

**VILLAGE OF MATTAWAN
REGULAR COUNCIL MEETING**

MAY 13, 2024

MINUTES

1. CALL TO ORDER @ 7:00 PM
2. PLEDGE OF ALLEGIANCE.
3. ATTENDANCE: ***Begeman, Cole, Daniel, Hedgpeth, McLean, Smith, Stuu***
OTHERS IN ATTENDANCE: Attorney Graham, Administrative Assistant Storm-Artis,
Administrative Assistant Ranney-Holroyd
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. OPEN PUBLIC HEARING TO RECEIVE COMMENT ON THE 2024/2025 BUDGET
Motion by Smith, supported by Begeman to open public hearing. All members voted in favor. Motion carried.
7. PUBLIC COMMENT *None*
8. CLOSE PUBLIC HEARING
Motion by Smith, supported by Hedgpeth to close the public hearing. All members voted in favor. Motion carried.
9. ADDITIONS TO AGENDA
President Cole added 44,541.67 to the bills for a new total of \$77,212.30.
10. APPROVAL OF THE AGENDA
Motion by McLean, supported by Daniel to approve the agenda. All members voted in favor. Motion carried.
11. APPROVAL OF THE MINUTES OF APRIL 22, 2024
Motion by Begeman, supported by Stuu to approve the minutes of April 22, 2024. All members voted in favor. Motion carried.
12. APPROVAL OF THE MINUTES FROM BUDGET WORKSHOP OF APRIL 22, 2024
Motion by Begeman, supported by Stuu to approve the minutes of the budget workshop of April 22, 2024. All members voted in favor. Motion carried.
13. APPROVAL OF THE MINUTES FROM ZBA MEETING OF APRIL 22, 2024
Motion by McLean, supported by Begeman to approve the minutes from the ZBA meeting of April 22, 2024. All members voted in favor. Motion carried.

14. APPROVAL OF THE MINUTES FROM BUDGET WORKSHOP OF MAY 6, 2024
See Meeting Minutes May 28, 2024

15. BILLS TO BE APPROVED IN THE AMOUNT OF \$72,670.63

\$ 4,541.67

Total: \$77,212.30

Motion by StuuT, supported by Begeman to approve the bills in the amount of \$77,212.30. Roll call vote taken. All members voted in favor. Motion carried.

16. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM *None*

17. 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

4/24/2024 Committee reviewed NLC Service Line Warranty Program, Amtrak Easement Agreement, and Army Corps of Engineers Letter. Committee discussed Spring Clean-Up, and the possibility of starting a rental property inspection program

Chair Smith stated everything they discussed at the meeting was on the agenda.

D. LAW ENFORCEMENT COMMITTEE – CHAIR DANIEL

No meeting, no report

E. PARKS & RECREATION COMMITTEE – CHAIR BEGEMAN

No meeting, no report

F. POLICY & PERSONNEL COMMITTEE – CHAIR HEDGSPETH

No meeting, no report

G. ZONING AND ORDINANCE COMMITTEE – CHAIR MCLEAN

No meeting, no report

H. PLANNING COMMISSION LIAISON REPORT – LIAISON STUUT

No meeting, no report

I. DDA COMMITTEE – CHAIR ROB BROOKS

No meeting, no report

J. KATS –

No meeting, no report

18. STAFF REPORTS

A. DEPARTMENT OF PUBLIC WORKS – *Superintendent Anthony explained he had been working on the budget and water and sewer rates. He explained the first brush pick up of the year took place on May 6, 2024 and it took the DPW techs three days to complete the clean-up. He had been contacting several garbage companies regarding providing curbside pickup for the spring clean-up which would be discussed later on the agenda.*

Several companies have come to village hall to evaluate and provide bids for the replacement of the windows. He stated there was very little storm damage from the recent tornadic activity in the area, and the most damage the village suffered was due to road edge washout.

B. ENGINEER'S REPORT - *Engineer Woodhams*

C. ATTORNEY'S REPORT – *Attorney Graham stated all items he has are on the agenda.*

19. OLD BUSINESS

A. PARTNER ING WITH NLC SERVICE WARRANTY PROGRAM – *Superintendent Anthony. DPW Committee recommends 3-0 not to partner with NLC Service Warranty Program*

Superintendent Anthony explained there were too many restrictions and only about 25% of the residents would even qualify for the program.

Motion by Smith, supported by Stuut not to partner with the NLC service warranty program. All members voted in favor. Motion carried.

B. APPROVE SENDING AMTRAK EASEMENT AGREEMENT TO ATTORNEY GRAHAM FOR REVIEW – *Superintendent Anthony*

DPW Committee recommends 3-0 to send to Attorney Graham for review.

Motion by Begeman, supported by Stuut to send the Amtrak Easement Agreement to Attorney Graham for review. All members voted in favor.

20. NEW BUSINESS

A. DISCUSSION AND DECISION ON 2024/2025 BUDGET

Motion by Stuut, supported by Daniel to approve the 2024-2025 fiscal year budget. Roll call vote taken. All members voted in favor. Motion carried.

B. SET VILLAGE MILLAGE RATE AT 4.2646 FOR 2024/2025 FISCAL YEAR

Smith asked if this was separate from the Police Millage. Administrative Assistant Storm-Artis explained this was separate from the Police Millage that was previously approved.

Motion by Smith, supported by McLean to set the village millage rate at 4.2646 for the 2024-2025 fiscal year. Roll call vote taken. All members voted in favor. Motion carried.

C. APPROVE SENDING LETTER TO THE ARMY CORPS OF ENGINEERS FOR KINGDON/HAMILTON STUDY– *Superintendent Anthony*

DPW Committee recommends 3-0 to approve

Motion by Begeman, supported by Smith to send letter to Army Corps of Engineers for a Study of the Flooding on Kingdon/Hamilton Area. All members voted in favor. Motion carried.

- D. REQUEST FOR PARKS AND REC COMMITTEE MEETING TO DISCUSS PARK IMPROVEMENTS AND SIGNAGE INSTALLATION RELATING TO ORDINANCE #52— *Superintendent Anthony*

Motion by Begeman, supported by Smith to hold a parks and rec committee meeting. All members voted in favor. Motion carried.

- E. DISCUSSION ON SPRING CLEAN-UP AND WASTE SERVICES SURVEY –

Superintendent Anthony stated that no garbage company would do curbside pick-up for the spring clean-up unless they had an exclusive contract with the village. He further explained how a program would work. The first step would be for council to adopt an ordinance allowing for a contract with a single garbage company, residents would no longer be able to select their own provider for trash collection. For garbage pick-up under a contract, one invoice would be sent directly to the village office for all charges for residents in the village and would be paid out of village funds. Office staff would then independently bill the residents for their trash service just like is currently done for water and sewer. Discussion included what would happen if the trash bill went unpaid. Superintendent Anthony explained it would go to tax roll the same as water or sewer but the trash would continue to be collected at delinquent properties. Further discussion took place. It was suggested that alternatives for spring curbside pick-up such as College Hunks, Got Junk, etc. may be possible. Superintendent Anthony stated he would try to gather more information on these alternatives.

Motion by Begeman, supported by Stuut to table the issue to a later date. All members voted in favor. Motion carried.

- F. APPROVE BID FOR DDA LANDSCAPE – *Superintendent Anthony*

Smith asked why the council would be approving the bid for the landscaping without it going to the DDA first. Further discussion took place including Penning not submitting a bid, the vast cost difference and possible reasoning, and if the DDA is responsible for payment for the landscaping.

Motion by Begeman, supported by *. Roll Call vote taken. Begeman, Cole, Daniel, Hedgspeth, McLean, and Stuut voted yes. Smith voted no. Motion carried.

- G. DISCUSSION ON FUTURE RENTAL PROPERTY INSPECTION PROGRAM

Administrative Assistant Storm-Artis explained that there was an interest to investigate instituting a Rental Property Inspection program for the village. Most other municipalities have at least a registration procedure in place for rental properties within their jurisdiction. Preliminary investigation into how other municipalities conduct this process has begun. She also explained the current building inspector would not be able to accomplish the inspections due to the volume of rentals within the village, and additional hiring may be required before inspections could be conducted. Since there is no ordinances relating to rental properties, adopting an ordinance would be the first step.

Motion by Smith, supported by Daniel to hold a Zoning and Ordinance Committee meeting to discuss a rental property registration and inspection program. All members voted in favor. Motion carried.

H. DISCUSSION ON BIRD DOG JUNE 2024 THROUGH MAY 2025 LEASE

Attorney Graham explained that discussion needed to include any desired provisions or changes to the lease. Allison Maxwell spoke regarding paying 3 months at a time. Council discussion included late fees and grace period, monthly payments, paying in advance, and rental rate.

Motion by Daniel, supported by * to keep the current rental rate of \$525 per month, payable by the first of each month with a 10-day grace period after which a 10% late fee would apply, with the ability to pay 3 months in advance. All members voted in favor. Motion carried.

I. ADOPT LOAN RESOLUTION FOR RURAL DEVELOPMENT PROJECT

Smith asked about the difference between the bid amount and the amount of the loan. Attorney Graham explained that there is a contingency amount that could be used in the event of extra expenses during the project, and if the funds are not used after project completion a lump sum payment could be made on the loan.

Motion by Smith, supported by Daniel to adopt the loan resolution in the amount of \$4,910,000.00. All members voted in favor. Motion carried.

J. ADOPT ORDINANCE #0513-2024 FOR RURAL DEVELOPMENT PROJECT

Motion by Smith, supported by Daniel to adopt ordinance #0513-2024. All members voted in favor. Motion carried.

21. COMMUNICATIONS *None*

22. COMMENTS FROM VISITORS *None*

23. COMMENTS FROM COUNCIL

Discussion included the Christmas Event and communication between the DDA, DPW and Council.

24. ADJOURNMENT @ **7:59 PM**

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