repayment from the recruit was presented to council. Discussion took place regarding collection of repayment, length of repayment terms, awareness of the recruit of repayment requirements, and presentation to the recruit of the amount to be repaid.

Motion by Begeman, supported by Hedgspeth to have Manager McLean reach out to the recruit to discuss the amount due for repayment, the ability and timeframe the recruit has to repay incurred costs, then present options for council consideration on repayment. All members voted in favor. Motion carried.

16. COMMUNICATIONS *None*

17. COMMENTS FROM VISITORS

Molly Chipouras, owner of Village Workspace, spoke to council regarding her experience since opening the business in the village. She informed council about the interaction she had with Building Inspector Verleger, and her displeasure in the professionalism he displayed. She wanted council to know how unwelcomed she felt regarding being a new business in the village. Village Workspace has some upcoming projects she feels will improve the Historical Downtown Business District. President Cole explained that the situation with Building Inspector Verleger was being investigated in depth. He then welcomed her and the business to the village and assured her that there was no intention of the council to make her or her business feel unwelcome.

18. COMMENTS FROM COUNCIL *None*

CLOSED SESSION FOR ATTORNEY OPINION

Motion by Stuut, supported by Begeman to enter closed session. All members voted in favor. Motion carried 7:43 PM.

Motion by Begeman, supported by Daniel to move back into open session. All member voted in favor. Motion carried 7:54 PM.

Motion by Cole, supported by Begeman for Manager McLean to follow the recommendation set forward during the closed session.

19. ADJOURNMENT @ 7:55 PM

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

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/19/2024	AP	Blue Cross Blue Shield of Mich	Invoice: 007015344 July2024 Ref#: 15786(Health & Dental Insurance 7/1/2		
AP Trx #: 25854		Health/Dental/Vision Ins	101-301-71900	4,816.87	
		Health/Dental/Vision Ins	101-265-71900	215.32	
		Health/Dental/Vision Ins	101-441-71900	248.25	
		Health/Dental/Vision Ins	101-751-71900	296.38	
		Health/Dental/Vision Ins	202-463-71900	436.98	
		Health/Dental/Vision Ins	202-478-71900	136.79	
		Health/Dental/Vision Ins	203-463-71900	219.12	
		Health/Dental/Vision Ins	203-478-71900	94.99	
		Health/Dental/Vision Ins	590-552-71900	645.97	
		Health/Dental/Vision Ins	590-553-71900	1.27	
		Health/Dental/Vision Ins	591-552-71900	1,536.39	
		Health/Dental/Vision Ins	591-553-71900	25.33	
		Health/Dental/Vision Ins	661-891-71900	193.79	
		Health/Dental/Vision Ins	101-215-71900	1,822.64	
		Health/Dental/Vision Ins	202-172-71900	284.99	
		Health/Dental/Vision Ins	203-172-71900	170.99	
		Health/Dental/Vision Ins	590-551-71900	759.96	
		Health/Dental/Vision Ins	591-551-71900	759.96	
		Vnd: 1137 Invoice: 007015344 July2024			7,399.46
		Vnd: 1137 Invoice: 007015344 July2024			858.76
		Vnd: 1137 Invoice: 007015344 July2024			485.10
		Vnd: 1137 Invoice: 007015344 July2024			1,407.20
		Vnd: 1137 Invoice: 007015344 July2024			2,321.68
		Vnd: 1137 Invoice: 007015344 July2024			193.79
		Expected Check Run: 06/24/2024		12,665.99	12,665.99
06/19/2024	AP	Blue Cross Blue Shield of Mich	Invoice: 007015344 EEJuly2024 Ref#: 15787(Health & Dental Insurance EE		
AP Trx #: 25855		Health Insurance	101-000-23500	769.25	769.25
		Vnd: 1137 Invoice: 007015344 EEJuly2024	101-000-20200		
		Expected Check Run: 06/24/2024		769.25	769.25
06/19/2024	AP	CINTAS	Invoice: 4196284515 Ref#: 15788(Mats and Pants 6/19/24)		
AP Trx #: 25856		Uniform allowance	591-552-76800	45.11	45.11
		Uniform allowance	590-552-76800	45.11	45.11
		Contractual Services	101-265-81800	135.31	135.31
		Vnd: 1226 Invoice: 4196284515	591-000-20200		
		Vnd: 1226 Invoice: 4196284515	590-000-20200		
		Vnd: 1226 Invoice: 4196284515	101-000-20200		
		Expected Check Run: 06/24/2024		225.53	225.53

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/19/2024	AP	CINTAS			
AP Trx #: 25857					
			Invoice: 4195569816 Ref#: 15789(Mats and Pants 6/12/24)		
		Uniform allowance	591-552-76800	45.11	
		Uniform allowance	590-552-76800	45.11	
		Contractual Services	101-265-81800	135.31	
		Vnd: 1226 Invoice: 4195569816			45.11
		Vnd: 1226 Invoice: 4195569816			45.11
		Vnd: 1226 Invoice: 4195569816			135.31
		Expected Check Run: 06/24/2024			
				225.53	225.53
06/19/2024	AP	First Advantage Occupational			
AP Trx #: 25858					
			Invoice: 2502872405 Ref#: 15790(Clinical Collection - James Adams)		
		Operating Supplies	591-552-72600	152.66	
		Vnd: 1248 Invoice: 2502872405	591-000-20200		152.66
		Expected Check Run: 06/24/2024			
				152.66	152.66
06/19/2024	AP	Interstate Billing Service			
AP Trx #: 25859					
			Invoice: 594724 May24 Ref#: 15791(Carleton Equip Co. 0001-657683)		
		Supplies	661-891-72600	1,110.00	
		Vnd: 0010 Invoice: 594724 May24	661-000-20200		1,110.00
		Expected Check Run: 06/24/2024			
				1,110.00	1,110.00
06/19/2024	AP	Midwest Energy & Communications			
AP Trx #: 25860					
			Invoice: 581 May24 Ref#: 15792(Electric-25th St Well & Lift, Antwerp, F		
		Street Lights	101-441-92600	169.72	
		Electric/Gas/Utilities	590-552-92100	5,377.98	
		Electric/Gas/Utilities	591-552-92100	1,647.26	
		Utilities - DPW Building	661-892-92100	304.96	
		Vnd: 0022 Invoice: 581 May24			169.72
		Vnd: 0022 Invoice: 581 May24			5,377.98
		Vnd: 0022 Invoice: 581 May24			1,647.26
		Vnd: 0022 Invoice: 581 May24			304.96
		Expected Check Run: 06/24/2024			
				7,499.92	7,499.92
06/19/2024	AP	Midwest Energy & Communications			
AP Trx #: 25861					
			Invoice: 888045842 July24 Ref#: 15793(Data-22061 French Water Tower 7/8		
		Electric/Gas/Utilities	591-552-92100	70.00	
		Vnd: 0022 Invoice: 888045842 July24	591-000-20200		70.00
		Expected Check Run: 06/24/2024			
				70.00	70.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/19/2024 AP Trx #: 25862	AP	Midwest Energy & Communications Invoice: 888045841 July24 Ref#: 15794(Data-52200 25th St Lift Station 7 Electric/Gas/Utilities Vnd: 0022 Invoice: 888045841 July24 591-552-92100 591-000-20200 Expected Check Run: 06/24/2024		70.00	70.00
06/19/2024 AP Trx #: 25863	AP	Midwest Energy & Communications Invoice: 888004348 July24 Ref#: 15795(Phone & Data-Freedom Ln Office 7/ Utilities - DPW Building Vnd: 0022 Invoice: 888004348 July24 661-892-92100 661-000-20200 Expected Check Run: 06/24/2024		314.59	314.59
06/19/2024 AP Trx #: 25864	AP	PITNEY BOWES Invoice: 3319204735 Ref#: 15796(Postal Meter Rental 3/30/24-6/29/24) Equip. Repair/Maint. Vnd: 1566 Invoice: 3319204735 101-215-77800 101-000-20200 Expected Check Run: 06/24/2024		413.28	413.28
06/19/2024 AP Trx #: 25865	AP	Rob's Tire & Auto Care LLC Invoice: 1038852 Ref#: 15797(2019 Dodge Charger Maintenance and Repair) Equipment Repairs & Maint. Vnd: 1210 Invoice: 1038852 101-301-77800 101-000-20200 Expected Check Run: 06/24/2024		1,577.78	1,577.78
06/19/2024 AP Trx #: 25866	AP	Sanderson DeHaan Irrigation Invoice: SWO206019 Ref#: 15798(Coupler, Elbow, Clamps and Service Fees) Contractual Serv. Vnd: 1168 Invoice: SWO206019 101-751-81800 101-000-20200 Expected Check Run: 06/24/2024		174.51	174.51
06/20/2024 AP Trx #: 25867	AP	Smart Source Invoice: 1816053 Ref#: 15806(General Account Checks (A/P & P/R)) Office Supplies Vnd: 1578 Invoice: 1816053 101-215-72600 101-000-20200 Expected Check Run: 06/24/2024		394.90	394.90
				<u>394.90</u>	<u>394.90</u>

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/20/2024	AP	Southwest Plumbing Inspections	Invoice: June 20, 2024 Ref#: 15807(Plumbing Inspections through June 20		
AP Trx #: 25868		Plumbing Inspector	101-380-80100	996.93	
		Vnd: 0981 Invoice: June 20, 2024	101-000-20200		996.93
		Expected Check Run: 06/24/2024		996.93	996.93
06/19/2024	AP	State Industrial Products	Invoice: 903386870 Ref#: 15799(*CA 9/11/23 Sewer Forcemain Treatment)		
AP Trx #: 25869		Contractual	590-552-81900	674.96	
		Vnd: 1599 Invoice: 903386870	590-000-20200		674.96
		Expected Check Run: 06/24/2024		674.96	674.96
06/19/2024	AP	UNUM Life Insurance Company	Invoice: 0150183-001 1 July24 Ref#: 15800(Life/AD&D/Disability Insuranc		
AP Trx #: 25870		Disability/Life/AD&D Ins	101-215-72000	87.64	
		Disability/Life/AD&D Ins	101-265-72000	16.11	
		Disability/Life/AD&D Ins	101-301-72000	500.78	
		Disability/Life/AD&D Ins	101-441-72000	18.64	
		Disability/Life/AD&D Ins	101-751-72000	22.19	
		Disability/Life/AD&D Ins	202-172-72000	13.68	
		Disability/Life/AD&D Ins	202-463-72000	33.23	
		Disability/Life/AD&D Ins	202-478-72000	13.68	
		Disability/Life/AD&D Ins	203-172-72000	8.21	
		Disability/Life/AD&D Ins	203-463-72000	16.72	
		Disability/Life/AD&D Ins	203-478-72000	8.51	
		Disability/Life/AD&D Ins	590-551-72000	36.47	
		Disability/Life/AD&D Ins	590-552-72000	60.08	
		Disability/Life/AD&D Ins	590-553-72000	0.10	
		Disability/Life/AD&D Ins	591-551-72000	36.47	
		Disability/Life/AD&D Ins	591-552-72000	124.11	
		Disability/Life/AD&D Ins	591-553-72000	1.92	
		Disability/Life/AD&D Ins	661-891-72000	14.59	
		Vnd: 0923 Invoice: 0150183-001 1 July24		645.36	
		Vnd: 0923 Invoice: 0150183-001 1 July24		60.59	
		Vnd: 0923 Invoice: 0150183-001 1 July24		33.44	
		Vnd: 0923 Invoice: 0150183-001 1 July24		96.65	
		Vnd: 0923 Invoice: 0150183-001 1 July24		162.50	
		Vnd: 0923 Invoice: 0150183-001 1 July24		14.59	
		Expected Check Run: 06/24/2024		1,013.13	1,013.13
06/19/2024	AP	USA Blue Book	Invoice: INV00382602 Ref#: 15801(QuickPro Roller Assembly, Stenner Duck		
AP Trx #: 25871		Arsenic Removal Program	591-552-81820	112.15	
		Vnd: 0189 Invoice: INV00382602	591-000-20200		112.15
		Expected Check Run: 06/24/2024		112.15	112.15

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/19/2024	AP	USA Blue Book			
AP Trx #: 25872		Invoice: INV00380411 Ref#: 15802 (Paint, Marking Flag)			
		Operating Supplies	591-552-72600	237.93	237.93
		Vnd: 0189 Invoice: INV00380411	591-000-20200		
		Expected Check Run: 06/24/2024			
				237.93	237.93
06/19/2024	AP	VC3, Inc			
AP Trx #: 25873		Invoice: 154656 Ref#: 15803 (Montly Microsoft 365 Apps For GCC June 2)			
		CONTRACTUAL IT	101-172-81910	84.00	84.00
		Vnd: 1309 Invoice: 154656	101-000-20200		
		Expected Check Run: 06/24/2024			
06/19/2024	AP	Verizon Wireless			
AP Trx #: 25874		Invoice: 9966136072 Ref#: 15804 (Cell Phones 5/9/24-6/8/24)			
		Telephone	101-215-85300	43.79	43.79
		Telephone-Emergency	590-551-85300	255.18	255.18
		Telephone-Emergency	591-551-85300	44.67	44.67
		Vnd: 1231 Invoice: 9966136072	101-000-20200		
		Vnd: 1231 Invoice: 9966136072	590-000-20200		
		Vnd: 1231 Invoice: 9966136072	591-000-20200		
		Expected Check Run: 06/24/2024			
				84.00	84.00
06/19/2024	AP	Weed Man			
AP Trx #: 25875		Invoice: 480797 Ref#: 15805 (Summer Weed Control 6/12/24)			
		Contractual Services	101-265-81800	232.00	232.00
		Vnd: 0992 Invoice: 480797	101-000-20200		
		Expected Check Run: 06/24/2024			
				343.64	343.64
Cash/Payable Account Totals:					
		Accounts Payable			13,171.60
		Accounts Payable			919.35
		Accounts Payable			518.54
		Accounts Payable			7,902.19
		Accounts Payable			4,909.07
		Accounts Payable			1,937.93
		TOTAL INCREASE IN PAYABLE:			29,358.68

**VILLAGE OF MATTAWAN
PLANNING COMMISSION**

JUNE 19, 2024

MINUTES

1. CALL TO ORDER @ 7:00
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Daniel, Fournier, Stuut*
ABSENT: *Lamb*
OTHERS PRESENT: *Manager McLean*
Motion by Fornier, supported by Stuut to excuse Lamb. All members voted in favor. Motion carried.
4. WELCOME TO THE PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO THE AGENDA *None*
7. APPROVAL OF THE AGENDA *None*
8. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM *None*
9. APPROVAL OF THE MINUTES OF MARCH 20, 2024
(Due to the lack of a quorum there was no meeting for April 2024 and May 2024)
Motion by Daniel, supported by Stuut to approve the agenda. All members voted in favor. Motion carried.
10. COUNCIL LIAISON REPORT-*Liaison Stuut explained the Village has a new building inspector. She also explained the Police Officer that completed academy but resigned his position after a short field training and this could affect Mattawan Police scheduling going forward.*
11. OLD BUSINES *None*
12. NEW BUSINESS *None*
13. COMMUNICATIONS *None*
14. COMMENTS FROM VISITORS *None*
15. COMMENTS FROM MEMBERS
Liaison Stuut suggested moving the meetings for the Planning Commission to quarterly.
16. ADJOURN @ 7:14 PM

**VILLAGE OF MATTAWAN
DDA MEETING**

JUNE 18, 2024

MINUTES

1. CALL TO ORDER @ 8:05 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Brininger, Brooks, Cavanaugh, Coy, Huyck, Laughlin, Maxwell, Moyle*
ABSENT: *Cole, Roberts*
OTHERS PRESENT: *Chief Mansfield, Administrative Assistant Storm-Artis*
4. WELCOME TO PUBLIC
IN ATTENDANCE: *Elizabeth Vaughn, Kelly Vander Kley*
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA
8. APPROVAL OF THE MINUTES OF MAY 21, 2024
Motion by Brooks, supported by Huyck to approve the minutes of May 21, 2024. All members voted in favor. Motion carried.
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS *None*
10. OLD BUSINESS
 - A. SCULPTURE FOR FRONT STREET PEDESTAL - *Kelly Vander Kley*
Discussion took place regarding the status of the contract. Administrative Assistant Storm-Artis explained that it had been sent to the village attorney for review and that there were some things that were of a concern to the attorney, but did not know specifics as those conversations were taking place between Manager McLean and the attorney. It was asked who could contact the attorney directly other than Manager McLean to discuss the status of the contract. Administrative Assistant explained the village manager and the president of council are authorized to reach out to the village attorney directly. Kelly Vander Kley then spoke about wanting style directions and had some basic concepts but was waiting for the contract to be signed. She further explained she had an idea to get community involvement by asking village residents for one word that describes Mattawan and incorporating that into the piece. Motion by Brooks, supported by Coy to request the village attorney provide an amended contract with Kelly Vander Kley for the park sculpture by the next DDA meeting on July 16, 2024. All members voted in favor. Motion carried.

B. DDA LANDSCAPING MONTHLY COST

Chair Brooks wanted clarification regarding the department heads spending limits, as at the last DDA meeting Tom stated the \$400 monthly cost for landscaping was within his spending limit and therefore needed no approval. Chief Mansfield explained how the spending limits work in relation to an individual expense. Further questions involved the bidding process, expenditures requiring council approval, and spending limit amounts for department heads. He also explained Village and Police millage rates in relation to the budget. Discussion continued and developed into conversation regarding the amount of funds the DDA has allocated to projects and liquid cash funds available for investment to increase the percent of interest that could be gained by putting these funds into a CD instead of a regular account.

Motion by Reed, supported by Brooks to request the DDA funds be invested in a CD with a higher interest rate than what the current DDA account receives. All members voted in favor. Motion carried.

11. NEW BUSINESS

A. CHIEF MANSFIELD PRESENTATION TO DDA – *Chief Mansfield explained there has been a recent focus on ordinance enforcement within the village from Village Council. He then presented some of the ordinances that may affect events and operations within the Village limits.*

12. COMMUNICATIONS ***None***

13. COMMENTS FROM VISITORS

Elizabeth Vaughn thanked Chair Brooks and Chief Mansfield for their work on making the Memorial Day Parade a successful and safe event. She also stated that Chair Brooks would be taking over the coordination of the Christmas Parade and she would be focusing on the park events.

14. COMMENTS FROM MEMBERS

Member Cavanaugh asked how to go about addressing the issues brought forward regarding Manager McLean and Attorney Graham. It was stated the way to address any issue regarding village operations is to attend the Village Council meetings and there are two opportunities for the public to speak. Also, the motions put forward would be agenda items during the next council meeting, and the minutes from the DDA meeting are included in the Council Packets sent to all council members prior to the meeting. She thanked Chief Mansfield and Administrative Assistant Storm-Artis for being at the DDA meeting and providing clarifying information on the topics discussed.

15. ADJOURN @ **9:37 AM**



Mattawan Police Department

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

MONTHLY ACTIVITIES FOR MAY

Monthly complaint count: 172

Patrol Initiated complaints: 80

Activities;

Business Checks: 20 Community Relations: 12 Field Contacts: 2 Foot Patrol: 0

Traffic Stop Count: 50

Citation Count: 36

Offense Count:45

CHIEF'S REPORT

- Memorial Day Parade went very well, there was more involvement than we anticipated. I attended the Memorial Day Park Service as well. Chairman Brooks with the DDA, Chief Brooks (MFD) and Supt. Anthony's help was greatly appreciated.
- Multiple meetings with county, state and municipal partners. DDA, Council, Chief's Association, MCOLES, etc.
- Continuing review of departmental policies and procedures.
- We had officers represent the department at a Veteran's Expo Fair in conjunction with the Antwerp Township Hall. This was to help educate veterans on services available, as well as fraud prevention education.
- The selection and application process has begun and will be ongoing until a selection is made for the open positions. The next academy starts in the fall and is filling quickly.
- Recruit update- Our recruit graduated, started his FTO and resigned. An exit interview was conducted with Manager McLean. We have also conducted an internal review of this situation to identify any areas of concern and things we are doing well.
- 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 5/1/2024 12:00:00 AM to 5/31/2024 11:59:00 PM

Violation Code	Description	Count
257.628	SPEEDING - 30 PLUS MILES OVER THE LIMIT	1
257.255	EXPIRED REG. LESS THAN 6 MONTH-CIVIL INFRACTION	1
257.628	LIMITED ACCESS SPEED 1-5 OVER	1
257.627	VBSL-FAIL TO STOP ASSURED CLEAR DISTANCE	1
257.868	DEFECTIVE EQUIP-ONE HEADLIGHT	1
500.3101	NO INSURANCE	1
257.628	SPEEDING 1-5 OVER LIMIT	20
257.626B	CARELESS DRIVING	1
257.255	EXPIRED REG. LESS THAN 3 MONTHS- CIVIL INFRACTION	2
257.328(1)	NO PROOF OF INSURANCE- CAR	1
257.628	SPEEDING 21-25 OVER LIMIT	1
257.649(6)	DISOBEY STOP SIGN	3
257.650	FAIL TO YEILD-LEFT TURN	1
257.255	EXPIRED REG. OVER 6 MONTHS- CIVIL INFRACTION	2
257.255	EXPIRED REG. LESS THAN 1 MONTH-CIVIL INFRACTION	1
257.602B	OPERATE WHILE HOLDING/USING MOBILE ELECTRONIC DEVICE	3
257.628	SPEEDING 6-10 OVER	4

* Results do not include warnings or voided tickets.

6/17/2024 12:01:34 PM

Page 1 of 1

Mattawan PD Offense Summary

Occurred 5/1/2024 - 5/31/2024

Offense	Total Offenses
1305 - 13002 - Aggravated/Felonious Assault - Non-Family - Other Weapon	1
1313 - 13001 - Assault and Battery/Simple Assault	5
151 - Grass and Noxious Weeds Ordinance	65
171 - Anti-Noise Ordinance	1
186 - Inoperable Vehicle Ordinance	2
191 - Anti Blight Ordinance	6
2408 - 24001 - Possess Stolen Vehicle	1
2699 - 26001 - Fraud (Other)	1
2902 - 29000 - Damage to Property - Private Property	1
2910 - 29000 - Malicious Destruction of Personal Property Less than \$200 - Domestic Relationship	1
3806 - 38001 - Neglect Child	1
4803 - 48000 - Making False Report	1
4877 - 48000 - Fleeing and Eluding (Felony)	1
5007 - 50000 - Obstructing Court Order	2
5099 - 50000 - Obstruct (Other)	1
52 - Controlling Dogs Ordinance	2
5289 - 52001 - Weapons Concealed (Other)	1
5309 - 53002 - Harassing Communications	1
5707 - 57001 - Trespass (Other)	3
7070 - 70000 - Runaway	2
7201 - Animal Cruelty - Simple/Gross Neglect	1
8011 - 54001 - Motor Vehicle Accident - Failed to Stop and Identify	2
8031 - 54002 - Operating Under the Influence of Controlled Substance	1
8041 - 54002 - Operating Under the Influence of Intoxicating Liquor	1
8112 - 54003 - Traffic - Failed to Yield at Signed Intersection	1
8277 - 54003 - Traffic - Registration Law Violations	1
8282 - 54003 - No Insurance	1
9905 - 94001 - Alarm Activations	1
9906 - 94001 - Motorist Assist	1
9910 - 93001 - Traffic, Non-Criminal - Accident	5
9941 - 98004 - Inspections/Investigations - Other Inspections	1
9942 - 98006 - Inspections/Investigations - Family Trouble	3
9943 - 98007 - Inspections/Investigations - Suspicious Situations	3
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	2
9946 - 99001 - Miscellaneous - Suicide	1

Mattawan PD Offense Summary

Occurred 5/1/2024 - 5/31/2024

Offense	Total Offenses
9948 - 99003 - Miscellaneous - Missing Persons	2
9953 - 99008 - Miscellaneous - General Assistance	7
9954 - 99008 - Miscellaneous - Assist to Fire Department	1
9954 - 99009 - Miscellaneous - Non-Criminal	3
9955 - 99008 - Miscellaneous - Assist to EMS	9
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	6
9957 - 99008 - Miscellaneous - Residential/Business/Bank Alarm - False	1
Total	153

STATE OF MICHIGAN

Seventh Judicial District

7th 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



7th District Court – East

212 Paw Paw Street, Ste. 130

Paw Paw, MI 49079-1493

Phone: (269) 657-8222

HON. MICHAEL T. MCKAY

District Judge

JUNE 6, 2024

Ordinance Costs for Cities and Villages for the Month of May 2024

PAW PAW	990.00
LAWTON	29.70
MATTAWAN	1165.17
DECATUR	283.80
LAWRENCE	171.60
ANTWERP	
KEELER	
PORTER TOWNSHIP	36.30
DECATUR TOWNSHIP	
GOBLES	
PAW PAW TOWNSHIP	
HAMILTON TOWNSHIP	82.50
LAWRENCE TOWNSHIP	
ALMENA TOWNSHIP	
	\$ 2759.07
VAN BUREN COUNTY	\$5601.76

Prepared by:

A handwritten signature in cursive script that reads "Susan Taylor".

Susan E. Taylor

Account Finance Clerk

RIGHT-OF-WAY PERMIT APPLICATION

Applicant

Company: _____

Name/Title: _____

Street Address: _____

City: _____ State _____ Zip Code _____

Telephone: _____ Email: _____

Contractor

Company: _____

Name/Title: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Applicant/Contractor requests a permit for the following work within the right of way of the Village of Mattawan Road.

Date work to begin: _____ Date work to end _____

Street name: _____

Cross Street #1: _____

Cross Street #2 _____

Project Notes:

___ New or ___ Reconstruction

A permit is granted in accordance with the foregoing application for the period stated above, and incorporating the key requirements and conditions agreed to by the permittee as found on page 2 and 3 of this Document.

TERMS AND CONDITIONS

1. **Specifications.** All work performed under this permit must be done in accordance with the application, plans, specifications, Maps and statements filed with Village of Mattawan and must comply with the Village of Mattawan's current procedures and regulations on file at its offices and the current MDOT Standard Specifications for Construction, if applicable.
2. **Fees and Costs.** The Applicant/ Permit Holder shall be responsible for all costs incurred by the Village of Mattawan relating to this Application and Permit. The Applicant/Permit Holder shall deposit estimated fees and costs, as determined by the Village of Mattawan, prior to permit issuance/approval.
3. **Bond.** The Permit Holder shall provide a cash deposit, irrevocable letter of credit or bond in a form and amount acceptable to the Village of Mattawan at the time permit is issued.
4. **Insurance.** The Permit Holder shall furnish proof of general liability insurance in amounts not less than \$2,000,000 each occurrence and general aggregate, proof of automobile liability in amounts not less than \$1,000,000 combined single limit for each accident, bodily injury per accident, and property damage per accident, and in an amount not less than \$500,000 for bodily injury per person. Such proof of insurance shall include a valid certificate of insurance demonstrating that the Village of Mattawan is an additional insured party on the policy. Such insurance shall cover a period not less than the term of this permit and shall provide that it cannot be cancelled without 30 days advance written notice to the Village of Mattawan, by certified mail, first-class, return receipt requested. This permit is invalid if insurance expires during the authorized period of work described herein.
5. **Indemnification.** In addition to any liability or obligation of the Permit Holder that may otherwise exist, Permit Holder shall, to the fullest extent permitted by law, indemnify and hold harmless the Village of Mattawan and its commissioners, officers, agents, and employees from and against any and all claims, actions, proceedings, liabilities, losses, and damages thereof, and any and all costs and expenses, including legal fees, associated therewith which the Village of Mattawan may sustain by reason of claims for or allegations of the negligence or violation of the terms and conditions of this permit by the Permit Holder, its officers, agents, or employees, arising out of the work which is the subject of this permit, or arising out of work not authorized by this permit, or arising out of the continued existence of the operation or facility, which is the subject of this permit.
6. **Miss Dig.** The Permit Holder must comply with the requirements of Michigan Public Ave 174 of 2013, as amended. CALL MISS DIG AT (800) 482-7171 or www.missdig.org AT LEAST THREE (3) FULL WORKING DAYS, BUT NOT MORE THAN FOURTEEN (14) CALENDAR DAYS, BEFORE YOU START WORK. The Permit Holder assumes all responsibility for damage to or interruption of underground utilities.
7. **Notification of Start and Completion of Work.** The Permit Holder must notify the Village of Mattawan at least 48 hours before starting work, when work is completed, and additionally as directed by the Village of Mattawan.
8. **Time Restrictions.** All work shall be performed Mondays through Fridays between and unless written approval is obtained from the Village of Mattawan, and work shall be performed only during the period set forth in this permit. Perform no work except emergency work, unless authorized by the Village of Mattawan on Saturdays, Sundays, or from on the day proceeding until the normal starting time the day after the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
9. **Safety.** Furnish, install and maintain all necessary traffic controls and protection during Permit Holder's operations in accordance with the Manual of Uniform Traffic Control Devices, Part 6 and any supplemental specifications set forth herein.

10. **Restoration and Repair of Road.** The construction, operation and maintenance of the activity covered by this permit shall be performed by the Permit Holder without cost to the Village of Mattawan unless specified herein. The Permit Holder shall also be responsible for the cost of restoration and repair of the right-of-way determined by the Village of Mattawan to be damaged as a result of the activity which is the subject of this permit. Restoration shall meet or exceed conditions when work is commenced and be in accordance with specifications. The Permit Holder shall be responsible for costs incurred by the Village of Mattawan for emergency repairs performed by or on behalf of the Village of Mattawan for the safety of the motoring public. Said repairs shall be performed with or without notice to the Permit Holder if immediate action is required. This determination shall be in the sole and reasonable opinion of the Village of Mattawan.
11. **Limitation of Permit.** Issuance of this permit does not relieve Permit Holder from meeting any and all requirements of law, or of other public bodies or agencies. The Permit Holder shall be responsible for securing and shall secure any other permits or permission necessary or required by law from cities, villages, townships, corporations, property owners, or individuals for the activities hereby permitted. Any work not described by the application, including the time and place thereof, is strictly prohibited in the absence of the application for and issuance of an additional permit or amendment to this permit.
12. **Revocation of Permit.** This permit may be suspended or revoked at will, and the Permit Holder shall surrender this permit and alter, relocate or remove its facilities at its expense at the request of the Village of Mattawan. It is understood that the rights granted herein are revocable at the will of the Village of Mattawan and that the Permit Holder acquires no rights in the right-of-way and expressly waives any right to claim damages or compensation in case this permit is revoked.
13. **Assignability.** This permit is not assignable and not transferable unless specifically agreed to by the Village of Mattawan in writing.
14. **Authority.** The statutory authority of the Village of Mattawan to require compliance with permit requirements is predicated upon its jurisdictional authority and is set forth in various statutes including, without limitation and in no particular order, MCL §247.321 et seq; MCL §224.19b; MCL §560.101 et seq; and MCL §247.171 et seq.
15. **I certify and acknowledge that**
 - (1) *The information contained in this application is true and correct,*
 - (2) *The commencement of the work described in this application shall constitute acceptance of the permit as issued, including all terms and conditions thereof and,*
 - (3) *If this permit is for commercial or residential work, I am the legal owner of the property, or I am the authorized representative.*
 - (4) *All work performed under this permit will be done in accordance with the Village of Mattawan Construction Guidelines*

Signature/Applicant/Contractor

Date

Village of Mattawan 6-24-2024

Building Valuation Data square foot construction costs updated ever February & August of every year to keep with the up-to-date cost of construction type & use. Asking the board to make a motion to allow the most current Building Valuation Data sheet to be used every time they are updated. I still will be using the current 2013 Building permit fee schedule from the Bureau of Construction Codes. This will make it easier than bringing it to the board every six months. Using the current building square foot cost keeps the buildings in line with the assessors records.

Thank you,

A handwritten signature in black ink, appearing to read 'Rich McGrew', enclosed within a large, loopy oval scribble.

Rich McGrew

Building Official

BUREAU OF CONSTRUCTION CODES
PERMIT AND INSPECTION FEE SCHEDULE

ESTABLISHED UNDER THE STILLE-DEROSSETT-HALE STATE CONSTRUCTION
CODE ACT, 1972 PA 230, MCL 125.1501 ET SEQ.

BUILDING PERMIT FEE SCHEDULE

The total cost of improvement is based on the Bureau of Construction Codes Square Foot Construction Cost Table. Plan review fees for use groups R-3 and R-4 only are included in this computation. Premanufactured unit fees are based upon 50% of the normal on-site construction permit fee. The first \$100.00 of an application fee is non-refundable.

to \$1,000 (includes one inspection only)	\$75.00
\$1,000 to \$10,000	75.00 plus \$10 per \$1,000 over \$1,000
\$10,001 to \$100,000	\$165.00 plus \$3 per \$1,000 over \$10,000
\$100,000 to \$500,000	\$435.00 plus \$2 per \$1,000 over \$100,000
\$500,000 plus	\$1,235.00 plus \$3 per \$1,000 over \$500,000

All work not involving a square foot computation:

Plan review and administration base fee

plus \$100.00 for each inspection	\$100.00
-----------------------------------	----------

Additional inspection

	\$100.00
--	----------

Special inspection (pertaining to sale of building)

	\$100.00
--	----------

Demolition:

Plan review and administration base fee

plus \$0.07 per square foot on demolition	\$100.00
---	----------

Certificate of Occupancy

(Required for all building permits except demolition permits)	\$50.00
---	---------

Approved by Construction Code Commission – February 13, 2013
Established by Director, Department of Licensing and Regulatory Affairs – February 26, 2013
Effective Date - April 1, 2013

BUREAU OF CONSTRUCTION CODES
SQUARE FOOT CONSTRUCTION COST TABLE

To be used with the Bureau of Construction Codes Building Permit and Plan Review Fee Schedules for computation of the "Total Cost of Improvement". The table below outlines the base cost per square foot for any given Use Group/Type of Construction combination. Unfinished basements must be computed separately at 20% of table cost. These figures are not intended to reflect actual cost of construction, but are only used as a basis for determination of fees related to services rendered for projects.

USE GROUP	(2009 Michigan Building Code)	TYPE OF CONSTRUCTION								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with or without stage	176.44	169.93	165.20	157.56	146.98	142.20	151.76	132.98	127.07
A-2	Assembly, nightclubs, restaurants, bars, banquet halls	151.03	146.72	141.70	136.83	127.57	124.97	131.74	115.44	113.02
A-3	Assembly, religious worship buildings, general, community halls, libraries, museums	178.16	171.65	166.92	159.28	148.82	144.24	153.47	134.83	128.91
A-4	Assembly, arenas	175.54	169.03	163.40	156.66	145.18	141.50	150.86	131.18	126.17
A-5	Assembly, bleachers, grandstands, stadiums	156.59	150.08	144.45	137.72	125.75	122.53	131.91	112.21	107.20
B	Business	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
E	Educational	163.53	157.90	153.20	146.21	136.19	128.91	141.11	118.49	114.47
F-1	Factory and industrial, moderate hazard	92.97	88.61	83.30	80.08	71.35	68.29	76.52	58.88	55.23
F-2	Factory and industrial, low hazard	92.07	87.71	83.30	79.18	71.35	67.39	75.62	58.88	54.33
H-1	High Hazard, explosives	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	N.P.
H234	High Hazard	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	49.55
H-5	HPM	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
I-1	Institutional, supervised environment	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
I-2	Institutional, hospitals, nursing homes	263.67	257.99	252.91	245.84	232.14	N.P.	240.17	217.03	N.P.
I-3	Institutional, restrained	176.87	171.19	166.11	159.04	147.61	142.08	153.37	132.50	125.48
I-4	Institutional, day care facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
M	Mercantile	113.22	108.91	103.89	99.02	90.41	87.80	93.93	78.28	75.86
R-1	Residential, hotels and motels	155.54	150.13	145.97	139.70	128.56	125.20	136.34	115.49	111.44
R-2	Residential, multiple family including dormitories, convents, monasteries	130.40	124.99	120.83	114.56	104.04	100.68	111.82	90.97	86.92
R-3	Residential, one- and two-family	122.74	119.39	116.36	113.47	108.94	106.23	109.87	101.79	95.34
R-4	Residential, care/assisted living facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
S-1	Storage, moderate hazard	86.21	81.85	76.54	73.32	64.77	61.71	69.76	52.30	48.65
S-2	Storage, low hazard	85.31	80.95	76.54	72.42	64.77	60.81	68.86	52.30	47.75
U	Utility, miscellaneous	64.61	61.02	57.11	53.93	48.40	45.26	51.34	37.85	35.85

Approved by Construction Code Commission – February 13, 2013
Established by Director, Department of Licensing & Regulatory Affairs – February 26, 2013
Effective Date – April 1, 2013

Effective June 24th, 2024, the fees for Building Permits in the Mattawan Village will be based on the most current Building Valuation Data published by the International Code Council, which is updated every February and August.

This adjustment will allow the Building Department to ensure fees are consistent with other entities and alleviate instances of multi-year adjustments.

Moving forward, the permit fees for residential and commercial projects will be based on the same fee chart, with a few minor exceptions noted below.

The building valuation for a project is a calculation done by the Building Official who multiplies total square footage times the average cost of construction per square foot for a given building's construction type and use. Once a building value is calculated, it is then applied to our current fee schedule to determine the actual permit fee charged.

We are currently using "Bureau of Construction Codes Permit and Inspection Fee Schedule dated April 1, 2013". We will continue to use the 2013 scale, with a few modifications for miscellaneous residential activities noted below

1. Exceptions to Residential Permit Fee calculation based on Permit & Inspection Fee Schedule (2013 BCC) using current ICC valuation chart are as follows:
 - a. Pool - \$200.00
 - b. Pool Bond - \$300.00
 - c. Roof - \$100.00
 - d. DECKS
 1. Deck up to 200 sq ft- \$150.00
 2. Deck over 200 sq ft- Calculate @ current valuation times Permit and Inspection Fee Schedule (2013 BCC)
 - e. INSPECTIONS
 1. Radon Inspection – under concrete floor - \$50.00
 2. Additional inspections, per trip - \$100.00
 - f. Permit Renewal Fee - \$100.00
 - g. Residential Demo Permit - \$100.00
 - h. Certificate of Occupancy – New construction or remodel - \$50.00
 - i. Residential and Commercial remodel and Residential Basement finish - 50% reduction in permit fee for both
 - j. MODULAR & MOBILE HOME BASE FEE, first 1,000 sq ft
 1. Homes with pillars or slab - \$150.00
 2. Homes with basement or crawl space - \$200.00
 3. Over 1,000 sq ft - \$.20/sq ft
 4. Basement, crawl space, attached garage, decks, 3-Season Room - \$.10/sq ft

k. ACCESSORY BUILDINGS

1. Valuation Chart for Garages with foundations and \$31.50 for post frame construction per sq ft.

Plan Review Fees

The building plan review fee is non-refundable.

- a. Plan Review Fees for any residential or accessory structure are included in the square ft valuation fee scale.
- b. Commercial Plan Review Fees shall be 25% of the calculated Building Permit Fee.

(Continue to remaining pages and complete before printing this document)

This form can be completed by tabbing to each field and typing in the required information.

Mattawan Village
Building Department
PO Box 36
Cassopolis, MI 49031
Phone: 269-228-3234
mcgrewbuilding@gmail.com

120
B 2024 B

Authority: 1972 PA 230 Penalty: Failure to provide the information may result in denial of your request.	LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.
---	--

Project or Facility Information			
PROJECT NAME		ADDRESS	
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED			ZIP CODE
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF:		CITY	ZIP CODE
COUNTY	BETWEEN	AND	

Applicant				
NAME		E-MAIL		
ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

Owner of the land in fee on which the building or structure will be constructed			
NAME		ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)

Cost and Fees			
ESTIMATED PROJECT COST \$ _____			
Re-Open Expired Permit	\$75.00		
Island Inspection Fee (Where ferries, boats or planes are involved.)	\$50.00		
CERTIFICATE OF OCCUPANCY (\$50.00 FEE) <input type="checkbox"/> YES <input type="checkbox"/> NO	BUILDING PERMIT FEE ENCLOSED (The first \$100.00 of an application is non-refundable) \$ _____		OR STATE ACCOUNT NUMBER _____

Validation – For Department Use Only	Validation Area
USE GROUP _____	
TYPE OF CONSTRUCTION _____	
SQUARE FEET _____	
APPLICATION FEE (non-refundable) \$ _____ ?	
CERTIFICATE OF OCCUPANCY <input type="checkbox"/> YES <input type="checkbox"/> NO \$ _____	
NUMBER OF INSPECTIONS _____ \$ _____	
TOTAL PERMIT FEE \$ _____	
APPROVAL SIGNATURE _____	

Residential builder or Residential maintenance and alteration contractor			
NAME	COMPANY NAME	ADDRESS	
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)
STATE OF MICHIGAN LICENSE NUMBER			EXPIRATION DATE
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)		WORKERS COMP INSURANCE CARRIER (or reason for exemption)	
UNEMPLOYMENT INSURANCE AGENCY EMPLOYER ACCOUNT NUMBER (or reason for exemption)			

Purpose of Project				
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> FOUNDATION ONLY	<input type="checkbox"/> RELOCATION
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOBILE HOME SET-UP	<input type="checkbox"/> PREMANUFACTURE	<input type="checkbox"/> OTHER _____

Plan Review Required

2 sets of construction documents and 1 digital copy are required with each application for a permit. Construction documents must be sealed and signed by an architect or professional engineer in accordance with 1980, PA 299 as amended. The seal and signature is not required for one- and two-family dwellings less than 3,500 square feet of calculated floor area and public works less than \$15,000 in total construction cost. Applicant must submit a detailed statement in writing, verified by affidavit of the individual making it, of the specifications for the building or structure, and full and complete copies of the plans drawn to scale of the proposed work. Applicant must also submit a site plan showing the dimensions, and the location of the proposed building or structure and the other buildings or structures on the same premises.

Residential - Buildings Regulated by the Michigan Residential Code		
<input type="checkbox"/> ONE FAMILY	<input type="checkbox"/> TOWNHOUSE NO. OF UNITS _____	<input type="checkbox"/> DETACHED GARAGE
<input type="checkbox"/> TWO OR MORE FAMILY NO. OF UNITS _____	<input type="checkbox"/> ATTACHED GARAGE	<input type="checkbox"/> OTHER _____

Buildings Regulated by the Michigan Building Code		
<input type="checkbox"/> (A-1) ASSEMBLY (THEATRES, ETC.)	<input type="checkbox"/> (H-1) HIGH HAZARD (DETONATION)	<input type="checkbox"/> (M) MERCANTILE
<input type="checkbox"/> (A-2) ASSEMBLY (RESTAURANTS, BARS, ETC.)	<input type="checkbox"/> (H-2) HIGH HAZARD (DEFLAGRATION)	<input type="checkbox"/> (R-1) RESIDENTIAL 1 (HOTELS, MOTELS)
<input type="checkbox"/> (A-3) ASSEMBLY (CHURCHES, LIBRARIES, ETC.)	<input type="checkbox"/> (H-3) HIGH HAZARD (COMBUSTION)	<input type="checkbox"/> (R-2) RESIDENTIAL 2 (MULTIPLE FAMILY)
<input type="checkbox"/> (A-4) ASSEMBLY (INDOOR SPORTS, ETC.)	<input type="checkbox"/> (H-4) HIGH HAZARD (HEALTH HAZARD)	<input type="checkbox"/> (R-3) RESIDENTIAL 3 (1 & 2 FAMILY)
<input type="checkbox"/> (A-5) ASSEMBLY (OUTDOOR SPORTS, ETC.)	<input type="checkbox"/> (H-5) HIGH HAZARD (HPM)	<input type="checkbox"/> (R-4) RESIDENTIAL 4 (ASSISTED LIVING)
<input type="checkbox"/> (B) BUSINESS	<input type="checkbox"/> (I-1) INSTITUTIONAL 1 (SUPERVISED)	<input type="checkbox"/> (S-1) STORAGE 1 (MODERATE HAZARD)
<input type="checkbox"/> (E) EDUCATION	<input type="checkbox"/> (I-2) INSTITUTIONAL 2 (HOSPITALS ETC.)	<input type="checkbox"/> (S-2) STORAGE 2 (LOW HAZARD)
<input type="checkbox"/> (F-1) FACTORY (MODERATE HAZARD)	<input type="checkbox"/> (I-3) INSTITUTIONAL 3 (PRISONS ETC.)	<input type="checkbox"/> (U) UTILITY (MISCELLANEOUS)
<input type="checkbox"/> (F-2) FACTORY (LOW HAZARD)	<input type="checkbox"/> (I-4) INSTITUTIONAL 4 (DAY CARE ETC.)	

WILL THERE BE FIRE SUPPRESSION? YES NO SCOPE OF WORK?

Type of Construction		
<input type="checkbox"/> 1A - Non-Combustible (Protected Structural Elements) 3HR	<input type="checkbox"/> 1B - Non-Combustible (Rated Structural Elements) 2HR	<input type="checkbox"/> 2A - Non-Combustible (Rated Structural Elements) 1HR
<input type="checkbox"/> 2B - Non-Combustible (Non-Rated Structural Elements)	<input type="checkbox"/> 3A - Non-Combustibles (Exterior Walls Only)	<input type="checkbox"/> 3B - Non-Combustible (Bearing Walls Rated)
<input type="checkbox"/> 4 - Heavy Timber	<input type="checkbox"/> 5A - Combustible (Structural Elements Rated) 1HR	<input type="checkbox"/> 5B - Combustible (All Elements Not Rated)

C. Dimensions / Data			
FLOOR AREA:	EXISTING	ALTERATIONS	NEW
BASEMENT	_____	_____	_____
1ST & 2ND FLOOR	_____	_____	_____
3RD FLOOR & ABOVE	_____	_____	_____
TOTAL AREA	_____	_____	_____

Site or Plot Plan - For Applicant Use

Local Governmental Agency to Complete This Section

ENVIRONMENTAL CONTROL APPROVALS

	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - Zoning	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA				
B - Fire District	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA				
C - Health Department	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA				
D - Soil Erosion	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA				
E - Flood Zone	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA				

General: Building work shall not be started until the permit has been issued by the Bureau of Construction Codes. All installations shall be in compliance with the Michigan Building Codes. **No work shall be concealed until it has been inspected.** The telephone number for the inspector will be provided on the permit form. **When ready for an inspection, call the inspector providing as much advance notice as possible and provide the job location, permit number, and contact information. Schedule permitting, the inspector will respond to an inspection request within two (2) business days to schedule the inspection. Inspections are typically performed within five (5) business days subject to the inspection schedule.**

Expiration of Permit: A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00.**

Where to Submit Application: Permit applications should be sent to the address or email on the first page of this application. Questions regarding issued permits may be directed to mcgrewbuilding or 269-228-3234.

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

I, _____ (name), _____ (title), attest that the statements, specifications, and plans submitted with this application are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed work. I further attest that this application complies with the requirements of MCL 125.1510 and that I am a person authorized under MCL 125.1510(2) to make the statements and attestations contained in this application under MCL 125.1510(2).

SIGNATURE

DATE



Building Valuation Data – FEBRUARY 2024

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2024. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$257.82/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$257.82/sq. ft x 0.0075
= \$30,938

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c}

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	330.56	318.80	309.39	297.20	277.71	269.67	287.04	258.79	248.89
A-1 Assembly, theaters, without stage	303.49	291.73	282.32	270.13	250.88	242.84	259.97	231.96	222.06
A-2 Assembly, nightclubs	272.51	264.43	256.91	248.19	232.76	226.12	239.28	211.57	204.72
A-2 Assembly, restaurants, bars, banquet halls	271.51	263.43	254.91	247.19	230.76	225.12	238.28	209.57	203.72
A-3 Assembly, churches	308.01	296.25	286.84	274.65	255.52	247.48	264.49	236.60	226.71
A-3 Assembly, general, community halls, libraries, museums	258.66	246.90	236.50	225.30	205.06	198.01	215.15	186.13	177.24
A-4 Assembly, arenas	302.49	290.73	280.32	269.13	248.88	241.84	258.97	229.96	221.06
B Business	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
E Educational	276.33	266.73	258.30	247.60	231.08	219.28	239.09	202.46	195.97
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High Hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
H234 High Hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5 HPM	289.51	279.23	269.21	257.82	235.42	227.07	247.91	210.39	200.78
I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2 Institutional, hospitals	455.16	444.88	434.86	423.47	399.17	N.P.	413.57	374.14	N.P.
I-2 Institutional, nursing homes	315.97	303.75	293.73	282.34	261.43	N.P.	272.44	236.40	N.P.
I-3 Institutional, restrained	338.01	327.73	317.71	306.32	285.40	276.05	296.41	260.38	248.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	203.29	195.21	186.69	178.98	163.28	157.64	170.06	142.09	136.24
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family ^d	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$31.50 per sq. ft.

Building Valuation Data – AUGUST 2023

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in February 2024. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2021 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

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include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.
2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$231.65/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$231.65/sq. ft x 0.0075 = \$27,798

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
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- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c}

Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	335.89	324.58	316.94	304.93	286.87	278.00	295.62	266.02	257.55
A-1 Assembly, theaters, without stage	307.39	296.08	288.44	276.42	258.37	249.50	267.12	237.51	229.05
A-2 Assembly, nightclubs	269.94	261.93	254.48	245.85	230.56	223.99	237.02	209.57	202.79
A-2 Assembly, restaurants, bars, banquet halls	268.94	260.93	252.48	244.85	228.56	222.99	236.02	207.57	201.79
A-3 Assembly, churches	311.88	300.57	292.93	280.91	263.30	254.43	271.60	242.45	233.98
A-3 Assembly, general, community halls, libraries, museums	266.07	254.76	246.12	235.10	216.33	208.46	225.80	195.47	188.01
A-4 Assembly, arenas	306.39	295.08	286.44	275.42	256.37	248.50	266.12	235.51	228.05
B Business	260.69	251.13	241.86	231.65	210.99	202.73	222.56	186.21	177.81
E Educational	273.46	263.96	255.62	245.04	228.69	217.00	236.61	200.36	193.94
F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48	102.44	95.93
F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48	102.44	94.93
H-1 High Hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	N.P.
H234 High Hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74	93.00	85.50
H-5 HPM	260.69	251.13	241.86	231.65	210.99	202.73	222.56	186.21	177.81
I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
I-2 Institutional, hospitals	434.15	424.59	415.32	405.12	383.35	N.P.	396.02	358.57	N.P.
I-2 Institutional, nursing homes	302.01	292.45	283.18	272.97	253.83	N.P.	263.88	229.05	N.P.
I-3 Institutional, restrained	295.86	286.31	277.03	266.83	247.95	238.69	257.74	223.17	212.77
I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
M Mercantile	201.37	193.36	184.91	177.28	161.72	156.15	168.45	140.73	134.95
R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17	196.75	190.67
R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82	154.36	148.28
R-3 Residential, one- and two-family ^d	209.61	203.74	198.94	195.12	188.41	181.45	191.77	175.86	165.67
R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71	193.82	187.73
S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74	91.00	84.50
S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74	91.00	83.50
U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99	67.39	64.19

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$31.50 per sq. ft.

BUREAU OF CONSTRUCTION CODES
PERMIT AND INSPECTION FEE SCHEDULE

ESTABLISHED UNDER THE STILLE-DEROSSETT-HALE STATE CONSTRUCTION
CODE ACT, 1972 PA 230, MCL 125.1501 ET SEQ.

PLAN REVIEW FEE SCHEDULE

BUILDING CODE REVIEW FEE

<u>BUILDING VALUATION*</u>	<u>FEE</u>
\$0-\$500,000	0.0013 of building valuation but not less than \$125.00
Over \$500,000	\$650.00 plus 0.0003 of building valuation over \$500,000

*Based on Bureau of Construction Codes square foot construction cost table. (See Attached)

The first \$125.00 of an application is non-refundable.

Mechanical, Plumbing, Electrical (each code) 25% of Building Code Review Fee

Review of Alterations, Remodeling &
Submissions Where NO SQUARE FOOTAGE
CALCULATIONS are available \$125.00 Per Hour - 1 Hour Minimum

Consulting Services \$125.00 Per Hour - 1 Hour Minimum

NOTE: Plan review services for permits issued by the Bureau of Construction Codes will be assessed at 30% of the building permit fee.

Approved by Construction Code Commission – February 13, 2013
Established by Director, Department of Licensing and Regulatory Affairs – February 26, 2013
Effective Date - April 1, 2013

BUREAU OF CONSTRUCTION CODES
SQUARE FOOT CONSTRUCTION COST TABLE

To be used with the Bureau of Construction Codes Building Permit and Plan Review Fee Schedules for computation of the "Total Cost of Improvement". The table below outlines the base cost per square foot for any given Use Group/Type of Construction combination. Unfinished basements must be computed separately at 20% of table cost. These figures are not intended to reflect actual cost of construction, but are only used as a basis for determination of fees related to services rendered for projects.

USE GROUP	(2009 Michigan Building Code)	TYPE OF CONSTRUCTION								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with or without stage	176.44	169.93	165.20	157.56	146.98	142.20	151.76	132.98	127.07
A-2	Assembly, nightclubs, restaurants, bars, banquet halls	151.03	146.72	141.70	136.83	127.57	124.97	131.74	115.44	113.02
A-3	Assembly, religious worship buildings, general, community halls, libraries, museums	178.16	171.65	166.92	159.28	148.82	144.24	153.47	134.83	128.91
A-4	Assembly, arenas	175.54	169.03	163.40	156.66	145.18	141.50	150.86	131.18	126.17
A-5	Assembly, bleachers, grandstands, stadiums	156.59	150.08	144.45	137.72	125.75	122.53	131.91	112.21	107.20
B	Business	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
E	Educational	163.53	157.90	153.20	146.21	136.19	128.91	141.11	118.49	114.47
F-1	Factory and industrial, moderate hazard	92.97	88.61	83.30	80.08	71.35	68.29	76.52	58.88	55.23
F-2	Factory and industrial, low hazard	92.07	87.71	83.30	79.18	71.35	67.39	75.62	58.88	54.33
H-1	High Hazard, explosives	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	N.P.
H234	High Hazard	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	49.55
H-5	HPM	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
I-1	Institutional, supervised environment	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
I-2	Institutional, hospitals, nursing homes	263.67	257.99	252.91	245.84	232.14	N.P.	240.17	217.03	N.P.
I-3	Institutional, restrained	176.87	171.19	166.11	159.04	147.61	142.08	153.37	132.50	125.48
I-4	Institutional, day care facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
M	Mercantile	113.22	108.91	103.89	99.02	90.41	87.80	93.93	78.28	75.86
R-1	Residential, hotels and motels	155.54	150.13	145.97	139.70	128.56	125.20	136.34	115.49	111.44
R-2	Residential, multiple family including dormitories, convents, monasteries	130.40	124.99	120.83	114.56	104.04	100.68	111.82	90.97	86.92
R-3	Residential, one- and two-family	122.74	119.39	116.36	113.47	108.94	106.23	109.87	101.79	95.34
R-4	Residential, care/assisted living facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
S-1	Storage, moderate hazard	86.21	81.85	76.54	73.32	64.77	61.71	69.76	52.30	48.65
S-2	Storage, low hazard	85.31	80.95	76.54	72.42	64.77	60.81	68.86	52.30	47.75
U	Utility, miscellaneous	64.61	61.02	57.11	53.93	48.40	45.26	51.34	37.85	35.85

Approved by Construction Code Commission – February 13, 2013
Established by Director, Department of Licensing & Regulatory Affairs – February 26, 2013
Effective Date – April 1, 2013

Mattawan Inspections Required by Project Type

Below are frequent inspections that are required by project type. If doing any electrical, mechanical, or plumbing work along with these projects, separate permits must be pulled for that work. Please keep in mind that final inspections must be completed on trade permits before the final building inspection can be approved.

New Construction

- Footing
 - Continuous Footings: BEFORE concrete placement
 - Piers (post frame, deck support): BEFORE concrete placement
- Rebar – Prior to pouring concrete (for poured walls)
- Foundation – After water proofing / Prior to backfill
- Sub-Slab (Commercial)/Radon (Residential) – After installation of vapor barrier / Prior to pouring the concrete
- Masonry - After water barrier and base course flashing is applied, but before finish material is applied
- Rough-In/Framing
 - All Electrical, Mechanical, and Plumbing Rough-In inspections to be approved prior to Framing inspection.
- Insulation/Energy Compliance – After the installation of the insulation
- Blower Door Test - Submit Documents to Building Department
- Final – After all work is completed, including sub-trades

Alterations/Remodels

Inspections will vary based upon scope of project. Contact the Building Department for required inspections for your specific project.

Pole Barn/Accessory Building

- Footing
- Project will require a Rough-In/Framing Inspection if the interior is being finished.
- Final

Deck

- Footing
- Framing
- Final

Swimming Pool

- Be sure to get the Electrical Bonding Inspection before the cement slab is poured.

- Final
- Pool Fence - Access gates must be equipped with a self-latching/locking device and must open outward away from the pool. Audio Alarms required on windows & doors less than 48 inches off the finished floor accessing pool area
- Auto Cover must meet ASTM F1346 Pool Safety Cover Standards

Demolition

- Proof of Electric and Gas Disconnection, if Applicable
- Final

Scheduling an Inspection

To schedule an inspection, you may either:

- Email inspection requests to mcgrewbuilding@gmail.com
- Text to: 269-228-3234
- Add the address, permit number, and any special instructions for access.

cost per sqft

	A												
	Group (2024 International Building Code)	IA	IB	C	IIA	D	IIIB	E	IIIA	IIIB	G	IV	H
1	Group (2024 International Building Code)												
2	A-1 Assembly, theaters, with stage	330.56	318.80	309.39	297.20	277.71	269.67	287.04					
3	A-1 Assembly, theaters, without stage	303.49	291.73	282.32	270.13	250.88	242.84	259.97					
4	A-2 Assembly, nightclubs	272.51	264.43	256.91	248.19	232.76	226.12	239.28					
5	A-2 Assembly, restaurants, bars, banquet halls	271.51	263.43	254.91	247.19	230.76	225.12	238.28					
6	A-3 Assembly, churches	308.01	296.25	286.84	274.65	255.52	247.48	264.49					
7	A-3 Assembly, general, community halls, libraries, museums	258.66	246.90	236.50	225.30	205.06	198.01	215.15					
8	A-4 Assembly, arenas	302.49	290.73	280.32	269.13	248.88	241.84	258.97					
9	B Business	289.51	279.23	269.21	257.82	235.42	227.07	247.91					
10	E Educational	276.33	266.73	258.30	247.60	231.08	219.28	239.09					
11	F-1 Factory and industrial, moderate hazard	160.20	152.78	143.34	138.64	123.55	117.41	132.48					
12	F-2 Factory and industrial, low hazard	159.20	151.78	143.34	137.64	123.55	116.41	131.48					
13	H-1 High Hazard, explosives	149.46	142.04	133.60	127.90	114.12	106.97	121.74					
14	H234 High Hazard	149.46	142.04	133.60	127.90	114.12	106.97	121.74					
15	H-5 HPM	289.51	279.23	269.21	257.82	235.42	227.07	247.91					
16	I-1 Institutional, supervised environment	262.22	252.95	244.31	235.67	215.42	209.47	235.71					
17	I-2 Institutional, hospitals	455.16	444.88	434.86	423.47	399.17	0.00	413.57					
18	I-2 Institutional, nursing homes	315.97	303.75	293.73	282.34	261.43	0.00	272.44					
19	I-3 Institutional, restrained	338.01	327.73	317.71	306.32	285.40	276.05	296.41					
20	I-4 Institutional, day care facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71					
21	M Mercantile	203.29	195.21	186.69	178.98	163.28	157.64	170.06					
22	R-1 Residential, hotels	264.67	255.41	246.77	238.13	218.35	212.40	238.17					
23	R-2 Residential, multiple family	221.32	212.06	203.42	194.78	175.96	170.01	194.82					
24	R-3 Residential, one- and two-family Foundation only	31.50	31.50	31.50	31.50	31.50	31.50	31.50					
25	R-3 Residential, Remodel and Basement Finish	104.81	101.87	99.47	97.56	94.21	90.73	95.89					
26	R-3 Residential, one- and two-family	209.61	203.74	198.94	195.12	188.41	181.45	191.77					
27	R-4 Residential, care/assisted living facilities	262.22	252.95	244.31	235.67	215.42	209.47	235.71					
28	S-1 Storage, moderate hazard	148.46	141.04	131.60	126.90	112.12	105.97	120.74					
29	S-2 Storage, low hazard	147.46	140.04	131.60	125.90	112.12	104.97	119.74					
30	U Utility, Polebarns												
31	U Utility, miscellaneous	114.09	107.37	99.89	95.60	85.13	79.54	90.99					

cost per sqft

	I	J
1	VA	VB
2	258.79	248.89
3	231.96	222.06
4	211.57	204.72
5	209.57	203.72
6	236.60	226.71
7	186.13	177.24
8	229.96	221.06
9	210.39	200.78
10	202.46	195.97
11	102.44	95.93
12	102.44	94.93
13	93.00	0.00
14	93.00	85.50
15	210.39	200.78
16	193.82	187.73
17	374.14	0.00
18	236.40	0.00
19	260.38	248.77
20	193.82	187.73
21	142.09	136.24
22	196.75	190.67
23	154.36	148.28
24	31.50	31.50
25	87.93	82.84
26	175.86	165.67
27	193.82	187.73
28	91.00	84.50
29	91.00	83.50
30		31.50
31	67.39	64.19



Mattawan Police Department

24221 Front Avenue

Mattawan, Michigan 49071

Phone: (269) 668-3661 Fax: (269) 668-7057

Email: police@mattawanmi.com

Jeremy S. Mansfield, Chief of Police

To: Manager McLean, Village Council

From: Chief Mansfield

Re: Request deviation from Village's Policy Manual

Date: June 19, 2024

Manager McLean and Village Council,

I am in the process of seeking a replacement for the department's Sergeant position. In consideration of the positions role and responsibilities and to ensure well-qualified applicants encouraged to apply I am requesting the following deviations from policy.

I am requesting the Village Manager be given the opportunity to deviate from the Village of Mattawan Policy Manual, Section 3.08, governing the Medical and Hospitalization Insurance for employees and Section 3.10, which governs Vacation Leave.

The purpose of the deviation requested for Section 3.08 is to allow the Manager to be able to provide insurance to the applicant upon hire. A potential candidate is likely to be discouraged from applying for our position by the loss of benefits from their current employer while having to wait until the end of the Village's probationary period.

The purpose of the deviation requested for Section 3.10 is to allow me to recommend to the Manager the award of vacation time commensurate with the experience and qualifications of a candidate.



Mattawan Police Department

24221 Front Avenue

Mattawan, Michigan 49071

Phone: (269) 668-3661 Fax: (269) 668-7057

Email: police@mattawanmi.com

Jeremy S. Mansfield, Chief of Police

To: Manager McLean, Village Council

From: Chief Mansfield

Re: Change to job description

Date: June 19, 2024

Manager Mclean and Village Council,

I am requesting changes to the Sergeant's job title and the job description. The requested changes are reflective of the evolution of the needs of the department, as well as the expectations and responsibilities of the position.

In summary, the position title would change from "Sergeant" to "Lieutenant." The title is better reflective of the professional expectations of an executive level officer, serving as second in command of the department. Additionally, it will save in expenses related to uniforms not having to have the chevrons sewn or removed with personnel changes.

The requested changes to the job description are reflective of the change of title and updates the position expectations and responsibilities. It also allows for the succession planning and educational/professional experience for the position to be known to the person holding the position and those whom wish to pursue advancement within the agency.

VILLAGE OF MATTAWAN
POLICE DEPARTMENT
JOB DESCRIPTION

Job Title: Lieutenant

General Summary: The Position of Lieutenant within the police department is the lead Police Department patrol officer. This person is responsible for performing and oversight of all patrol activities and management of subordinate personnel. Perform duties to the highest standards of the department and profession-serving as an example to the community and subordinate officers. The Lieutenant reports to the Chief of Police, serving as the second in charge of the police department. The Lieutenant is responsible for maintaining order, ensuring adherence to policies, procedures and the highest standards of the profession.

Principal Duties and Responsibilities: This list of duties and responsibilities is for guidance purposes only. In no way are duties and responsibilities limited to those listed below only.

General:

- Assume command of the Police Department in the absence of the Chief of Police.
- Be an advisor to the Chief of Police on operational matters and administrative matters as assigned by the Chief of Police.
- Coordinate and implement orders, guidance and direction of the Chief with departmental personnel.
- Be on call to respond to respond in the event of major emergencies, significant calls for service, or other situations requiring the presence of a supervisor.
- Be available for contact to subordinate personnel for guidance and assistance to personnel with investigations, calls for service and unusual situations.
- Serve as the agency's MACP Accreditation Manager.
- Management of evidence and property, ensuring accreditation standards and compliance with laws and regulations.
- Serve as a mentor to subordinate personnel ensuring personal and professional development and succession planning.
- Prepare monthly schedule for the Police Department.
- Review the activities of department personnel to ensure the highest ethical and professional standards are maintained by departmental personnel. To include the review of reports, daily activity reports, use of force reviews, pursuit reviews, etc.
- Oversee compliance of departmental access and control of the Law Enforcement Information Network (LEIN). Serving as the LEIN TAC.
- Responsible for the oversight, maintenance and management of all departmental equipment and facilities.
- Serve as the police department's Training Officer; coordinating, reviewing and implementing all training of departmental personnel.
- Investigate all allegations of improper conduct, violation of any laws, department policies or procedures by department personnel.
- Must be knowledgeable of laws and ordinances and able to fulfill all duties of a police officer.
- All other duties as assigned by the Chief of Police.

Job Qualifications:

Education: Must have a high school diploma or GED. The requisite ability to be licensed or currently licensed by the Michigan Commission on Law Enforcement Standards (MCOLES).

Experience: Must have at least two (2) years of police officer experience, or equivalent skills and abilities. Must be able to operate a personal computer and basic supporting software.

Previous supervision experience is preferred.

Additional Requirements: Must have the ability to communicate and work with the public in a professional manner. Must be physically able to work any assigned shift. Must pass all stated requirements as listed in the Village of Mattawan Policy and Personnel Manual. Able to meet departmental and professional standards upon investigation of personal history for determination of suitability for the position.

Memorandum

To: Village Council
CC: Administrator McLean
From: Superintendent Anthony
Date: 6/21/2024
Re: Crack Fill

I sent out 4 bids for crack fill for West McGillen, Main from City Center to 60th, 60th east of Main to limits, Silvergrass and McGillen Crossing. We received two bids back.

Arnt Asphalt	\$9,600
Asphalt Restoration	\$9004.20

I would like to add Albert, Front east of Main, Morril Webster, Ryan and Kinne.

We budgeted \$20,000 for this project.

**RESOLUTION IN SUPPORT OF
COUNTY-WIDE ROAD MILLAGE BALLOT PROPOSAL**

WHEREAS, in 1978 the voters in Van Buren County instituted a county-wide road millage which has been renewed every four years since; and,

WHEREAS, on August 6, 2024 voters in Van Buren County will be asked to renew the 0.9721-mill countywide road millage for another four years; and,

WHEREAS, the levy generates sums that are distributed to the Van Buren County Road Commission and the 11 cities and villages in the county for the maintenance, repair, and construction of all streets, avenues and roads that are public in Van Buren County; and,

NOW, THEREFORE, BE IT RESOLVED that the Village of Mattawan, through this Resolution, voices its support of the renewal of the county-wide road millage in Van Buren County so as to continue to maintain a safe and reasonable road system for the traveling public.

YES

NO

RESOLUTION PASSED / REJECTED.

Village of Mattawan:

By: _____ (Print Name)

DID YOU KNOW?

The citizens of Van Buren County have supported a road millage since 1978 when it was first approved. It was last renewed in 2020.

The road millage provides funds for the purpose of maintaining, repairing, and constructing public streets, avenues and roads in Van Buren County. In fact, the funds from the county-wide road millage are a substantial part of the annual road budget for the Road Commission, and for all cities, villages and townships located in the County.

In addition, because a major portion of the road work is completed by local contractors, this millage helps to keep jobs right here where we need them. In Van Buren County and the surrounding localities.

The County-Wide Road Millage Proposal is to RENEW the expiring millage for roads. The Proposal seeks to renew a 0.9721-mill for four years. For a home with a taxable value of \$100,000 (\$200,000 market value), the mill would cost a homeowner approximately \$100.00 annually. These millage dollars are spent directly on repairing and constructing roads in Van Buren County. Routine maintenance operations, such as snow removal, pothole filling, pavement marking, roadside mowing, tree removals, etc. as they are funded by fuel tax and vehicle registration fees NOT the county-wide road millage.



VAN BUREN COUNTY ROAD COMMISSION

COUNTY-WIDE MILLAGE RENEWAL PROPOSAL 2024

Van Buren County Road Commission

325 West James Street
Post Office Box 156
Lawrence, MI 49064

Phone: 269-674-8011

Fax: 269-674-3770

Email: vbcrc@vbcrc.org

Managing Director:

Bret Witkowski

Board of County Road Commissioners:

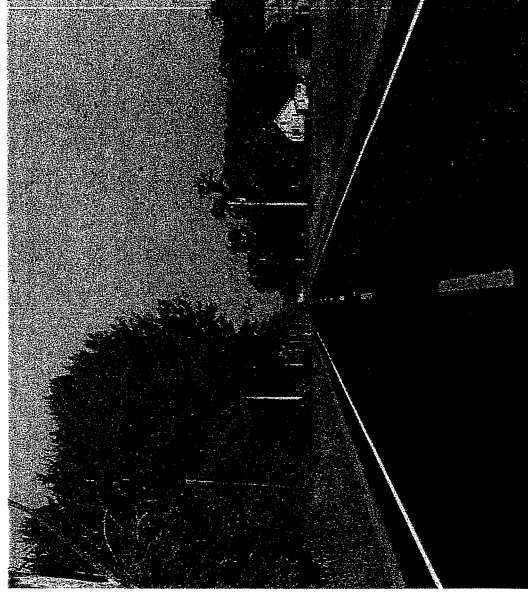
Reginald D. Boze, Chairman

Doug Burleson, Vice-Chairman

W. C. Askew, Sr., Member

Gregory H. Kinney, Member

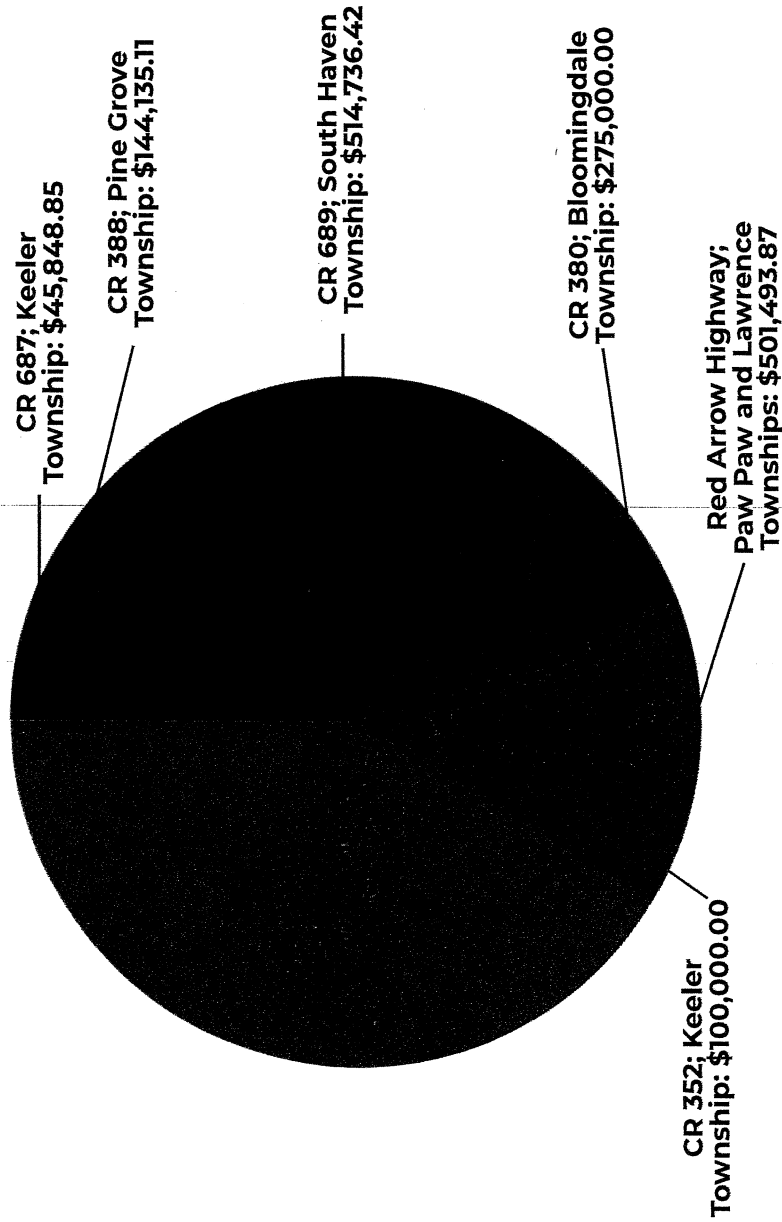
Wayne Nelson, Member



**Better Highways:
Save Lives, Save Time, Save Money.**

THE ROAD MILLAGE IS VITAL TO VAN BUREN COUNTY ROADS

It may come as a surprise to learn that road commissions receive almost all of their revenues from fuel taxes and vehicle registration fees through the State of Michigan Transportation Fund (MTF). These funds are what the Road Commission utilizes in its routine operations to maintain the county road system which consists of 1,313 miles, including over 72 bridges. Improvement and large-scale projects such as reconstruction, large culvert or bridge replacements, and mill and fills are dependent on the millage to continue. The graph below shows one year (2023) of the Road Commission's distributions received from the county-wide road millage.



The VBCRC will be hosting Public Information Meetings regarding the road millage renewal proposal on the August 6, 2024 Primary Ballot. Road Commission staff and officials will host discussions on the proposed millage renewal, current road conditions, current available road funding, the intent of the millage renewal, as well as seek public input and answer questions at these meetings.

Thursday, June 20th at 11 AM and 6 PM
Van Buren Conference Center; 490 S. Paw Paw Street, Lawrence

VOTE AUGUST 6, 2024

Our road network is vital to the social and economic welfare of the citizens of Van Buren County. Our economy is based heavily on agriculture, agri-business and tourism. In addition, thousands of children are transported daily over the county-wide road network. A well-developed road network enables all of us to travel safely to and from work and school, and to and from our shopping and entertainment centers.

