

**VILLAGE OF MATTAWAN
REGULAR COUNCIL MEETING**

JUNE 24, 2024

MINUTES

1. CALL TO ORDER @ 7:00 PM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Begeman, Cole, Daniel, McLean, Smith, Stuut*
ABSENT: *Hedgspeth*
OTHERS IN ATTENDANCE: *Manager McLean, Chief Mansfield, Superintendent Anthony, Attorney Graham, Administrative Assistant Ranney-Holroyd, Administrative Assistant Storm-Artis*
Motion by Daniel, supported by McLean to excuse Hedgspeth. All members voted in favor. Motion carried.
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA
President Cole added \$3,575.61 to the bills for a new total of \$32,934.29, New Business Item H Mattawan Chiropractic Request for Water/Sewer Bill Relief, and New Business Item I Electrical Inspectors Letters of Interest
7. APPROVAL OF THE AGENDA
Motion by Begeman, supported by Daniel to approve the agenda as amended. All members voted in favor. Motion carried.
8. APPROVAL OF THE MINUTES OF JUNE 10, 2024
Motion by Begeman, supported by Stuut to approve the minutes of June 10, 2024. Begeman, Cole, Daniel, McLean, Stuut voted yes, Smith abstained. Motion carried.
9. BILLS TO BE APPROVED IN THE AMOUNT OF \$29,358.68

\$ 3,575.61
Total \$32,934.29

Motion by Smith, supported by Stuut to approve the bills. Roll Call vote taken. All members voted in favor. Motion carried.
10. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM *None*
11. BOARD AND COMMITTEE REPORTS

- A. FINANCE COMMITTEE – CHAIR STUUT
No meeting, no report
- B. COMMUNICATIONS COMMITTEE – CHAIR COLE
No meeting, no report
- C. DPW COMMITTEE – CHAIR SMITH
No meeting, no report
- D. LAW ENFORCEMENT COMMITTEE – CHAIR DANIEL
No meeting, no report
- E. PARKS & RECREATION COMMITTEE – CHAIR BEGEMAN
No meeting, no report
- F. POLICY & PERSONNEL COMMITTEE – CHAIR HEDGSPETH
No meeting, no report
- G. ZONING AND ORDINANCE COMMITTEE – CHAIR MCLEAN
No meeting, no report
- H. PLANNING COMMISSION LIAISON REPORT – LIAISON STUUT
Meeting 6/19/2024.

Liaison Stuut explained they had a meeting and discussed holding the meetings quarterly rather than monthly. Attorney Graham stated he would look into during the meeting and have an answer regarding this later during Comments from Council.

- I. DDA COMMITTEE – CHAIR ROB BROOKS
Meeting 6/18/2024

Chair Brooks stated they held a meeting and discussed the contract for the sculpture and moving money into CD's for a better interest rate. Attorney Graham stated he had emailed the updated contract to Manager McLean. He also stated that as long as the funds were guaranteed to hold the monetary value, aka not lose money through the investment process, the DDA could invest those funds wherever they would like. Further discussion regarding holding some funds back for routine expenses and payment for upcoming projects.

- J. KATS –
No meeting, no report

12. STAFF REPORTS

- A. POLICE DEPARTMENT- *Chief Mansfield stated the monthly complaint count was 172 with 80 patrol-initiated complaints, 20 business check, 12 community relations, 2 Field Contacts, 50 Traffic Stops, 36 Citations, and 45 offenses. He spoke about the Memorial Day Events, thanking DDA Chair Brooks and Mattawan Fire Chief Brooks for their assistance in making it a safe event. Chief Mansfield attended multiple meetings during the month, and is also continuing to review department policies and procedures. Mattawan officers attended a Veterans Expo at Antwerp Hall. Selections for the upcoming fall academy continue until open positions are filled. Use of Force statistics reported to FBI database.*

B. ATTORNEY'S REPORT – *Attorney Graham clarified the DDA By-Laws article 5 states the authority to sign the contract would need to be done by resolution and the DDA could hold a special meeting to vote on the resolution. He also stated he had been working on the title work for the bond closing on Wednesday. He must issue a preliminary and final opinion on land issues.*

13. OLD BUSINESS

A. POLICE ACADEMY TUITION AGREEMENT-*tabled from last meeting so that Manager McLean can contact the recruit for additional information*
Manager McLean explained she contacted the recruit and informed him of the current total needing to be repaid. She stated to council that the true amount could not be determined as the wages and other items had taxes withheld and was not sure regarding if these should be included in required repayment. Attorney Graham explained that the withheld taxes would be applied to his tax filing so there was no issue with regards to this, however social security withholding would not need to be repaid as this not part of individual tax filing. Discussion took place regarding council opinion on repayment of wages, and why the recruit resigned, timeframe repayment in the contract, and future contracts with other recruits. Council asked Manager McLean to follow up with the recruit to determine what ability he has to repay and represent to council with a possible timeframe for repayment.

B. VC3 EMAIL MIGRATION-*tabled from last meeting*
Manager McLean stated the 8 e-mails that were listed on the invoice were for the main emails that would need full conversion and transfer of inbox items for immediate access. Most village email addresses only required archived former emails.
Motion by Begeman, supported by Smith to approve the email migration. All members voted in favor. Motion carried.

14. NEW BUSINESS

A. APPROVE VILLAGE OF MATTAWAN RIGHT OF WAY PERMIT PROCESS
Manager McLean explained that the Village does not have any process in place to require a right of way permit application. The presented permit will allow the Village to track and verify who, what, where, etc. for use of the Village right of way space.
Motion by Smith, supported by Daniel to approve the Village of Mattawan Right of Way Permit Process. All members voted in favor. Motion carried.

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. Manager McLean introduced the new Building Inspector Rich McGrew to the council. Building Inspector McGrew presented how the new rates are determined and what the process is going forward with adjustments. He presented the new permit developed based on the State of Michigan guidelines and requirements for inspections and updated codes.*
Motion by Daniel, supported by Begeman to approve the new Building Permit Fees. All members voted in favor. Motion carried.

- C. APPROVE BUDGET AMENDMENTS FOR 2023/2024 FISCAL YEAR-*Will be available on Monday as work with the accountants continue on this*
Manager McLean presented the budget amendments. Some discussion took place regarding what the larger amounts were for and how revenues and expenses are processed for building/plumping/electrical/mechanical inspections.

Motion by Begeman, supported by Stuut to approve the Budget Amendments for the 2023/2024 Fiscal Year. Roll call vote taken. Begeman, Cole, Daniel, McLean, Stuut voted yes. Smith voted no. Motion carried.

- D. REQUEST FOR DEVIATION FROM THE VILLAGE POLICY MANUAL AS PROPOSED BY CHIEF MANSFIELD

Chief Mansfield informed council that Sargeant Cobb has left for another employment opportunity, and in the process of trying to replace his position the proposed deviation allows him to have more opportunity to find a quality candidate. He further explained these deviations allow for Manager McLean to provide insurance immediately upon hire and award commensurate vacation time if leaving a different law enforcement position to work at the Village. Discussion took place regarding how these changes could affect current employees, how much vacation time would be allowable, if a probationary period would be required, and vacation time being paid out upon employee resignation.

Motion by Smith to table the request for more information. Motion died due to lack of support.

Further discussion took place.

Motion by Stuut to table the request and have Chief Mansfield develop a new policy and procedure for these specific to the Police Department. Motion died due to lack of support.

Further discussion took place.

Motion by Daniel, supported by Smith to approve deviation for Section 3.08 and deny deviation for Section 3.10. Roll Call vote taken. Begeman, Cole, Daniel, McLean, Smith voted yes. Stuut voted no. Motion carried.

- E. REQUEST CHANGES TO THE POLICE DEPARTMENTS JOB DESCRIPTION FOR POLICE SERGEANT

Chief Mansfield presented his request to change the job description from “Sergeant” to “Lieutenant” to reflect the expectations of the position. Discussion included on if there is associated pay increases, and how this could attract candidates from other law enforcement departments.

Motion by Stuut, supported by Begeman. Begeman, Cole, Daniel, McLean, Stuut voted yes. Smith voted no. Motion carried.

- F. APPROVE CRACK FILL BIDS
- | | |
|---------------------|------------|
| Arnt Asphalt | \$9,600 |
| Asphalt Restoration | \$9,004.20 |

Superintendent Anthony explained he would submit the bids for the other locations for separate approval at a later date.

Motion by Smith, supported by Daniel to approve the bid from Asphalt Restoration for an amount not to exceed \$9,004.20. All members voted in favor. Motion carried.

G. ADOPT RESOLUTION IN SUPPORT OF COUNTY-WIDE ROAD MILLAGE BALLOT PROPOSAL

Motion by Smith, supported by Stuut to adopt resolution in support of county-wide road millage ballot proposal. All members voted in favor. Motion carried.

H. MATTAWAN CHIROPRACTIC WATER/SEWER BILL RELIEF REQUEST

Motion by Smith, supported by Daniel to send request to DPW Committee for review. All members voted in favor. Motion carried.

I. ELECTRICAL INSPECTORS-*We received two letters of interest*

Manager McLean explained the current inspector is retiring and she wanted direction from council if they wanted to be involved in the hiring process including interviews and final decision on hiring or if council allows her to make the decision on hiring.

Motion by Begeman, supported by Stuut to allow Manager McLean to hire a new Electrical Inspector. All members voted in favor. Motion carried.

15. COMMUNICATIONS

Attorney Graham stated after review the Planning Commission must hold a minimum of 4 meetings annually, and that the Planning Commission By-Laws can be amended by a vote of council.

Motion by Stuut, supported by Begeman to amend the Planning Commission By-Laws to allow meetings to be held quarterly. All members voted in favor. Motion carried.

Attorney Graham stated he had the amended contract and resolution ready, and DDA Chair Brooks has the authority to sign after the resolution is approved by vote. A special DDA meeting could take place to get this accomplished.

Superintendent Anthony stated there has been progress on several items involving Amtrak agreements. One will be the viaduct repair on 60th that would cause a detour routing traffic down front.

16. COMMENTS FROM VISITORS

Carla Cavanaugh spoke about her concern with the underfunding of departments and the possibility of expansion of the Village limits. Attorney Graham explained it would be considered an annexation of property from Antwerp Township and would be a difficult process to accomplish, as it would take money from the current tax base from the township and a large expense for the Village to undertake.

17. COMMENTS FROM COUNCIL

Member Smith asked about the workers compensation statement Attorney Graham explained during the last council meeting. Attorney Graham explained again that every workers compensation situation was different and he evaluated each individually to determine how pay was issued.

Member Smith then asked how "comp time" works. Manager McLean explained how comp time is calculated based on daily hours worked.

18. ADJOURNMENT @ 8:28 PM
Motion by Begeman, supported by Daniel to adjourn. All members voted in favor. Motion carried.