

**VILLAGE OF MATTAWAN
REGULAR COUNCIL MEETING**

JULY 8, 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 24, 2024**
9. BILLS TO BE APPROVED IN THE AMOUNT OF **\$57,376.75**
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
 - 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
Meeting 6/27/2024
- K. KATS –
No meeting, no report

- 12. STAFF REPORTS
 - A. DEPARTMENT OF PUBLIC WORKS- *Superintendent Anthony*
 - B. ENGINEER’S REPORT – *Engineer Woodhams*
 - C. ATTORNEY’S REPORT – *Attorney Graham*

- 13. OLD BUSINESS
 - A. POLICE TUITION AGREEMENT

- 14. NEW BUSINESS
 - A. APPROVE ADVANCE PAYMENT OF THE DESIGN PHASE ESTIMATE IN THE AMOUNT OF \$83,006.00 AND OBTAIN VILLAGE OF MATTAWAN COI FOR PROJECT
 - B. DECLARE LIFT STATION #2 PROJECT AN EMERGENCY TO EXPEDITE HIRING A CONTRACTOR
 - C. BUILDING INSPECTOR INVOICE ISSUES-*requesting to be sent to Finance Committee*
 - D. APPROVE NEW COMPUTERS FOR VILLAGE OFFICES- *\$10,000 was budgeted for 4 computers*

- 15. COMMUNICATIONS
 - VAN BUREN CONSERVATION DISTRICT JUNE 2024 PROGRAMS REPORT

- 16. COMMENTS FROM VISITORS

- 17. COMMENTS FROM COUNCIL

- 18. ADJOURNMENT @

**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
$$\begin{array}{r} \$ 3,575.61 \\ \text{Total } \$32,934.29 \end{array}$$
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.

Post Date	Journal	Description	GL Number	DL Amount	CR Amount
07/03/2024	AP	7-Eleven Mastercard	Invoice: FB037 June24 Ref#: 15856 (Fuel Charges 6/1/24-6/30/24)		
AP Trx #: 25899		Gas & Oil	101-301-75100	1,504.76	
		Gas & Oil	661-891-75100	1,253.31	
		Vnd: 1411 Invoice: FB037 June24			1,504.76
		Vnd: 1411 Invoice: FB037 June24			1,253.31
		Expected Check Run: 07/08/2024		2,758.07	2,758.07
07/02/2024	AP	Antwerp Township Treasurer	Invoice: 02857 8046002-001-00 Ref#: 15813 (2024 Summer Property Tax Stat		
AP Trx #: 25900		Contractual Services	101-265-81800	1,752.62	
		Vnd: 0075 Invoice: 02857 8046002-001-00	101-000-20200		1,752.62
		Expected Check Run: 07/08/2024		1,752.62	1,752.62
06/30/2024	AP	CINTAS	Invoice: 4197035595 Ref#: 15814 (Mats and Pants 6/26/24)		
AP Trx #: 25901		Uniform allowance	591-552-76800	45.11	
		Uniform allowance	590-552-76800	45.11	
		Contractual Services	101-265-81800	135.31	
		Vnd: 1226 Invoice: 4197035595	591-000-20200		45.11
		Vnd: 1226 Invoice: 4197035595	590-000-20200		45.11
		Vnd: 1226 Invoice: 4197035595	101-000-20200		135.31
		Expected Check Run: 07/08/2024		225.53	225.53
07/03/2024	AP	CINTAS	Invoice: 4197846648 Ref#: 15849 (Mats and Pants 7/3/24)		
AP Trx #: 25902		Uniform allowance	591-552-76800	45.11	
		Uniform allowance	590-552-76800	45.11	
		Contractual Services	101-265-81800	135.31	
		Vnd: 1226 Invoice: 4197846648	591-000-20200		45.11
		Vnd: 1226 Invoice: 4197846648	590-000-20200		45.11
		Vnd: 1226 Invoice: 4197846648	101-000-20200		135.31
		Expected Check Run: 07/08/2024		225.53	225.53
06/30/2024	AP	City of Kalamazoo Treasurer	Invoice: MN9MATTAW01 May24 Ref#: 15815 (Sewer Treatment 5/1/24-5/31/24)		
AP Trx #: 25903		Treatment Fees	590-552-81800	33,110.55	
		Vnd: 0069 Invoice: MN9MATTAW01 May24	590-000-20200		33,110.55
		Expected Check Run: 07/08/2024		33,110.55	33,110.55

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2024 AP Trx #: 25904	AP	EJ USA, Inc. Operating Supplies Vnd: 0180 Invoice: 110240039904	Invoice: 110240039904 Ref#: 15816(Self Level VLV BX Riser) 591-552-72600 591-000-20200	268.64	268.64
		Expected Check Run: 07/08/2024			
06/30/2024 AP Trx #: 25905	AP	Etna Supply Company Operating Supplies Vnd: 0018 Invoice: S105704661.001	Invoice: S105704661.001 Ref#: 15817(Polyethelene Water Service Tube) 591-553-72600 591-000-20200	209.00	209.00
		Expected Check Run: 07/08/2024			
06/30/2024 AP Trx #: 25906	AP	Etna Supply Company Operating Supplies Vnd: 0018 Invoice: S105700175.003	Invoice: S105700175.003 Ref#: 15850(Double Strap Service Saddle, Epoxy, 591-553-72600 591-000-20200	198.00	198.00
		Expected Check Run: 07/08/2024			
06/30/2024 AP Trx #: 25907	AP	Etna Supply Company Operating Supplies Vnd: 0018 Invoice: S105744509.001	Invoice: S105744509.001 Ref#: 15851(Red-Vlk-Grn MP Wire 1000ft Roll) 591-553-72600 591-000-20200	300.00	300.00
		Expected Check Run: 07/08/2024			
06/30/2024 AP Trx #: 25908	AP	Frontier Telephone Alarm System Telephone Vnd: 1121 Invoice: 23118904100226025Jn4 Vnd: 1121 Invoice: 23118904100226025Jn4	Invoice: 23118904100226025Jn4 Ref#: 15818(Phones-Village Hall, Main Wel 101-215-85300 591-552-92500 101-301-85300 101-000-20200 591-000-20200	187.19 77.33 131.46	318.65 77.33
		Expected Check Run: 07/08/2024			
06/30/2024 AP Trx #: 25909	AP	Guardian Alliance Technologies, Inc Operating Supplies & Expense Vnd: 1634 Invoice: 24417	Invoice: 24417 Ref#: 15819(Montly Employment Background/Credit Chec) 101-301-72600 101-000-20200	125.00	125.00
		Expected Check Run: 07/08/2024			

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04259186809 Jun24 Ref#: 15820(Electric-New Village Sign 5/22/2		
AP Trx #: 25910		Electric/Utilities	101-265-92100	34.17	34.17
		Vnd: 0210 Invoice: 04259186809 Jun24	101-000-20200		
		Expected Check Run: 07/08/2024			
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04169934900 Jun24 Ref#: 15821(Electric-Front St Lift Station 5		
AP Trx #: 25911		Electric/Gas/Utilities	590-552-92100	177.82	177.82
		Vnd: 0210 Invoice: 04169934900 Jun24	590-000-20200		
		Expected Check Run: 07/08/2024			
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04158894404 Jun24 Ref#: 15822(Electric-Village Sign 5/22/24-6/		
AP Trx #: 25912		Electric/Utilities	101-265-92100	61.13	61.13
		Vnd: 0210 Invoice: 04158894404 Jun24	101-000-20200		
		Expected Check Run: 07/08/2024			
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04012275709 Jun24 Ref#: 15823(Electric-Murray St. Lift Station		
AP Trx #: 25913		Electric/Gas/Utilities	590-552-92100	75.22	75.22
		Vnd: 0210 Invoice: 04012275709 Jun24	590-000-20200		
		Expected Check Run: 07/08/2024			
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04114083910 Jun24 Ref#: 15824(Electric-25213 Front Ave 5905529		
AP Trx #: 25914		Electric/Gas/Utilities	590-552-92100	38.70	38.70
		Vnd: 0210 Invoice: 04114083910 Jun24	590-000-20200		
		Expected Check Run: 07/08/2024			
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04973664909 Jun24 Ref#: 15825(Electric-Old DPW Garage 5/22/24-		
AP Trx #: 25915		Electric/Utilities	101-265-92100	31.25	31.25
		Vnd: 0210 Invoice: 04973664909 Jun24	101-000-20200		
		Expected Check Run: 07/08/2024			

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04901964900 Jun24 Ref#: 15826(Electric-Main Traffic Light 5/22		
AP Trx #: 25916		Flasher Light	202-463-92500	44.48	
		Vnd: 0210 Invoice: 04901964900 Jun24	202-000-20200		44.48
		Expected Check Run: 07/08/2024			
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04754664904 Jun24 Ref#: 15827(Electric-Park Outlets 5/22/24-6/		
AP Trx #: 25917		Electric/Utilities	101-265-92100	60.51	
		Vnd: 0210 Invoice: 04754664904 Jun24	101-000-20200		60.51
		Expected Check Run: 07/08/2024			
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04665293009 Jun24 Ref#: 15828(Electric-Root Rd Lift Staataion 5		
AP Trx #: 25918		Electric/Gas/Utilities	590-552-92100	397.24	
		Vnd: 0210 Invoice: 04665293009 Jun24	590-000-20200		397.24
		Expected Check Run: 07/08/2024			
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04663664904 Jun24 Ref#: 15829(Electric-Village Office 5/22/24-		
AP Trx #: 25919		Electric/Utilities	101-265-92100	417.54	
		Vnd: 0210 Invoice: 04663664904 Jun24	101-000-20200		417.54
		Expected Check Run: 07/08/2024			
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04657666501 Jun24 Ref#: 15830(Elelctric-Western Lift Station 5		
AP Trx #: 25920		Electric/Gas/Utilities	590-552-92100	167.46	
		Vnd: 0210 Invoice: 04657666501 Jun24	590-000-20200		167.46
		Expected Check Run: 07/08/2024			
06/30/2024	AP	Indiana-Michigan Power	Invoice: 04062311206 Jun24 Ref#: 15831(Electric-Parking Lot 5/22/24-6/2		
AP Trx #: 25921		Flasher Light	202-463-92500	130.32	
		Vnd: 0210 Invoice: 04062311206 Jun24	202-000-20200		130.32
		Expected Check Run: 07/08/2024			

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2024 AP Trx #: 25922	AP	Indiana-Michigan Power Electric/Gas/Utilities Vnd: 0210 Invoice: 04515763003 Jun24 Expected Check Run: 07/08/2024	Invoice: 04515763003 Jun24 Ref#: 15832 (Electric-Robinson Lift Station 5) 590-552-92100 590-000-20200	66.39	66.39
06/30/2024 AP Trx #: 25923	AP	Indiana-Michigan Power Electric/Gas/Utilities Vnd: 0210 Invoice: 04490764901 Jun24 Expected Check Run: 07/08/2024	Invoice: 04490764901 Jun24 Ref#: 15833 (Electric-Concord Water Tower 5/2) 591-552-92100 591-000-20200	36.69	36.69
06/30/2024 AP Trx #: 25924	AP	Indiana-Michigan Power Electric/Gas/Utilities Vnd: 0210 Invoice: 04477876603 Jun24 Expected Check Run: 07/08/2024	Invoice: 04477876603 Jun24 Ref#: 15834 (Electric-23323 red Arrow Hwy 5/2) 590-552-92100 590-000-20200	81.03	81.03
06/30/2024 AP Trx #: 25925	AP	Indiana-Michigan Power Flasher Light Vnd: 0210 Invoice: 04453764906 Jun24 Expected Check Run: 07/08/2024	Invoice: 04453764906 Jun24 Ref#: 15835 (Electric-Main/Front Flasher 5/22) 202-463-92500 202-000-20200	22.44	22.44
06/30/2024 AP Trx #: 25926	AP	Jons to Go Community Promotion Vnd: 1110 Invoice: I32234 Expected Check Run: 07/08/2024	Invoice: I32234 Ref#: 15836 (Portable Restroom 6/24/24-7/21/24) 248-728-88000 248-000-20200	175.00	175.00
06/30/2024 AP Trx #: 25927	AP	Lee Bailey Bldg./Elect/Mech. Inspector Vnd: 1022 Invoice: June 2024 Expected Check Run: 07/08/2024	Invoice: June 2024 Ref#: 15837 (Electrical Inspections June 2024) 101-380-80200 101-000-20200	2,188.20	2,188.20
				<u>2,188.20</u>	<u>2,188.20</u>

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2024	AP	NACOP			
AP Trx #: 25928					
		Dues & Memberships	101-301-95800	60.00	
		Vnd: 0594 Invoice: 22-3509NC22016918-M	101-000-20200		60.00
		Expected Check Run: 07/08/2024			
		Invoice: 22-3509NC22016918-M Ref#: 15838 (Annual 12 Month Mebership)			
06/30/2024	AP	Nye Uniform Company			
AP Trx #: 25929					
		Capital Outlay	101-301-97000	1,360.84	
		Vnd: 0229 Invoice: 877306	101-000-20200		1,360.84
		Expected Check Run: 07/08/2024			
		Invoice: 877306 Ref#: 15839 (Uniform Body Armor, Molle Vest Lacey Rya)			
06/30/2024	AP	PERCEPTIVE CONTROLS, INC			
AP Trx #: 25930					
		Contractual	590-552-81900	1,282.00	
		Vnd: 1303 Invoice: 16656	590-000-20200		1,282.00
		Expected Check Run: 07/08/2024			
		Invoice: 16656 Ref#: 15840 (Monthly Cyber Security 6/1/24-6/30/24)			
07/02/2024	AP	Republic Services #249			
AP Trx #: 25931					
		Building/Maintenance	101-265-93000	312.29	
		Vnd: 0002 Invoice: 0249-008257450	101-000-20200		312.29
		Expected Check Run: 07/08/2024			
		Invoice: 0249-008257450 Ref#: 15841 (Waste Services 7/1/24-7/31/24)			
06/30/2024	AP	Ripmaster Lawn Care & Landscaping			
AP Trx #: 25932					
		LANDSCAPE MAINT FOR FRONT AVE PARKING	248-728-88400	400.00	
		Vnd: 1658 Invoice: 2643	248-000-20200		400.00
		Expected Check Run: 07/08/2024			
		Invoice: 2643 Ref#: 15842 (Flower Bed Maintenance 6/24/24)			
06/30/2024	AP	Scott Paddock			
AP Trx #: 25933					
		Bldg./Elect/Mech. Inspector	101-380-80200	1,242.00	
		Vnd: 1430 Invoice: June 2024	101-000-20200		1,242.00
		Expected Check Run: 07/08/2024			
		Invoice: June 2024 Ref#: 15843 (Mechanical Inspections June 2024)			

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2024 AP Trx #: 25934	AP	State Industrial Products Contractual Vnd: 1599 Invoice: 903397831	Invoice: 903397831 Ref#: 15844 (*CA 9/11/23 Sewer Forcemain Treatment) 590-552-81900 590-000-20200	3,765.29	3,765.29
06/30/2024 AP Trx #: 25935	AP	Expected Check Run: 07/08/2024 Steensma Lawn & Powe Equip Repairs & Maintenance Vnd: 0563 Invoice: 1131747	Invoice: 1131747 Ref#: 15845 (Caster Kit, Bearing Roller, Washer, Belt) 661-891-93100 661-000-20200	759.49	759.49
06/30/2024 AP Trx #: 25936	AP	Expected Check Run: 07/08/2024 T-Mobile Telephone Vnd: 1592 Invoice: 988192991 Jun24	Invoice: 988192991 Jun24 Ref#: 15846 (MPD Cell Phones 5/21/24-6/20/24) 101-301-85300 101-000-20200	127.40	127.40
06/30/2024 AP Trx #: 25937	AP	Expected Check Run: 07/08/2024 U.S. BANK EQUIPMENT FINANCE Equip. Repair/Maint. Vnd: 1637 Invoice: 532262177	Invoice: 532262177 Ref#: 15847 (Copier Rental 6/19/24-7/19/24 Overages 5 101-215-77800 101-000-20200	510.07	510.07
06/30/2024 AP Trx #: 25938	AP	Expected Check Run: 07/08/2024 USA Blue Book Arsenic Removal Program Vnd: 0189 Invoice: INV00394572	Invoice: INV00394572 Ref#: 15848 (Stenner S-30 Pump 40 GPD) 591-552-81820 591-000-20200	1,599.95	1,599.95
06/30/2024 AP Trx #: 25939	AP	Expected Check Run: 07/08/2024 USA Blue Book Arsenic Removal Program Vnd: 0189 Invoice: INV00395840	Invoice: INV00395840 Ref#: 15852 (3/8" Ball Check Valve for Stenner Pump 591-552-81820 591-000-20200	103.90	103.90
06/30/2024 AP Trx #: 25937	AP	Expected Check Run: 07/08/2024 USA Blue Book Arsenic Removal Program Vnd: 0189 Invoice: INV00395840	Invoice: INV00395840 Ref#: 15852 (3/8" Ball Check Valve for Stenner Pump 591-552-81820 591-000-20200	103.90	103.90

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2024	AP	USA Blue Book	Invoice: INV00398192 Ref#: 15853 (Valve Wheel Wrench, Float Switch)		
AP Trx #: 25940		Supplies	590-552-72600	213.77	
		Vnd: 0189 Invoice: INV00398192	590-000-20200		213.77
		Expected Check Run: 07/08/2024			
07/03/2024	AP	Village of Mattawan H20 Pmt.	Invoice: 000256-000 June24 Ref#: 15857 (24221 Front Ave Water 6/1/24-6/30)		
AP Trx #: 25941		Water	101-265-92700		
		Vnd: 0021 Invoice: 000256-000 June24	101-000-20200	185.84	185.84
		Expected Check Run: 07/08/2024			
07/03/2024	AP	Village of Mattawan H20 Pmt.	Invoice: 000579-000 June24 Ref#: 15858 (Water-22899 Freedom 6/1/24-6/30/		
AP Trx #: 25942		Water	101-265-92700		
		Vnd: 0021 Invoice: 000579-000 June24	101-000-20200	629.53	629.53
		Expected Check Run: 07/08/2024			
07/03/2024	AP	Village of Mattawan H20 Pmt.	Invoice: 000983-000 June24 Ref#: 15859 (Irrigation-Parks 10000 W. Main 6		
AP Trx #: 25943		Water	101-265-92700		
		Vnd: 0021 Invoice: 000983-000 June24	101-000-20200	17.16	17.16
		Expected Check Run: 07/08/2024			
07/03/2024	AP	Village of Mattawan H20 Pmt.	Invoice: 000957-000 June24 Ref#: 15860 (Water-52200 25th St 6/1/24-6/30/		
AP Trx #: 25944		Electric/Gas/Utilities	590-552-92100		
		Vnd: 0021 Invoice: 000957-000 June24	590-000-20200	2.41	2.41
		Expected Check Run: 07/08/2024			
07/03/2024	AP	Village of Mattawan H20 Pmt.	Invoice: 000645-000 June24 Ref#: 15861 (Water-23999 Freedom Ln 6/1/24-6/		
AP Trx #: 25945		Utilities - DPW Building	661-892-92100		
		Vnd: 0021 Invoice: 000645-000 June24	661-000-20200	161.30	161.30
		Expected Check Run: 07/08/2024			
				161.30	161.30

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/03/2024	AP	Weed Man			
AP Trx #: 25946					
		Contractual Services	101-265-81800	232.00	232.00
		Vnd: 0992 Invoice: 480798	101-000-20200		
		Expected Check Run: 07/08/2024			
				<u>232.00</u>	<u>232.00</u>
07/03/2024	AP	Weed Man			
AP Trx #: 25947					
		Contractual Services	101-265-81800	637.00	637.00
		Vnd: 0992 Invoice: 480799	101-000-20200		
		Expected Check Run: 07/08/2024			
				<u>637.00</u>	<u>637.00</u>
				<u>57,376.75</u>	<u>57,376.75</u>
Cash/Payable Account Totals:					
		Accounts Payable	101-000-20200		12,078.58
		Accounts Payable	202-000-20200		197.24
		Accounts Payable	248-000-20200		575.00
		Accounts Payable	590-000-20200		39,468.10
		Accounts Payable	591-000-20200		2,883.73
		Accounts Payable	661-000-20200		2,174.10
		TOTAL INCREASE IN PAYABLE:			57,376.75

**VILLAGE OF MATTAWAN
DDA MEETING**

JUNE 27, 2024

MINUTES

1. CALL TO ORDER @ 11:00 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Brininger, Brooks, Cavanaugh, Cole, Coy, Laughlin, Maxwell, Moyle, Penning, Roberts*
ABSENT: *Reed*
OTHERS IN ATTENDANCE: *Manager McLean, Administrative Assistant Storm-Artis*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA
Motion by Brininger, supported by Brooks to approve the agenda as presented. All members voted in favor. Motion carried.
8. APPROVAL OF THE MINUTES OF JUNE 18, 2024
Motion by Brooks, supported by Coy to approve the minutes of June 18, 2024. All members voted in favor. Motion carried.
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS *None*
10. OLD BUSINESS *None*
11. NEW BUSINESS
 - A. APPROVE RESOLUTION AUTHORIZING A SCULPTURE CONTRACT WITH KELLEY VANDER KLEY
Motion by Brooks, supported by Cole to approve the resolution authorizing a sculpture contract with Kelly Vander Kley. All members voted in favor. Motion carries.
 - B. APPROVE AGREEMENT BETWEEN THE VILLAGE OF MATTAWAN DDA AND KELLY VANDER KLEY FOR THE DESIGN, CONSTRUCTION, AND INSTALLATION OF A SCULPTURE TO BE INSTALLED IN THE VILLAGE OF MATTAWAN

Discussion took place regarding a timeline for the project and discussion future outstanding specifics on project at additional meetings. Kelly Vander Kley was asked if there are any issues she had with the proposed contract. She stated she had no concerns.

Motion by Brooks, supported by Laughlin to approve the agreement between the village and Kelly Vander Kley. Roll Call vote taken. All members voted in favor. Motion carried.

C. CD INVESTMENT INTEREST RATES

Discussion took place regarding going with a 6-month CD due to outstanding project obligations that would be starting at the beginning of 2025. Further discussion took place to determine the amounts and options with investing in multiple CD with different lengths of time.

Motion by Brooks to invest \$400,000 in a CD at 5.5% with Consumers Credit Union. Discussion took place, motion adjusted to \$600,000 amount. More discussion took place. Motion died due to lack of support.

Further discussion took place.

Motion by Laughlin, supported by Coy to invest up to \$300,000.00 in a CD at 5.5% interest rate with Consumers Credit Union. Roll call vote taken. Cavanaugh, Cole, Coy, Laughlin voted yes. Brininger, Brooks, Maxwell, Moyle, and Roberts voted no. Motion failed.

Motion by Moyle, supported by Brininger to invest \$600,000 in a cd at 5.5% interest rate with Consumers Credit Union. Roll call vote taken. All members voted in favor. Motion carried.

D. DDA MEETING TIME CHANGE

Administrative Assistant Storm-Artis explained the difficulty with having the meetings at 8am and office staffing concerns with arriving and opening the building prior to the opening for the office. Discussion took place as to times that would and would not work for the members.

Motion by Laughlin, supported by Brooks to adjust the DDA meeting time to 8:30 AM on the third Tuesday of the month. Roll call vote taken. All members voted in favor. Motion carried.

12. COMMUNICATIONS

Chair Brooks informed the DDA that he would not be at the next DDA meeting, other members spoke they may not be in attendance either. Discussion took place regarding cancelling the meeting for July. Maxwell stated she may have Christmas decoration bids to present to the DDA and could communicate to the other members of the DDA if the July meeting would still be required for this purpose.

Cavanaugh asked about the Antwerp Township Hall and the Christmas events and suggested adding a luminary display or other business event in the historical district. Discussion took place.

13. COMMENTS FROM VISITORS

Terron McLean commented on the new trees in the Village Park.

14. COMMENTS FROM MEMBERS *None*

15. ADJOURN @ *11:44 AM*

Motion by Brooks, supported by Moyle to adjourn. All members voted in favor. Motion carried.

Superintendents Report

July 2024

- We have been pothole patching.
- We have been roadside mowing and brush chopping.
- We spent 2 days with 3 and sometimes 4 guys picking up brush.
- We weathered all of the storms pretty well.
- We installed the two-inch tap for West Point Hills and the water and sewer tap fees have been paid.
- We have hydro vac most of Bobo Link subdivision service line that are on the list. I asked EGLE if we could forgo the service lines that are on Water Main that we will be replacing next year (French, Front, Concord and Main Street) and they agreed that it made perfect sense.

Memorandum

To: Village Council
CC: Administrator McLean
From: Superintendent Anthony
Date: 7/3/2024
Re: Amtrak Payment

In order to begin the design review, Amtrak will also need advance payment of the Design Phase Estimate as outlined in Section 5 of the Agreement and shown in Exhibit A (\$83,006), and Certificates of Insurance (COIs) for the Village and GLE.

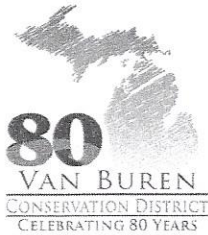
Memorandum

To: Village Council
CC: Administrator McLean
From: Superintendent Anthony
Date: 7/3/2024
Re: Lift Station #2 Root Road

We have lift station #2 budgeted for an upgrade of everything under ground this year. In the last two weeks one of the pumps sheared off the four bolts that hold the volute on and is now sitting at the bottom of the lift station. While lifting to clean out the other pump a guide rail came loose and is now laying in the area that the pump needs to go.

We tried pumping the station down and tried to move it with the vac truck but no luck.

I would like to have the council declare this project an emergency so that we can hire a contractor to make the upgrades asap so we can go back to normal on that station. We budgeted \$300,000 for that project.



Van Buren Conservation District June 2024 Program Update

Submitted by Emily Hickmott, Executive Director

We invite you and yours to our Annual Meeting, Director Election, & Summer Picnic on Wednesday, July 31, 2024 at 5:00 PM. This event will be held at Brookside Farms (34448 44th Avenue Paw Paw, MI 49079). The event is free and will include updates on district programs, award presentations, director election, a picnic dinner, music, and mingling. This year's event will be extra special as we will be celebrating the VBCD's 80th anniversary. We hope you'll come have fun with us! Please RSVP (so we order enough food) by July 23 by calling 269-657-4030x5 or by using [this link](#).

Seeking Committee Members: The newly established Southwest Michigan Materials Management Planning Committee (MMPC) is seeking dynamic and dedicated members from Berrien, Cass, and Van Buren Counties to join the effort in creating a forward-thinking Multi-County Materials Management Plan (MMP). Submit your application by 5 p.m., July 1, 2024. Email Bekah Schrag at schragb@swmpc.org for a PDF version or with questions. To apply online, access this link: <https://tinyurl.com/SWMcommittee>

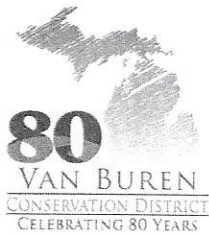
Recycling Collections: Details and tire sign-up available at:

<https://vanburencd.org/van-buren-county-recycling-collections/>. Please encourage folks to sign up their tires ahead of time! July and August Collections are:

- Large Tire & Business Tire Collection** | July 15, 2024 | 10:00 AM – 1:00 PM | Van Buren County Buildings & Grounds | 753 Hazen Street, Paw Paw, MI 49079
- Large Tire & Business Tire Collection** | July 16, 2024 | 4:00 PM – 7:00 PM | Van Buren County Buildings & Grounds | 753 Hazen Street, Paw Paw, MI 49079
- Recycle Roundup Collection** | August 3, 2024 | 9:00 AM – 2:00 PM | South Haven Public Works | 1199 8th Ave., South Haven, MI 49079
- Passenger & Semi Tire and Electronics Collection** | August 15, 2024 | 3:00 PM – 7:00 PM | Pine Grove Township Transfer Station | 32nd Street (north of CR 388), Gobles, MI 49055

Program Updates:

- **Ag Conservation/Water Quality Projects** (*Erin Fuller, Colleen Forestieri, Carlie Southland*) - In May, the Ag & Water Quality Team worked with farmers to plan for and install buffer strips and grassed waterways to reduce polluted runoff entering our streams and rivers. The team also continued planning upcoming outreach and education activities.
- **SWxSW Corner CISMA (Cooperative Invasive Species Management Area) Team** (*Abbie Bristol, Alex Florian, Jena Johnson*) - May saw a busy start to the field season for the SWxSW Corner CISMA. Our field Crew started and was trained to identify aquatic and terrestrial invasive species. We began monitoring for spotted lanternfly and surveying for Hydrilla. We also presented at Paw Paw Elementary's STEM day.
- **Michigan Agriculture Environmental Assurance Program (MAEAP)** (*Kyle Mead*) - The MAEAP Verifier was finally back to normal duties so he and the specialist were able to catch up on pending Verifications that had been scheduled but canceled due to mortality responses to Avian Flu. No new assessments were completed, but there are many calls out to farmers to schedule Re-Assessments, some of which will also have a new system to be verified. The specialist is also helping with some



Van Buren Conservation District June 2024 Program Update

Submitted by Emily Hickmott, Executive Director

Cass County farms that wish to get Re-verified now and not wait to see what happens with hiring a new technician for that county. This will give the Van Buren specialist some extra Re-Verifications on the books for the fiscal year.

- **National Association of Conservation Districts (NRCs) Technical Assistance** (*Lucas Hartman, Gabriel Francisco*) - This month, the Paw Paw field office was made aware of the Conservation Stewardship Program (CSP) applications that have been selected for funding in the 2024 fiscal year. In total, sixteen applications have been selected for Van Buren County totaling over \$980,000 in funding for enhanced conservation practices, over the next 5 years.
- **Outreach** (*Jacob Diljak*) - Look out for our VBCD events and services! Recycling collections in Paw Paw (6/15) and Keeler (6/26) are coming up. Our Local Work Group gathered public opinion on local natural resource concerns (6/5). Free private well water screenings and resources available during office hours. Check out VanBurenCD.org to stay updated!
- **Resource Recovery & Recycling** (*Kalli Marshall, Jacob Diljak*) - This season has started and the Resource Recovery program has been busy. Kalli started the month learning lots at the Michigan Recycling Coalition Conference. Later in the month, we held the Arlington Township Passenger & Semi Tire and Electronics recycling collection. The month ended with the Decatur Library Homeschool Hangout where Kalli talked to students about conservation and reused some materials to plant a flower to take home.