

**VILLAGE OF MATTAWAN
REGULAR COUNCIL MEETING**

JUNE 10, 2024

MINUTES

1. CALL TO ORDER @ **7:00 PM**
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE: **Begeman, Cole, Daniel, Hedgspeth, McLean, Stuut**
ABSENT: **Smith**
OTHERS PRESENT: *Attorney Graham, Manager McLean, Administrative Assistant Ranney-Holroyd, Administrative Assistant Storm-Artis, Superintendent Anthony*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA
President Cole added \$10,078.39 to the bills for a new total of \$112,625.26, and New Business E
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 FROM ZBA OF MAY 28, 2024
Motion by Daniel, supported by Begeman to approve the minutes of the ZBA from May 28, 2024. All members voted in favor. Motion carried.
9. APPROVAL OF THE MINUTES OF MAY 28, 2024
Motion by Begeman, supported by Stuut to approve the minutes of May 28, 2024. Roll call vote taken. Begeman, Cole, Daniel, McLean, and Stuut voted in favor. Hedgspeth abstained. Motion carried.
10. BILLS TO BE APPROVED IN THE AMOUNT OF **\$102,546.87**
\$10,078.39
Total \$112,625.26
Motion by McLean, supported by Stuut to approve the bills in the amount of \$112,265.26. Roll Call vote taken. All members voted in favor. Motion carried.
11. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM **None**

12. BOARD AND COMMITTEE REPORTS

- A. FINANCE COMMITTEE – CHAIR STUUT
No meeting, no report
- B. COMMUNICATIONS COMMITTEE – CHAIR COLE
No meeting, no report
- C. DPW COMMITTEE – CHAIR SMITH
No meeting, no report
- D. LAW ENFORCEMENT COMMITTEE – CHAIR DANIEL
No meeting, no report
- E. PARKS & RECREATION COMMITTEE – CHAIR BEGEMAN
- 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.