

**VILLAGE OF MATTAWAN
REGULAR COUNCIL MEETING**

JULY 28, 2025

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 FROM COUNCIL MEETING AND CLOSED SESSION OF **JULY 14, 2025**
9. BILLS TO BE APPROVED IN THE AMOUNT OF **\$ 40,194.60**
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 STREETER
No meeting, no report
 - C. DPW COMMITTEE – CHAIR MCLEAN
No meeting, no report
 - D. LAW ENFORCEMENT COMMITTEE – CHAIR COLE
No meeting, no report
 - E. PARKS & RECREATION COMMITTEE – CHAIR GURLEY
No meeting, no report
 - F. POLICY & PERSONNEL COMMITTEE – CHAIR BEGEMAN
No meeting, no report
 - G. ZONING AND ORDINANCE COMMITTEE – CHAIR DANIEL
No meeting, no report
 - H. PLANNING COMMISSION LIAISON REPORT – LIAISON STUUT
No meeting, no report
 - I. DDA COMMITTEE – CHAIR ROB BROOKS

Meeting 7/15/2025

J. KATS – MANAGER MCGREW

No Meeting, no report

12. STAFF REPORTS

A. POLICE DEPARTMENT REPORT– *Chief Mansfield*

B. CLERK’S REPORT – *Clerk Storm-Artis*

C. ENGINEER’S REPORT - *Engineer Woodhams*

D. ATTORNEY’S REPORT – *Attorney Graham*

13. OLD BUSINESS

A. YARD FOWL ORDINANCE

B. DIRECT DEPOSIT FOR VILLAGE EMPLOYEES – *Member Stuut*

C. OVERTIME APPROVAL AND COUNCIL VOLUNTEER OPPORTUNITY FOR BASEMENT ORGANIZATION AND RECORDS REVIEW FOR RETENTION DESTRUCTION – *Member Stuut*

D. MPD ROLES – *Member Stuut*

14. NEW BUSINESS

A. APPROVE ACH PAYMENT FOR 401A AND 457 THROUGH MERS

B. APPROVE ZONING REVIEW APPLICATION FORM

C. APPLICATION FOR THE ALLOWANCE OF A FIREWORK SHOW AT LITTLE LEAGUE FIELDS HOSTED BY THE MATTAWAN MASONIC LODGE ON AUGUST 9, 2025

D. DISCUSSION ON MML TRAINING ON PARLIMENTARY PROCEDURES

E. DISCUSSION ON APPOINTING ADMINISTRATIVE ASSISTANT RANNEY-HOLROYD AS DEPUTY CLERK

F. HICVISION CAMERA REPLACEMENT BIDS AND RESOLUTION FOR GRANT APPLICATION THROUGH PAR PLAN

Michigan Security & Lock	\$ 6,476.00
Verkada	57,341.85
EPS	24,012.00

G. BS&A CONFERENCE ATTENDANCE FOR ALL OFFICE STAFF AND OFFICE CLOSURE OCTOBER 6, 2025 THROUGH OCTOBER 9, 2025

H. DISCUSSION ON MANAGER MCGREW CONTINUING AS BUILDING OFFICIAL AND BUILDING INSPECTOR

15. COMMUNICATIONS

Updated Section 3 of Employee Handbook
Book Sale – Friends of the Van Buren Library
School Supplies Drive

16. COMMENTS FROM VISITORS

17. COMMENTS FROM COUNCIL

18. ADJOURNMENT @

DRAFT

**VILLAGE OF MATTAWAN
REGULAR COUNCIL MEETING**

JULY 14, 2025

MINUTES

1. CALL TO ORDER @ 7:00 PM
2. PLEDGE OF ALLEGIANCE.
3. ATTENDANCE: Begeman, Cole, McLean, Streeter, Stuut
ABSENT: Gurley
OTHERS PRESENT: Manager McGrew, Clerk Storm-Artis, Superintendent Anthony, Engineer Woodhams
Motion by Begeman, supported by Streeter to excuse member Gurley for an engagement scheduled prior to being appointed to Village Council. All members voted in favor. Motion carried.
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. INTERVIEW VILLAGE COUNCIL APPLICANT JON DANIEL
Applicant Daniel was interviewed.
7. INTERVIEW VILLAGE COUNCIL APPLICANT MASON MONROE
Applicant Monroe was interviewed.
8. ADDITIONS TO AGENDA
President Cole added \$15,319.62 to the bills for a new total of \$203,207.47; New Business L-Carpet Bids, M-Sidewalks, and N-Eagle Scout Projects.
9. APPROVAL OF THE AGENDA
Motion by Begeman, supported by Streeter to approve the agenda as amended. All members voted in favor. Motion carried.
10. APPROVAL OF THE MINUTES OF THE ZBA MEETING OF JUNE 23, 2025
Motion by Begeman, supported by Stuut to approve the ZBA minutes of June 23, 2025. All members voted in favor. Motion carried.
11. APPROVAL OF THE MINUTES OF JUNE 23, 2025
Motion by Stuut, supported by Begeman to approve the Council meeting minutes of June 23, 2025. All members voted in favor. Motion carried.
12. BILLS TO BE APPROVED IN THE AMOUNT OF \$ 187,950.85
15,319.62
Total \$ 203,207.47

Motion by McLean, supported by Begeman to approve the bills in the amount of 203,207.47. Roll Call vote taken. All members voted in favor. Motion carried.

13. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM

14. BOARD AND COMMITTEE REPORTS

A. FINANCE COMMITTEE – CHAIR STUUT

No meeting, no report

B. COMMUNICATIONS COMMITTEE – CHAIR STREETER

No meeting, no report

C. DPW COMMITTEE – CHAIR MCLEAN

No meeting, no report

D. LAW ENFORCEMENT COMMITTEE – CHAIR COLE

No meeting, no report

E. PARKS & RECREATION COMMITTEE – CHAIR GURLEY

No meeting, no report

F. POLICY & PERSONNEL COMMITTEE – CHAIR BEGEMAN

No meeting, no report

G. ZONING AND ORDINANCE COMMITTEE – CHAIR VACANT

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 – MANAGER MCGREW

Meeting 6/25/2025

15. STAFF REPORTS

A. DEPARTMENT OF PUBLIC WORKS – *Superintendent Anthony presented his report*

B. MANAGER'S REPORT – *Manager McGrew presented his report*

C. ENGINEER'S REPORT - *Engineer Woodhams spoke about the Watermain project and progress report with the USDA, the Small Urban Grant, and KATS application.*

D. ATTORNEY'S REPORT – *Attorney Graham Not Present*

16. OLD BUSINESS

A. YARD FOWL ORDINANCE

Extensive discussion took place. There was some disagreement about the cost of the variance, and any exceptions with additional property acreage within a residential zone.

Motion by Stuut, supported by Streeter to approve the Yard Fowl Ordinance as presented. Roll call vote taken. Begeman, Cole, and Stuut voted yes. McLean and Streeter voted no. 3-2 Motion failed.

Member Stuut asked for clarification on why the motion failed. Clerk Storm-Artis clarified that approval by the majority of the Council as a whole is required to pass an ordinance, not just a majority of those members present. This would require 4 yes votes. As there were only 3 yes votes the motion failed.

President Cole made a motion to add this item to the agenda at the next council meeting.

Clerk Storm-Artis clarified that only a member that voted on the side of the motion failure could ask that this item be revisited.

Motion by McLean, supported by Streeter to add this item to the agenda at the next council meeting for further discussion. All members voted in favor. Motion carried.

- B. COMMITTEE MEETING SCHEDULING – *Member Stuut*
Discussion took place. No action taken.

17. NEW BUSINESS

- A. APPROVE HIGHWAY MAINTENANCE REPAIR AGREEMENT – *Superintendent Anthony*

Motion by McLean, supported by Stuut to approve the Highway Maintenance Agreement. All members voted in favor. Motion carried.

- B. DECISION ON FILLING VACANT VILLAGE COUNCIL SEAT

Motion Begeman, supported by McLean to appoint Jonathan Daniel to the open seat on the Village Council. Roll call vote taken. Begeman, Cole, McLean, and Stuut voted yes. Streeter voted no. 4-1 Motion carried.

- C. SET ZBA PUBLIC HEARING ON AUGUST 11, 2025 AT 7:00 PM FOR VARIANCE REQUEST BY EDWARD AND FLORENCE KUCINICH TRUST FOR PROPERTY AT 23440 E. MCGILLEN AVE

Motion by Stuut, supported by Begeman to set a public hearing on August 11, 2025 at 7:00 pm for the variance request submitted by Edward and Florence Kucinich Trust. All members voted in favor. Motion carried.

- D. APPROVE RESOLUTION SUPPORTING MAKE-A-WISH BIKE EVENT

Motion by Stuut, supported by McLean to approve the resolution supporting the Make-A-Wish bike event. All members voted in favor. Motion carried.

- E. APPROVAL OF UPDATED PERMITS AND FEES FOR ELECTRICAL, MECHANICAL, AND PLUMBING PERMIT APPLICATIONS

Motion by Stuut, supported by Begeman to approve the new electrical, mechanical and plumbing permits with the application fee going to the Village of Mattawan building department funds. All members voted in favor. Motion carried.

F. CHIP SEAL FY 2025-2026 ADJUSTMENT TO LOCAL STREETS

New total of \$181,134.75

Motion by McLean, supported by Streeter to approve the adjustment to the 2025-2026 local streets. Roll Call vote taken. All members voted in favor. Motion carried.

G. APPROVE CHANGE ORDER #2 FOR USDA WATERMAIN PROJECT – *Engineer Woodhams*

Motion by Stuut, supported by McLean to approve the change order #2 for USDA watermain project. Roll call vote taken. All members voted in favor.

H. APPROVE PAYMENTS OF \$823,758.66 FROM SWT FOR USDA WATERMAIN AND DDA PAID ROAD PAVING WORK

Motion by Stuut, supported by Streeter to approve payment in the amount of \$823,758.66. Roll Call vote taken. All members voted in favor. Motion carried.

I. APPROVE CLOSURE OF VILLAGE OFFICES FOR ACTIVE SHOOTER TRAINING ON AUGUST 28, 2025

Motion by McLean, supported by Streeter to approve the closure of the Village Offices for active shooter training on August 28, 2025. All members voted in favor. Motion carried.

J. APPROVE AMENDED ENGAGEMENT LETTER FROM SEBER TANS FOR AUDIT SERVICES INCLUDING SEPARATE SINGLE USDA AUDIT FOR FISCAL YEARS ENDING JUNE 30, 2025, 2026, AND 2027

Motion by Begeman, supported by Stuut to approve the amended engagement letter from SeberTans for Audit Services. All members voted in favor. Motion carried.

K. MANAGER MCGREW 90-DAY REVIEW

President Cole stated this item would be revisited at the end of the meeting.

L. CARPET BIDS – *Manager McGrew*

Bids were presented, all were over budgeted amounts.

Motion by Stuut, supported by Begeman to table the item until new bids could be obtained. All members voted in favor. Motion carried.

M. SIDEWALKS – *Member Streeter*

Discussion took place about the sidewalks in Silvergrass and Concord Farms.
No action taken.

N. EAGLE SCOUT PROJECTS – *Member Streeter*

Motion by Streeter, supported by Begeman to have Manager McGrew and Superintendent Anthony determine some projects the Eagle Scouts could participate in. All members voted in favor. Motion carried.

18. COMMUNICATIONS

Memorial Service for Scot Beyerstedt
Village Treasurer Responsibilities
Revenue and Expense Report
DDA CD and Money Market Investments Update - \$16,328.59 Interest Earned
MML Annual Notice

19. COMMENTS FROM VISITORS

Molly Chipouras stated the Concert in the park had good attendance and raised some money for school supplies.

20. COMMENTS FROM COUNCIL

Member McLean asked about the dead hanging baskets. Clerk Storm-Artis stated this would be discussed at the DDA meeting on July 15, 2025.

Discussion took place regarding Manager McGrew also being the Building Official as well as the Village Manager.

Motion by Streeter, supported by Cole to add this to the agenda on July 28, 2025. All members voted in favor. Motion carried.

Motion by Begeman, supported by Stuut to enter into closed session for Manager McGrew's 90-day employee review. All members Voted in favor. Motion carried.

President Cole called a 5-minute recess.

Entered Closed Session 9:05 PM.

Motion by Cole, supported by Stuut to re-enter open session. All members voted in favor. Motion carried.

Entered Open Session 10:17 PM.

Discussion took place about the scheduling of the 180-day employee review for Manager McGrew. No action taken.

21. ADJOURNMENT @ 10:23 PM

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

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/23/2025 AP Trx #: 28692	AP	Acrisure Great Lakes Partners Liability/Bonding Ins. Vnd: 1690 Invoice: 59265 Expected Check Run: 07/28/2025	Invoice: 59265 Ref#: 17617(Bond Water Project Policy 66321397 7/3/) 101-172-91000 101-000-20200	864.00 864.00	864.00
07/23/2025 AP Trx #: 28693	AP	Amazon Capital Services Supplies Operating Supplies Vnd: 1612 Invoice: 16TV-VY4D-7JRY Vnd: 1612 Invoice: 16TV-VY4D-7JRY Expected Check Run: 07/28/2025	Invoice: 16TV-VY4D-7JRY Ref#: 17618(Payment Drop Box) 590-551-72600 591-551-72600 590-000-20200 591-000-20200	864.00 32.74 32.75	864.00 32.74 32.75
07/23/2025 AP Trx #: 28694	AP	Amazon Capital Services Operating Supplies & Expense Vnd: 1612 Invoice: 1JQV-D9GL-QR7N Expected Check Run: 07/28/2025	Invoice: 1JQV-D9GL-QR7N Ref#: 17619(External Hard Drives) 101-301-72600 101-000-20200	65.49 183.30	65.49 183.30
07/23/2025 AP Trx #: 28695	AP	Amazon Capital Services Capital Outlay Equipment Repairs & Maint. Vnd: 1612 Invoice: 1L6G-FPRT-7KPY Expected Check Run: 07/28/2025	Invoice: 1L6G-FPRT-7KPY Ref#: 17620(Flashlight Pouch, Handcuff Key, Bel 101-301-97000 101-301-77800 101-000-20200	58.99 96.31	155.30
07/23/2025 AP Trx #: 28696	AP	Amazon Capital Services Equipment Repairs & Maint. Supplies Office Supplies Vnd: 1612 Invoice: 14J7-FV74-WYCP Expected Check Run: 07/28/2025	Invoice: 14J7-FV74-WYCP Ref#: 17621(Laptop Speakers, TV Wall Mount, 27" 101-301-77800 101-172-72600 101-215-72600 101-000-20200	155.30	155.30 15.61 113.39 57.99 186.99
				186.99	186.99

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/23/2025 AP Trx #: 28697	AP	Blue Cross Blue Shield of Mich	Invoice: 007015344-000 Aug25 Ref#: 17622 (Health & Dental Insurance 8/1/		
		Health/Dental/Vision Ins	101-301-71900	749.11	
		Health/Dental/Vision Ins	101-265-71900	301.19	
		Health/Dental/Vision Ins	101-441-71900	350.61	
		Health/Dental/Vision Ins	101-751-71900	417.03	
		Health/Dental/Vision Ins	202-463-71900	614.73	
		Health/Dental/Vision Ins	202-478-71900	203.88	
		Health/Dental/Vision Ins	203-463-71900	308.91	
		Health/Dental/Vision Ins	203-478-71900	134.38	
		Health/Dental/Vision Ins	590-552-71900	906.65	
		Health/Dental/Vision Ins	590-553-71900	1.54	
		Health/Dental/Vision Ins	591-552-71900	2,159.29	
		Health/Dental/Vision Ins	591-553-71900	37.07	
		Health/Dental/Vision Ins	661-891-71900	271.84	
		Health/Dental/Vision Ins	101-215-71900	4,317.04	
		Health/Dental/Vision Ins	202-172-71900	673.43	
		Health/Dental/Vision Ins	203-172-71900	403.13	
		Health/Dental/Vision Ins	590-551-71900	1,797.87	
		Health/Dental/Vision Ins	591-551-71900	1,797.86	
		Vnd: 1137 Invoice: 007015344-000 Aug25			6,134.98
		Vnd: 1137 Invoice: 007015344-000 Aug25			1,492.04
		Vnd: 1137 Invoice: 007015344-000 Aug25			846.42
		Vnd: 1137 Invoice: 007015344-000 Aug25			2,706.06
		Vnd: 1137 Invoice: 007015344-000 Aug25			3,994.22
		Vnd: 1137 Invoice: 007015344-000 Aug25			271.84
		Expected Check Run: 07/28/2025		15,445.56	15,445.56
07/23/2025 AP Trx #: 28698	AP	Blue Cross Blue Shield of Mich	Invoice: 007015344-000 Aug25E Ref#: 17623 (Health & Dental Insurance EE		
		Health Insurance	101-000-23500	792.06	
		Vnd: 1137 Invoice: 007015344-000 Aug25E	101-000-20200		792.06
		Expected Check Run: 07/28/2025		792.06	792.06
07/23/2025 AP Trx #: 28699	AP	Bronson Healthcare Group	Invoice: 700001499 7/4/25 Ref#: 17624 (MCOLES Physical Exam)		
		Police medical account	101-301-72300	280.00	
		Vnd: 1346 Invoice: 700001499 7/4/25	101-000-20200		280.00
		Expected Check Run: 07/28/2025		280.00	280.00
07/23/2025 AP Trx #: 28700	AP	BS&A Software	Invoice: 162329 Ref#: 17625 (BS&A Annual Support 8/1/25-8/1/26)		
		Contractual Services	101-172-81800	1,936.00	
		Vnd: 1183 Invoice: 162329	101-000-20200		1,936.00
		Expected Check Run: 07/28/2025		1,936.00	1,936.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/23/2025 AP Trx #: 28701	AP	CINTAS Contractual Services Uniform allowance Uniform allowance Vnd: 1226 Invoice: 4237217191 Vnd: 1226 Invoice: 4237217191 Vnd: 1226 Invoice: 4237217191 Expected Check Run: 07/28/2025	Invoice: 4237217191 Ref#: 17626 (Mats and Pants 7/17/25) 101-265-81800 590-552-76800 591-552-76800 101-000-20200 590-000-20200 591-000-20200	182.88 35.44 35.44 253.76	182.88 35.44 35.44 253.76
07/24/2025 AP Trx #: 28702	AP	CINTAS Contractual Services Uniform allowance Uniform allowance Vnd: 1226 Invoice: 4237946390 Vnd: 1226 Invoice: 4237946390 Vnd: 1226 Invoice: 4237946390 Expected Check Run: 07/28/2025	Invoice: 4237946390 Ref#: 17648 (Mats and Pants 7/24/25) 101-265-81800 590-552-76800 591-552-76800 101-000-20200 590-000-20200 591-000-20200	182.88 35.44 35.44 253.76	182.88 35.44 35.44 253.76
07/23/2025 AP Trx #: 28703	AP	CT Electrical Services, Inc. Contractual Vnd: 0199 Invoice: 6080 Expected Check Run: 07/28/2025	Invoice: 6080 Ref#: 17627 (List Station Repair) 590-552-81900 590-000-20200	140.00 140.00	140.00 140.00
07/25/2025 AP Trx #: 28704	AP	Diamond Handyman LLC BUILDING INSPECTIONS Vnd: 1663 Invoice: 7/24/25 BldgInspects Expected Check Run: 07/28/2025	Invoice: 7/24/25 BldgInspects Ref#: 17649 (Building Inspections through 249-627-80110 249-000-20200	140.00 1,427.00 1,427.00	140.00 1,427.00 1,427.00
07/23/2025 AP Trx #: 28705	AP	Freedom Counseling LLC Police medical account Vnd: 1664 Invoice: 62733 Expected Check Run: 07/28/2025	Invoice: 62733 Ref#: 17628 (MPD Employee Wellness Counseling) 101-301-72300 101-000-20200	140.00 100.00 100.00	140.00 100.00 100.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/23/2025 AP Trx #: 28706	AP	Freightliner of Grand Rapids Repairs & Maintenance Vnd: 0888 Invoice: R0020773923:01 Expected Check Run: 07/28/2025	Invoice: R0020773923:01 Ref#: 17629(12V Starting Batteries, Installatio 661-891-93100 661-000-20200	990.12	990.12
07/25/2025 AP Trx #: 28707	AP	Freightliner of Grand Rapids Repairs & Maintenance Vnd: 0888 Invoice: R002073952:01 Expected Check Run: 07/28/2025	Invoice: R002073952:01 Ref#: 17650(Alternator Repair) 661-891-93100 661-000-20200	891.00	891.00
07/23/2025 AP Trx #: 28708	AP	Frontier Telephone Vnd: 1121 Invoice: 26966870570707145JL5 Expected Check Run: 07/28/2025	Invoice: 26966870570707145JL5 Ref#: 17630(MPD Fax 7/16/25-8/15/25) 101-301-85300 101-000-20200	891.00 162.91	891.00 162.91
07/23/2025 AP Trx #: 28709	AP	Kal-Blue Office Supplies Vnd: 0659 Invoice: 103819 Expected Check Run: 07/28/2025	Invoice: 103819 Ref#: 17631(Name Plates - Gurley, Daniel, Chipouras) 101-215-72600 101-000-20200	162.91 24.17	162.91 24.17
07/23/2025 AP Trx #: 28710	AP	LOWES BUSINESS ACCT/SYNCB Supplies - DPW Building Vnd: 1638 Invoice: 82131230518461 Jly25 Expected Check Run: 07/28/2025	Invoice: 82131230518461 Jly25 Ref#: 17632(8ft Strip 2LT LED MVOLT) 661-892-72600 661-000-20200	24.17 80.54	24.17 80.54
07/24/2025 AP Trx #: 28711	AP	McDonald's Towing and Rescue Repairs & Maintenance Vnd: 1461 Invoice: 883769 Expected Check Run: 07/28/2025	Invoice: 883769 Ref#: 17633(Towing Freedom to Freighliner) 661-891-93100 661-000-20200	80.54 530.15	80.54 530.15

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/24/2025 AP Trx #: 28712	AP	Midwest Energy & Communications Invoice: 888045841 Aug25 Ref#: 17634(Data-25th St Lift Station 8/8/25-9			
		Electric/Gas/Utilities Vnd: 0022 Invoice: 888045841 Aug25	591-552-92100 591-000-20200	70.00	70.00
		Expected Check Run: 07/28/2025			
07/24/2025 AP Trx #: 28713	AP	Midwest Energy & Communications Invoice: 888045842 Aug25 Ref#: 17635(Data-French Water Tower 8/8/25-9/7		70.00	70.00
		Electric/Gas/Utilities Vnd: 0022 Invoice: 888045842 Aug25	591-552-92100 591-000-20200	70.00	70.00
		Expected Check Run: 07/28/2025			
07/24/2025 AP Trx #: 28714	AP	Midwest Energy & Communications Invoice: 888004348 Aug25 Ref#: 17636(Phone & Data-Freedom Ln Office 8/8		70.00	70.00
		Electric/Gas/Utilities Vnd: 0022 Invoice: 888004348 Aug25	591-552-92100 591-000-20200	316.15	316.15
		Expected Check Run: 07/28/2025			
07/24/2025 AP Trx #: 28715	AP	Midwest Energy & Communications Invoice: 581 June25 Ref#: 17637(Electric-25th St Well&Lift, Antwerp, Fr		316.15	316.15
		Street Lights Electric/Gas/Utilities Vnd: 0022 Invoice: 581 June25	101-441-92600 590-552-92100 591-552-92100 661-892-92100 101-000-20200	163.05 4,929.16 2,928.07 347.87	163.05 4,929.16 2,928.07 347.87
		Expected Check Run: 07/28/2025			
07/24/2025 AP Trx #: 28716	AP	MISSIONSQUARE RETIREMENT Invoice: 20250630109320879A Ref#: 17638(Quarterly Admin Fees 7/1/25-9/3		8,368.15	8,368.15
		Contractual Services Vnd: 1559 Invoice: 20250630109320879A	101-172-81800 101-000-20200	125.00	125.00
		Expected Check Run: 07/28/2025			
07/24/2025 AP Trx #: 28717	AP	NACOP Invoice: 223509NC22016918M825 Ref#: 17639(Annual Membership Dues 8/1/20		125.00	125.00
		Dues & Memberships Vnd: 0594 Invoice: 223509NC22016918M825	101-301-95800 101-000-20200	60.00	60.00
		Expected Check Run: 07/28/2025		60.00	60.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/24/2025 AP Trx #: 28718	AP	O'Reilly Automotive Gas & Oil Vnd: 1464 Invoice: 3978-316840 Expected Check Run: 07/28/2025	Invoice: 3978-316840 Ref#: 17640 (Motor Oil and Filter) 661-891-75100 661-000-20200	121.88	121.88
07/24/2025 AP Trx #: 28719	AP	O'Reilly Automotive Repairs & Maintenance Vnd: 1464 Invoice: 3978-316699 Expected Check Run: 07/28/2025	Invoice: 3978-316699 Ref#: 17641 (Turbo Solenoid TC VGT Solen) 661-891-93100 661-000-20200	121.88 198.58	121.88 198.58
07/25/2025 AP Trx #: 28720	AP	Southwest Plumbing Inspections Plumbing Inspector Vnd: 0981 Invoice: 7/24/25 PlumbInspect Expected Check Run: 07/28/2025	Invoice: 7/24/25 PlumbInspect Ref#: 17652 (Plumbing Inspections through 101-380-80100 101-000-20200	198.58 3,134.70	198.58 3,134.70
07/24/2025 AP Trx #: 28721	AP	SOUTHWESTERN MICHIGAN DUST CONTROL Contractual Vnd: 1404 Invoice: 1823 Expected Check Run: 07/28/2025	Invoice: 1823 Ref#: 17642 (Dust Control Village Gravel Roads 7/17/2) 202-463-81800 202-000-20200	3,134.70 850.00	3,134.70 850.00
07/24/2025 AP Trx #: 28722	AP	USA Blue Book Supplies Operating Supplies Vnd: 0189 Invoice: INV00770952 Vnd: 0189 Invoice: INV00770952 Expected Check Run: 07/28/2025	Invoice: INV00770952 Ref#: 17643 (Inverted Paint Green and Blue) 590-552-72600 591-552-72600 590-000-20200 591-000-20200	850.00 185.92 185.92	850.00 185.92 185.92
07/25/2025 AP Trx #: 28723	AP	VC3, Inc CONTRACTUAL IT Vnd: 1309 Invoice: VC3-212969 Expected Check Run: 07/28/2025	Invoice: VC3-212969 Ref#: 17651 (Microsoft 365 Monthly July 2025) 101-172-81910 101-000-20200	371.84 451.20	371.84 451.20
				451.20	451.20

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/24/2025 AP Trx #: 28724	AP	Verizon Wireless	Invoice: 6118031722 Ref#: 17644(DPW and Village Office Cell Phones 6/9/		
		Telephone	101-215-85300	87.72	
		Telephone-Emergency	590-551-85300	127.73	
		Telephone-Emergency	591-551-85300	172.47	
		Vnd: 1231 Invoice: 6118031722	101-000-20200		87.72
		Vnd: 1231 Invoice: 6118031722	590-000-20200		127.73
		Vnd: 1231 Invoice: 6118031722	591-000-20200		172.47
		Expected Check Run: 07/28/2025		387.92	387.92
06/30/2025 AP Trx #: 28725	AP	Wagoner's	Invoice: VillageMattawan#21 Ref#: 17645(Vinegar and Peroxide)		
		Arsenic Removal Program	591-552-81820	12.07	
		Vnd: 0644 Invoice: VillageMattawan#21	591-000-20200		12.07
		Expected Check Run: 07/28/2025		12.07	12.07
07/24/2025 AP Trx #: 28726	AP	Weed Man	Invoice: 524277 Ref#: 17646(Grub Control (Preventative))		
		Contractual Services	101-265-81800	656.00	
		Vnd: 0992 Invoice: 524277	101-000-20200		656.00
		Expected Check Run: 07/28/2025		656.00	656.00
07/24/2025 AP Trx #: 28727	AP	Weed Man	Invoice: 524276 Ref#: 17647(Fertilization (Summer))		
		Contractual Services	101-265-81800	239.00	
		Vnd: 0992 Invoice: 524276	101-000-20200		239.00
		Expected Check Run: 07/28/2025			
Cash/Payable Account Totals:				239.00	239.00
				40,194.60	40,194.60
				16,102.14	16,102.14
				2,342.04	2,342.04
				846.42	846.42
				1,427.00	1,427.00
				8,192.49	8,192.49
				7,852.53	7,852.53
				3,431.98	3,431.98
				40,194.60	40,194.60
				TOTAL INCREASE IN PAYABLE:	

**VILLAGE OF MATTAWAN
DDA MEETING**

JULY 15, 2025

MINUTES

1. CALL TO ORDER **8:30 AM**
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE **Brininger, Brooks, Coy, Crooks, Layghlin, Penning, Reed**
ABSENT: **Chipouras, Cole, Maxwell, Moyle**
OTHERS PRESENT: **Clerk Storm-Artis**
Motion by Brooks, supported by Reed to excuse members Chipouras, Cole, Maxwell, and Moyle. All members voted in favor. Motion carried.
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA **None**
7. APPROVAL OF THE AGENDA
Motion by Penning, supported by Brooks to approve the agenda. All members voted in favor. Motion carried.
8. APPROVAL OF THE MINUTES OF **JUNE 17, 2025**
Motion by Crooks, supported by Coy to approve the minutes of June 17, 2025. All members voted in favor. Motion carried.
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
 - A. PARK NATIVITY REPLACEMENT
Motion by Brooks, supported by Penning to table the item until the next meeting when Superintendent Anthony can attend. All members voted in favor. Motion carried.
11. NEW BUSINESS
 - A. REINVEST FUNDS IN 6-MONTH CD AT 3.15% APY AT KALAMAZOO COUNTY STATE BANK
Available Balance for investment is \$450,000
Motion by Brooks, supported by Coy to approve the investment of \$450,000.00 in a CD with Kalamazoo County State Bank at a minimum of 3.8% for 6-moths. All members voted in favor. Motion carried.

- B. APPROVE DDA PORTION OF SOUTH MAIN ST. ROAD PAVING FROM FISCAL YEAR 2024-2025 PAYMENT OF INVOICES FROM SWT FOR \$345,063.85 AND CIVICA ENGINEERING FOR \$19,600.00

Extensive discussion took place. Concerns about the paving included a dip in the surface, line painting not being correct, and plan to fix the issues.

Motion by Crooks, supported by Reed to not pay SWT and Civica Engineering until repairs are complete. Roll call vote taken. Crooks, Laughlin, and Reed voted yes. Brininger, Brooks, Coy, and Penning voted no. Motion failed.

Engineer Woodhams was able, by phone, to answer some questions. All repairs of the surface would be part of the final USDA Project review at project completion. The lines will be repainted and adjusted to the correct lane dimensions after chip sealing is complete in 2026.

Motion by Brooks, supported by Reed to pay SWT in the amount of \$345,063.85 and Civica Engineering in the amount of \$19,699.00. All members voted in favor. Motion carried.

- C. APPROVE MONTHLY INSPECTION OF POLE IRRIGATION FOR HANGING BASKETS FROM SANDERSON DEHAAN

Discussion took place regarding other municipalities and how flower watering was done. Further clarification was desired to determine options for the maintenance of baskets for 2026.

Motion by Laughlin, supported by Penning to remove the dead haning baskets and get a quote on repair of the pole irrigation and landscaping bids to have manual watering for 2026 season. All members voted in favor. Motion carried.

12. COMMUNICATIONS

Revenue and Expense Report
CD Interest Earned \$13,939.73
Money Market Interest Earned \$2,388.86

13. COMMENTS FROM VISITORS *None*

14. COMMENTS FROM MEMBERS *None*

15. ADJOURN @ 10:45 AM

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



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 McGrew, Village Council

From: Chief Mansfield

Re: New format for monthly report

Date: July 23, 2025

Last month I advised the Manager and Council of changes being implemented to track the department's activities. The "Monthly Activities" page of the monthly report is reflective of those changes.

These changes are provided to better inform Council Members about officer activities, departmental demands, and community needs, in support of the Council's role in shaping policy and the Village's future direction. It also serves to provide our Village residents with transparency and accountability for the services provided.

The information contained in the report is based upon Daily Activity Report (DAR) entries. It does not represent all hours worked. Time spent on court appearances, meetings, interviews, or training outside scheduled shifts is not included.

This reporting process is in its early stages and remains time-intensive to compile. Some necessary changes are already underway, and further adjustments will be made as additional needs are identified.

I have structured this report with general descriptions followed by brief explanations of each category. Below each header is a breakdown of the components involved, beginning with the DAR activity followed by the number of activity entries for the month and total time. All activities' times are then tallied at the bottom of each section. The total number of hours spent on all DARs for all entries appears at the bottom.

Working in cooperation with you to collectively provide the best possible service for our residents, I welcome any feedback you may have on this new reporting method.



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Jeremy S. Mansfield, Chief of Police

MONTHLY ACTIVITIES FOR JUNE

CASE COUNT (This section includes dispatched calls for service and officer-initiated cases for criminal and non-criminal related matters.)

Monthly case count: 113 (46:56)

Officer Initiated cases: 33 (08:08)

Follow up and Investigation: 65 (37:06)

Court: 4 (2:25)

Reports: 104 (115:21)

Total time: 209:56

COMMUNITY CARE TAKING EFFORTS: (Activities relating to providing non-criminal-related services, establishing and maintaining cooperative efforts with community and services partners.)

Business/Property Checks: 23 (2:37)

Community Relations: 7 (29:29)

Field Contacts: 1 (0:04)

Meetings: 4 (3:59)

Total time: 36:09 (HH:MM)

TRAFFIC ENFORCEMENT (This section includes stationary Radar, traffic monitoring, and traffic stops.)

Traffic Stop Count: 29

Citation Count: 11

Offense Count: 11

Time Involved: 03:13

Traffic Monitoring/stationary radar: 73

Time Involved: 61:58

PATROL (This includes general road patrol activities and moving radar speed enforcement.)

Time involved: 20:09 (HH:MM)

ADMINISTRATION (This section includes the general administrative duties, completion of FOIA/NON FOIA requests, evidence management, LEIN Validations, personnel management, permit reviews, vehicle and equipment care and maintenance, review of submitted reports and documentations, State and Federal reporting, training management, etc.)

Time Involved: 162:42

DAILY ACTIVITY REPORT TALLIES:

499:07 (HH:MM)



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Jeremy S. Mansfield, Chief of Police

CHIEF'S REPORT

- Staffing updates
 - Officer Cora Bigelow has completed her week of orientation and is currently in Phase 1 of her Field Training Officer (FTO) Program. There are four phases to the FTO program, the duration is generally three to four months in duration.
 - Cora grew up in our area and comes after a brief employment with Jackson County Sheriff's Office. She took time to meet different officers, ride along with us and experience the community before accepting the job. She is looking forward to joining our "family" and integrating with our community. She enjoys church activities, staying fit and working with those with Autism.
 - Zachary Engel will be starting with our department in the first week of next month. He will complete orientation and then be placed into the FTO Program. We are expecting an abbreviated FTO based on his training and experience.
 - He is also a native of the area who has served over three years with the Kalamazoo County Sheriff's Office. He has a vast array of experience having worked in the busiest area of the county. He enjoys pickleball, time with loved ones and physical fitness. Zach also has taken time to get to know the department, its atmosphere, and officers. He is excited to join our team and get to know the community.

This will fill all vacant positions and we look forward to the return of normal operations. Thank you to Manager McGrew, Clerk Storm-Artis and the Council for your assistance and support in making this possible.

- The department took part in Mattawan Little League Jamboree. This is an annual event for those with special needs and disabilities to play baseball and interact with others.
- The Department is working with the school district and the MBA to provide school related essentials to students through a supply drive. Officer Ryan has led this effort.
- Training plans have been reviewed, and registrations have been sent out for different officers to receive training opportunities. Officer Ryan will be receiving training to become a Taser Instructor and Public Information Officer (PIO). These training courses will fill needs and enhance the service we offer. Lt. Britton has been enrolled in the New Chiefs and Executives School, hosted by the Michigan Association of Chiefs of Police (MACP). This is a school teaching a wide array of courses in an intense week of learning, applying and networking.
- Continuing Education training and Daily Training Bulletins assigned to staff. In-house training sessions were completed.



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Jeremy S. Mansfield, Chief of Police

- Any needed Internal reviews of required incidents were conducted. Examples: the use of force by officers, officer injury, in-custody injury, vehicle pursuits, random review of body camera footage, citizen compliment or complaints and employee evaluations.
- Meetings and ongoing communications were held with the agency and community partners.
- Several background investigation matters were addressed including meeting with other agencies and previous employers, obtaining documents and documentation of findings.
- Reported Use of Force statistics to FBI database for the previous month.

FOIA requests: 3

Non-FOIA requests: 14

STATE OF MICHIGAN

Seventh Judicial District

☐ 7th District Court – West

1007 E. Wells St.
South Haven, MI. 49090-0311
Phone (269) 637-5258

HON. ARTHUR H. CLARKE, III

District Judge

JAMES R. BECKER

Magistrate



☒ 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

JUSTIN LOSEY

Court Administrator

JULY 3, 2025

Ordinance Costs for Cities and Villages for the Month of June 2025

PAW PAW	1639.77
LAWTON	13.20
MATTAWAN	222.86
DECATUR	97.35
LAWRENCE	448.80
ANTWERP	
KEELER	

PORTER TOWNSHIP
DECATUR TOWNSHIP
GOBLES
PAW PAW TOWNSHIP
HAMILTON TOWNSHIP
LAWRENCE TOWNSHIP
ALMENA TOWNSHIP

\$ 2421.98

VAN BUREN COUNTY

\$ 4917.35

Prepared by:

Susan Taylor
Susan E. Taylor
Account Finance Clerk

Mattawan PD Offense Summary

Occurred 6/1/2025 - 6/30/2025

Offense	Total Offenses
1302 - 13002 - Aggravated/Felonious Assault - Family - Other-Weapon	1
1313 - 13001 - Assault and Battery/Simple Assault	5
151 - Grass and Noxious Weeds Ordinance	11
186 - Inoperable Vehicle Ordinance	2
191 - Anti Blight Ordinance	1
2101 - 21000 - Extortion - Threat to Injure Person	1
2305 - 23005 - Larceny - Personal Property from Vehicle	1
2309 - 23007 - Larceny - From Yards (Grounds surrounding a building)	1
2699 - 26001 - Fraud (Other)	1
5707 - 57001 - Trespass (Other)	8
8011 - 54001 - Motor Vehicle Accident - Failed to Stop and Identify	1
8013 - 54001 - Motor Vehicle Accident - Failed to Report Accident	1
8072 - 54003 - Traffic - Careless Driving	2
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	1
8282 - 54003 - No Insurance	1
9905 - 94001 - Alarm Activations	1
9906 - 94001 - Motorist Assist	4
9910 - 93001 - Traffic, Non-Criminal - Accident	6
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	1
9939 - 98002 - Inspections/Investigations - Vehicle/VIN/School Bus	1
9942 - 98006 - Inspections/Investigations - Family Trouble	2
9943 - 98007 - Inspections/Investigations - Suspicious Situations	7
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	2
9947 - 99002 - Miscellaneous - Natural Death	2
9948 - 99003 - Miscellaneous - Missing Persons	1
9953 - 99008 - Miscellaneous - General Assistance	18
9954 - 99008 - Miscellaneous - Assist to Fire Department	1
9954 - 99009 - Miscellaneous - Non-Criminal	1
9955 - 99008 - Miscellaneous - Assist to EMS	8
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	5
Total	98

Report By Violation

From 6/1/2025 12:01:00 AM to 6/30/2025 11:59:00 PM

Violation Code	Description	Count
257.628	SPEEDING 1-5 OVER LIMIT	1
257.904(1)	DROVE WHILE LICENSE SUSP/REV/DENIED	1
257.628	SPEEDING 16-20 OVER LIMIT	1
500.3101	NO INSURANCE	1
257.628	SPEEDING 6-10 OVER	1
257.649(6)	DISOBEY STOP SIGN	2
257.255	EXPIRED REG. LESS THAN 1 MONTH-CIVIL INFRACTION	1
257.620	FAILED TO STOP AFTER COLLISON	1
257.255	EXPIRED REG. OVER 6 MONTHS- CIVIL INFRACTION	1
257.904A	DROVE WHILE NOT LICENSED (IN AND OUT OF STATE)	1

* Results do not include warnings or voided tickets.

7/22/2025 1:24:20 PM

Page 1 of 1

Clerk's Report

June/July 2025

- Attended Council and DDA meetings
- Submitted USDA Loan Draw #4 documents for \$539,377.83 including split of non-participating DDA funds to pay for road paving along Main St.
- Worked with Kalamazoo County State Bank to get DDA CD rates and reinvestment of \$450,000 for 6-Months
- Worked with Manager McGrew on getting Yard Fowl Ordinance updated with Village Council changes
- Completed 401/457 Employee Sign Up Documents to MERS and confirmed transfer of all assets to take place 9/27/25
- Created Social Media Policy from Policy and Personnel Committee guidance/examples
- Submitted for publication and mailed notices for 2 Public Hearings
- Submitted 2025 second quarter Federal 941's and Unemployment documents
- Obtained and reviewed State of Michigan Record Retention Requirements
- Began training with Village Treasurer Stuut on internal Treasurer tasks and processes
- Worked with Manager McGrew on getting phone service upgrade to CTS
- Continued to work and train Manager McGrew on BS&A software for General Ledger postings
- Swore in Member Daniel for Village Council Oath of Office
- Followed up with SeberTans on IRS Abatement Assistance
- Worked with Casey's on Variance Application Requirements and Process

**STATE OF MICHIGAN
VILLAGE OF MATTAWAN**

ORDINANCE NO. _____

AN ORDINANCE TO REGULATE KEEPING FOWL IN THE VILLAGE OF MATTAWAN,
VAN BUREN COUNTY, MICHIGAN

THE VILLAGE OF MATTAWAN ORDAINS:

The Village of Mattawan adopts this Ordinance for the purpose of regulating the keeping of fowl within the Village. The Ordinance and all policies regarding the keeping of fowl within the village are consistent with the Generally Accepted Agriculture and Management Practices (GAAMP) for the care of farm animals as promulgated by the Michigan Department of Agriculture. All persons wishing to keep fowl within the Village shall adhere to the following:

1. The number of fowl allowed is based on zoning districts and as follows:
 - a. HCBD, VGBD, HBD, LID, BPD, R3 and R4 – No Fowl Allowed
 - b. R1 and R2 – 6 chickens only, no other fowl or roosters
 - c. AG – 15 Fowl
2. Structures for keeping chickens must meet the following requirements and property owners must:
 - a. Be located in the backyard of the applicant's property, defined as an imaginary line even with the rear wall of the residential structure extending away from the structure.
 - b. Be located a minimum of ten (10) feet from any property line.
 - c. Fowl should not be allowed in a residence, porch, or attached garage. Fowl must be confined in a house or coop in the backyard of the residence with a minimum of 2 square feet per bird. A fence enclosure that is a minimum of 4 feet in height must be installed that completely encloses the coop and any range yardage. The coop and fence should be built to keep dogs, cats, and wildlife from gaining entry.
3. Provide a container that protects feed from entry by rodents
4. Proper disposal of waste materials is required on a weekly basis.
5. Provide the minimum care of animals by:
 - a. Cleaning the structure in which fowls are kept regularly
 - b. The owner must feed and water the fowl daily.
 - c. Injured or sick animals will be attended to properly
 - d. Dead animals must be disposed of by the Michigan Bodies of Dead Animal Act, Act 239 of 1982, Amended Act No. 311, Public Acts of 2008

Violation and Penalties

Any owner, renter, possessor, or occupier of land within the Village of Mattawan, or any person in charge of such lands, who fails, neglects, or refuses to comply with the provisions outlined in this ordinance for their zoning district shall be guilty of a misdemeanor. Such violations shall be deemed a public nuisance. Such individuals shall be subject to a penalty of a 90-day Misdemeanor, which prescribes a fine of up to \$500 and 90 days in jail. Furthermore, each day that a violation continues shall constitute a separate offense.

Variance Requests

Should any resident want to apply for a variance from any portion of this ordinance, a special variance request application can be submitted for \$50 or other amount determined by Village Council action. This variance request is reviewed by the Zoning Administrator and approval or denial will be given in writing to the requestor.

Validity and Severability

Should any portion of this Ordinance be found invalid for any reason, such holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Repealer Clause

Any ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Effective Date

This ordinance shall become effective upon publication. Any owner, possessor, or occupier of land that is not in compliance at the time the ordinance becomes effective shall have 30 days after the ordinance becomes effective to become compliant with the provisions of this ordinance.

CLERK'S CERTIFICATE

I, Jolie Storm-Artis, Clerk of the Village of Mattawan, certify that at a regular meeting of the Village Council held on _____, at 7:00 p.m., at the Mattawan Village Hall, at which the following members were present:

The Council enacted Ordinance # _____, to become effective _____, and to be published pursuant to the provisions of the Village Charter.

_____ Ayes _____ Abstentions

_____ Nays

Memorandum

To: Village Council
From: Clerk Storm-Artis
Date: 2/4/2025
Re: Direct Deposit for Payroll

There has been much discussion on moving to a direct deposit for payroll payments for employees, council members, and planning commission members. I have received the cost of moving to a direct deposit process. These amounts are for the current number of employees, and only the cost per payroll would increase with the addition of staff.

Annual Fee: \$35.00
Monthly Fee: \$50.00
Cost Per Payroll: \$4.90

There are additional changes that would need to occur if moving to this program. There is a two-day delay in the transfer of funds from the time of submission. This would delay the date employees, council members, and planning commission members would receive their pay by two days. The date of payment is currently set in policy 3.05 (shown below) of the employee handbook. There would need to be a change to the policy and proper notification to employees regarding the pay date change should we move to direct deposit.

Section 3.05
COMPENSATION

- A. Village employees shall be paid every two weeks and shall receive their paycheck on the first Monday of the following pay period. Pay increases for all employees shall coincide with the fiscal year which runs from July 1 to June 30.
- B. Employees who resign or leave shall receive their last paycheck no later than the regularly scheduled payday of their last pay period worked. Employees who are entitled to additional compensation because of vacation time or other paid time off they are entitled to at employment separation shall be given their additional compensation within one month of their final working day.

Jolie Storm-Artis

Village Clerk

- L. WATER ORDINANCE 28 COMPLIANCE ISSUE- *Superintendent Anthony*
Discussion took place. Attorney Graham clarified that the former lawsuit only involved mandatory connection to municipal sewer. No action taken.

15. NEW BUSINESS

- A. FIRE STATION TRAINING PROP INSTALLATION DISCUSSION – *Fire Chief Brooks*
Motion by Begeman, supported by Hedgspeth to send review of fire station training props to the Planning Commission. All members voted in favor. Motion carried.
- B. ADOPTION OF 2021 IFC FIRE CODE – *Fire Chief Brooks*
Motion by Smith, supported by Hedgspeth to adopt the 2021 IFC Fire Code. Voice vote taken. Nay heard. Roll call vote taken. Begeman, Cole, Hedgspeth, Smith, Streeter, and Stuut voted yes. McLean voted no. Motion carried.
- C. APPROVE THE UPDATED WATER SERVICE ORDER APPLICATION FORM –
Assistant Ranney-Holroyd
Motion by Begeman, supported by Streeter to approve the updated water service order application as presented. All members voted in favor. Motion carried.
- D. PAYROLL DIRECT DEPOSIT OPTION – *Clerk Storm-Artis*
Motion by Smith to table the issue indefinitely. Motion died due to lack of support.
Motion by McLean, supported by Smith to continue the payroll process as is and allow for revising direct deposit at a later date. Roll call vote taken. Begeman, Cole, Hedgspeth, McLean, Smith, and Stuut voted yes. Streeter voted no. Motion carried.
- E. APPROVAL OF J.C. AND SONS INVOICE FOR \$19,200.00 FOR TREE REMOVAL AND TRIMMING
Motion by Stuut, supported by Smith to approve the payment of the J.C. and Sons invoice for \$19,200.00. All members voted in favor. Motion carried.
- F. ADOPT RESOLUTION FOR STREET ADDITION NORTON STREET TO SWENSON AND SWENSON STREET TO DEAD END – *Superintendent Anthony*
Motion by Smith, supported by Stuut to adopt the resolution for street addition of Norton Street to Swenson and Swenson Street to dead end. All members voted in favor. Motion carried.
- G. ADOPT RESOLUTION FOR STREET DECERTIFICATION WELCH FROM KINGDON TO DEAD END – *Superintendent Anthony*
Motion by Smith, supported by Hedgspeth to adopt resolution for street decertification of Welch from Kingdon to dead end. All members voted in favor. Motion carried.
- H. DECISION ON SMALL URBAN 2025 PROJECT – *Superintendent Anthony*
Motion by Smith, supported by Hedgspeth to approve acceptance of the grant for Main Street pavement project. All members voted in favor. Motion carried.

2/10/25
Council
Meeting
→

Chief Mansfield presented his findings and suggestions regarding the event parking request for Western Ave.

Motion by Smith, supported by Daniel to approve the request with the stipulations presented by Chief Mansfield. All members voted in favor. Motion carried.

14. NEW BUSINESS

A. SCHEDULE ZONING BOARD OF APPEALS FOR A VARIANCE REQUEST FROM OAK TOWN CENTRE FOR PROPERTY LOCATED AT 55040 NORTH MAIN

Motion by Smith, supported by Daniel to hold a ZBA meeting on April 22, 2024 to review the Oak Town Centre variance request. All members voted in favor. Motion carried.

B. REQUEST FOR POLICY & PERSONNEL COMMITTEE MEETING TO DISCUSS SECTION 3.00 OF POLICY MANUAL

Motion by Smith, supported by Stuut to hold a Policy and Personnel committee meeting to discuss section 3.00 of the Policy Manual. All members voted in favor. Motion carried.

C. POLICE STAFFING DISCUSSION

Request made by Manager McLean to discuss in closed session.

Motion by Begeman, supported by Hedgspeth to enter into closed session. Roll call vote taken. Begeman, Cole, Danile, Hedgspeth, McLean, and Stuut voted in favor. Smith voted against. Motion carried 8:25 PM.

Motion by Smith, supported by Stuut to move back to open session. All members voted in favor. Motion carried 8:52 PM.

Motion by Smith, supported by Hedgspeth to allow Chief Mansfield, under the guidance of Manager McLean, to make any and all necessary decisions regarding the staffing levels and schedules of currently employed officers to best fit the needs of the department and the Village.

D. INCOME AND EXPENSE STATEMENTS – *Member Smith stated the council had not received an Income and Expense Statement in 9 months. Manager McLean stated this would be provided to council.*

E. BIRD DOG PROPERTY – *Member Smith stated that Bird Dog was behind on payments for their rental property. Manager McLean informed council Bird Dog has been consistently behind on rent, and the Village office should not have to send multiple reminders to Bird Dog regarding these late payments. Discussion took place among council including possibility of eviction from the property, sending the past due to collections, and possible changes in the upcoming lease agreement regarding failure to pay and late charges.*

Council
Minutes
3/25/24

ACH Debit Request - Automated Transfer Authorization for Participant Directed Accounts

* Required field • Please print • Retain a copy for your records

Use this form if you are updating your banking information or if you are adding a new product.

1. Employer information

Employer name*			Municipality number*	
Employer address*		City*	State*	Zip*
Phone (area code and number)	Email			

2. Program identification

Apply to the following:

- ☐ Defined Contribution
 ☐ 457
 ☐ Health Care Savings Program
 ☐ Retiree Health Funding Vehicle
 ☐ Investment Services Program
☐ DC Plus

This will apply to all divisions within the product(s) above.

3. Banking information

Bank name*			
Bank address*		City*	State* Zip*
ABA/Routing number*		Account number*	
<input type="checkbox"/> Checking <input type="checkbox"/> Savings			

Debit Block?

If there is debit block on the account, please provide the Alerus Organization ID **#145-0140105** to your bank to authorize payments.

4. Verification and signature

As an authorized signer for the Division, I hereby authorize *Alerus Financial, N.A.* to transfer (debit) funds from the bank account listed above via Automated Clearing House (ACH), effective immediately and until further notice.

The transferred funds represent plan contributions including loan payments and should typically be in an amount equal to the total on the payroll contribution file sent periodically from our company.

I agree to maintain a sufficient balance to cover such transfers. This also provides authorization to credit funds to this account, should there be a need for adjustments or correcting entries.

This authorization will remain in effect until it is cancelled in writing.

Authorized employer signature*		Date (mm/dd/yyyy)*
Printed name*	Title*	

When you have completed this form, please upload using the Submit File feature in the Employer Portal - OR - return to your MERS contact with adoption documents.

THE VILLAGE OF
MATTAWAN

24221 Front Ave
Mattawan, MI
49071

Zoning Administrator: Rich McGrew

269-668-2128

rmcgrew@mattawanmi.com

ZONING REVIEW APPLICATION

I (we), the undersigned do hereby submit a completed and signed application, dimensioned sketch plan and any other necessary drawings, supporting documentation and the review fee, for the purpose of obtaining zoning approval from the Zoning Administrator. In making this application, I (we) acknowledge that the Zoning Administrator has discretion to impose reasonable terms and conditions required by the Zoning Ordinance as a provision of any considered approval.

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Email: _____

OWNER/PARCEL INFORMATION

Name: _____ Phone: _____

Parcel #: **80-46-**_____ - _____ - _____ Currently Zoned As: _____

Street Address: _____ City: _____ State: **MI** Zip: _____

Mailing Address: _____ City: _____ State: **MI** Zip: _____

Area of Subject Property: Acres: _____ **-OR-** Square Feet: _____

Email: _____

NATURE OF REQUEST

- ☐ Fence
- ☐ Accessory Structure (Outdoor fireplace, gazebo, deck, etc.)
- ☐ Accessory Building Under 200 Square Feet
- ☐ Above Ground Pool
- ☐ In Ground Pool
- ☐ Temporary Use Start Date: _____ End Date: _____ # Of Days: _____
- ☐ Change Of Use Current Use: _____ Proposed Use: _____
- ☐ Other: _____

THE VILLAGE OF
MATTAWAN

24221 Front Ave.
Mattawan, MI 49071
(269) 668-2128

DESCRIPTION OF REQUEST

Construction Start Date: _____ Expected End Date: _____

ITEMS TO SUBMIT WITH THIS APPLICATION

_____ Site Plan/Sketch

_____ **Check or Money Order In The Amount Of \$25 Payable To: Village of Mattawan.**

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF OWNER: _____ DATE: _____

ZONING REVIEW

OFFICE USE ONLY:

Date Received: _____ Received By: _____

Application Fee Paid: \$ _____ Check #: _____

REVIEW ACTION:

_____ Approved

_____ Approved With Conditions Listed Below

_____ Denied For Reason(s) Stated Below

ZONING ADMINISTRATOR SIGNATURE: _____

7-16-25

To Whom It May Concern,

I, Lawrence Morgan, a licensed pyrotechnician, would like the opportunity to do a consumer class 5-10 minute 1.4g firework show at the Mattawan Lodge for our Barbecue fundraiser on August 9th, 2025. @ dusk

This summer I have led quite a few professional firework shows. The closest one was the Lawton Summer Fest.

I do have permission from the Little League –next to the lodge–to set up in the field. Attached is a diagram of the layout.

Thank you for your consideration.

Sincerely,

Lawrence Morgan



July 23, 2025

Mattawan Little League
PO Box 175
Mattawan, MI 49071

Mattawan Masonic Lodge #268
25347 Front St.
Mattawan, MI 49071

RE: Masons Fireworks Show 8/9/25

To whom it may concern.

We at Mattawan Little League give the Mattawan Masonic Lodge permission to use our property as per discussion between Jim Frommann and Joe Plume for a firework show on August 9th. The Mattawan Masonic Lodge will obtain all necessary permits from the necessary local government. Additionally, the Mattawan Masonic Lodge will be responsible for any fire, firework damage and clean up that results from the firework show.

Best Regards,

A handwritten signature in cursive script that reads 'Joe Plume'.

Joe Plume

Board Member - Treasurer

Mattawan Little League

E:

MATTAWAN LITTLE LEAGUE
PO BOX 175
MATTAWAN, MI 49071

Ball Field

Open Oak Grove

Pavilion

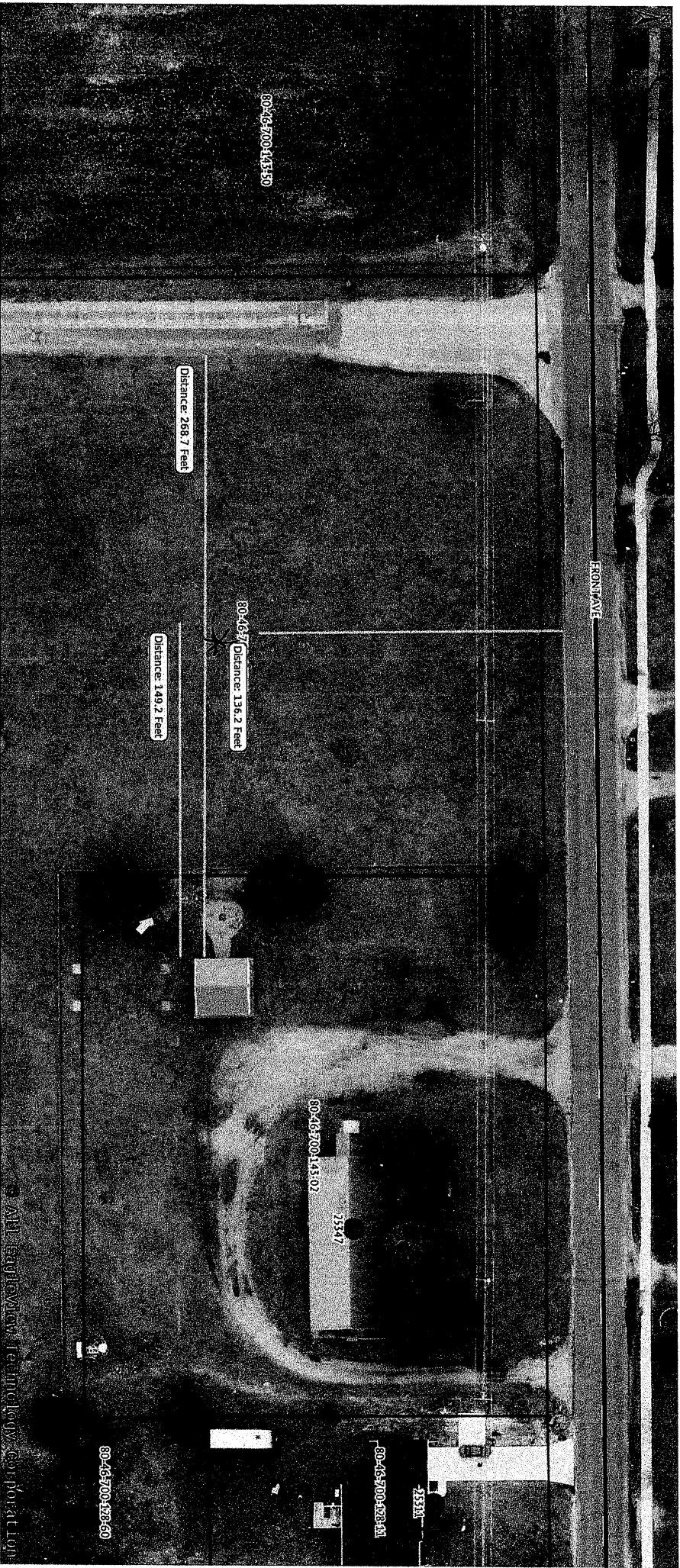
Lodge

* Firework
set

1.4 Concrete Fireworks

Entrance to Ball Fields

North



04/03/2025

Memorandum

To: Manager McGrew and Village Council
From: Clerk Storm-Artis
Date: 7/18/2025
Re: MML Parliamentary Procedure Training

I believe the Village of Mattawan office staff and members of the Village Council would benefit greatly from having this training. It is a 3-hour course, and we could have this training done in person on-site for \$2,000.00, or virtual on-site for \$1600. This training was budgeted for in the 2025-2026 fiscal year.

Parliamentary Procedure

By using parliamentary procedure, you can have more productive council meetings. This basic guide to fair and orderly procedure in meetings helps keep discussions focused and helps you accomplish the business on the agenda. This session focuses on council meetings, with all of the challenges and interruptions that can complicate them. Quorums and types of motions will be explained and demonstrated. Participants learn about the basic principles and objectives of parliamentary procedure, charters, amendments, handling motions, debate, public hearings, voting requirements, and agendas.

Speaker: Bob Slattery

I ask that the Village Council consider approving this training.

Memorandum

To: Manager McGrew, Village Council

From: Clerk Storm-Artis

Date: 7/25/2025

Re: Request Council Consideration of Appointing a Deputy Clerk

I am requesting the Village Council consider developing a deputy clerk role and appointing Administrative Assistant Ranney-Holroyd to this new role. As the Village continues to grow, we are looking at succession planning for key roles within the office structure. The clerk certification program through the IIMC and MAMC are three-to-six-year programs. These programs are also only available for clerks and deputy clerks. With the designation and appointment of a deputy clerk we can begin the training programs needed for professional development.

Please consider this request, as I believe this will be a positive addition to the daily functioning of the office, the education of staff, and planning for the future needs of the Village as a whole.

Jolie Storm-Artis

Village Clerk

**Resolution of Support
Michigan Township Participating Plan Grant Application**

WHEREAS the **Village of Mattawan** wishes to apply for a Risk Reduction Grant through the Michigan Township Participating Plan (Par Plan) to assist in purchasing/funding **Hikvision Security Camera Replacement**; and

WHEREAS the **Village of Mattawan** is seeking a grant contribution of \$5,000.00

NOW, THEREFORE, BE IT RESOLVED, that the **Village of Mattawan** supports submittal of an application to the Michigan Township Participating Plan for a **\$5,000.00** grant to assist in funding **Hikvision Security Camera Replacement**.

Motion by _____ seconded by _____, **President Cole** declared the motion adopted. The following voted:

Yeas:

Nays:

Absent:

RESOLUTION DELCARED ADOPTED

CERTIFICATION

I, Jolie Storm-Artis, **Village of Mattawan** Clerk, hereby certify that the foregoing is a true and original copy of the resolution adopted by the **Village of Mattawan Council** at a **regular council** meeting on **July 28, 2025**, which was held in accordance with the Open Meetings Act of the State of Michigan.

Jolie Storm-Artis, Village Clerk



226 Gladys St
Portage, MI 49002
(269) 290-6449
sales@michigansecurityandlock.com

Estimate

ESTIMATE#	1070739717
DATE	07/14/2025
PO#	

CUSTOMER
Village Of Mattawan Rich McGrew 24221 Front Street Mattawan , MI 49071 (269) 228-3234

SERVICE LOCATION
Village Of Mattawan Rich McGrew 24221 Front Street Mattawan, MI 49071 (269) 228-3234

DESCRIPTION	Camera Update: 12 cameras (Eagle Eye Networks) Exterior: Qty 10 Interior: Qty 2
-------------	---

Estimate			
Description	Qty	Rate	Total
Eagle Eye Camera DD08 Outdoor Dome 4Mpix, H265, IR, IP66, 2.7mm-13.5m Moto lens, POE	11.00		
Eagle Eye Camera DX01 180Deg MultiSensor 8Mpix, NDAA, WarmLight, AudioI/O, I/O, POE, WDR, Mic, Spkr, SDCard, IP66	1.00		
Hours Labor to install	1.00		

CUSTOMER MESSAGE
This quote is valid for the next 30 days, after which values may be subject to change. Please reply with accept and our system will send you an eSignature document. This signed proposal or purchase order shall be required for all work. The signed proposal shall become the Contract between all parties. Specific fees and payment terms will be included in each proposal with previous credit approval and credit verification. A 50% deposit shall be required when proposal is accepted. Balance due upon completion of services.

Estimate Total: \$6,476.00

PRE-WORK SIGNATURE

Signed By: _____

WEB-HOSTED SECURITY MANAGEMENT SYSTEM

General Terms and Conditions

1. Purchase of Products and Services. Customer hereby enters into an agreement with Michigan Security and Lock, LLC for a Web-hosted security management system consisting of equipment and services supplied and other related products and services provided by Michigan Security and Lock, LLC. These General Terms and Conditions (including the Exhibit(s) hereto) are incorporated by reference and form an integral part of each written proposal or agreement between Michigan Security and Lock, LLC and Customer that references these General Terms and Conditions, or to which these General Terms and Conditions are attached (each a "Proposal," and together with these General Terms and Conditions, this "Agreement").

(a) Hardware and Installation. Customer agrees to purchase from Michigan Security and Lock, LLC such hardware, equipment, parts, components, and accessories from manufactures or other third parties as are more specifically described in the applicable Proposal (hereinafter the "Hardware") along with the required Installation Services described therein. Customer shall use the Hardware solely for Customer's internal business use in connection with the Subscription Services (as defined below).

(b) Subscription Services. Customer agrees to purchase from Michigan Security and Lock, LLC a subscription(s) for the services described in the Proposal (hereinafter the "Subscription Services"), for the length of time specified therein (the "Service Period"). The Service Period shall begin upon the date of beneficial use of the Subscription Service by the Customer. Customer agrees that all Subscription Services are provided subject to the then-current terms of use therefor (as applicable, the "Terms of Use"), a copy of which may be found at <https://www.michigansecurityandlock/terms-of-use-services/>, and Customer agrees to be bound thereby.

2. Fees and Payment.

(a) Fees; Invoices; Payment Terms. Customer shall pay Michigan Security and Lock, LLC the prices and fees set forth in the Proposal for products and services purchased by Customer hereunder. Michigan Security and Lock, LLC shall invoice Customer for the Hardware and any One-Time Fees set forth in the Proposal. Michigan Security and Lock, LLC shall invoice Customer for fees for Subscription Services on a [monthly, quarterly, or annual] basis, at the beginning of the billing month. All invoices are due and payable within thirty (30) days of issuance. All charges, fees and prices herein are exclusive of all federal, state and local withholding, excise, sales, use and similar taxes, fees, surcharges and other charges imposed by any governmental authority. Customer shall pay, at the time of sale or thereafter, all taxes, fees, surcharges and other charges arising out of Customer's purchase of the products and services, unless Customer can show documentation satisfactory to Michigan Security and Lock, LLC that it is exempt from same. Termination or expiration of this Agreement shall not relieve Customer of its obligation to pay, in full, all remaining Service Fees. In the event this Agreement becomes terminated prior to such time as Customer has paid in full all outstanding Service Fees, Michigan Security and Lock, LLC may accelerate collection and seek payment of all then-unpaid monthly charges as of the date of termination.

(c) Late Payments. Michigan Security and Lock, LLC reserves the right, during the Service Period, to suspend Customer's use of and access to the Subscription Services in the event that Customer fails to pay any invoice not in good faith disputed by Customer within thirty (30) days of its issuance to Customer. Late payments shall bear interest at a rate equal to the lesser of [1.5%] per month or the maximum rate allowable by applicable law, until paid in full.

3. Shipment and Installation. Michigan Security and Lock, LLC shall begin shipment or installation of the Hardware after the Effective Date. Michigan Security and Lock, LLC or its assignee, agent or subcontractor will provide one-time standard installation services of the Hardware for the charge set forth in the Proposal. Standard installation shall include only installations performed between 8:00 a.m. and 5:00 p.m., Monday through Friday, local time. Michigan Security and Lock, LLC may charge, and Customer shall pay, an incremental fee based on Michigan Security and Lock, LLC's then-current fees for any non-standard installation services.

4. Hardware Warranty. (a) Limited Warranty. Michigan Security and Lock, LLC warrants that for a period of twelve (12) months from the Effective Date of acceptance as defined in the Proposal (the "Warranty Period"), all Hardware will be free from material defects in materials and workmanship. The foregoing warranty does not extend to: (i) any failure in the Hardware due to accident, abuse, misuse or negligent use of the Hardware; (ii) any failure resulting from use in other than a normal and customary manner under normal environmental conditions and conforming to the Hardware's instructions; (iii) any failure in the Hardware caused by failing to follow prescribed operating maintenance procedures; (iv) any failure in the Hardware due to modifications, alterations, additions or changes to the Hardware not made or authorized to be made by Michigan Security and Lock, LLC; or (v) damage caused by force of nature, external causes, or act of any third party (other than Michigan Security and Lock, LLC or its duly-authorized representative). The foregoing warranty is void and of no force or effect if any Hardware is installed or serviced by any party other than Michigan Security and Lock, LLC or an installation/repair agent authorized by Michigan Security and Lock, LLC.

(b) Warranty Procedures. Customer will, within the Warranty Period, notify Michigan Security and Lock, LLC in writing of any Hardware containing defects Customer believes to be covered by the limited warranty provided in paragraph (a) of this Section (the "Limited Warranty"). Provided the defects complained of are covered under this Limited Warranty, Michigan Security and Lock, LLC shall, at its sole option and expense, repair or replace the defective Hardware. Notwithstanding the foregoing, however, in the event the defective Hardware is not covered by this Limited Warranty, Michigan Security and Lock, LLC shall charge Customer, and Customer shall pay to Michigan Security and Lock, LLC, for such replacement Hardware or repair services, at Michigan Security and Lock, LLC's then-current list prices; further, in such event, Customer shall be liable for any shipping and insurance charges incurred in connection with shipment of the defective Hardware and/or replacement Hardware (as the case may be). This Section states Customer's sole remedy, and the sole liability of Michigan Security and Lock, LLC, arising out of the Limited Warranty provided by Michigan Security and Lock, LLC.

5. Disclaimer. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER MICHIGAN SECURITY AND LOCK, LLC NOR ITS SUPPLIERS OR LICENSORS MAKE, AND CUSTOMER RECEIVES, NO REPRESENTATIONS OR WARRANTIES, EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, WITH RESPECT TO THE PRODUCTS AND SERVICES PROVIDED HEREUNDER, AND MICHIGAN SECURITY AND LOCK, LLC SPECIFICALLY DISCLAIMS, ON BEHALF OF ITSELF AND ITS SUPPLIERS AND LICENSORS, ALL OTHER WARRANTIES AND REPRESENTATIONS, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR NON INFRINGEMENT, AND ANY WARRANTIES ARISING FROM A COURSE OF DEALING OR USAGE OF TRADE.

6. Limitation of Liability.

NEITHER MICHIGAN SECURITY AND LOCK, LLC NOR ITS SUPPLIERS OR LICENSORS SHALL BE LIABLE FOR COSTS OF PROCUREMENT OF SUBSTITUTE PRODUCTS OR SERVICES, NOR FOR ANY LOSS OF BUSINESS, REVENUE OR DATA; INTERRUPTION OF BUSINESS; LOST PROFITS OR GOODWILL; INCREASED COSTS OF OPERATION; OR OTHER INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, RELIANCE, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY KIND ARISING OUT OF OR UNDER THIS AGREEMENT, EVEN IF MICHIGAN SECURITY AND LOCK, LLC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH. IN NO EVENT SHALL THE TOTAL LIABILITY OF MICHIGAN SECURITY AND LOCK, LLC ARISING OUT OF OR UNDER THIS AGREEMENT, OR FOR BREACH OF THIS AGREEMENT, EXCEED THE AMOUNT PAID TO MICHIGAN SECURITY AND LOCK, LLC UNDER THIS AGREEMENT. THE LIMITATIONS IN THIS SECTION SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY AND APPLY WHETHER THE CLAIM IS BASED ON CONTRACT, TORT (INCLUDING NEGLIGENCE), STATUTE, FRAUD, MISREPRESENTATION, OR OTHER LEGAL OR EQUITABLE THEORY.

7. Intellectual Property. The Subscription Services are the property of its licensors who owns all right, title and interest in and to the Subscription Services and all intellectual property rights associated therewith, and Customer has no right thereto except as expressly provided in this Agreement and the Terms of Use.

8. Termination Michigan Security and Lock, LLC reserves the right to terminate this Agreement on thirty (30) days written notice for the following reasons: (a) The Customer fails to make any payment as agreed herein, in which case the balance of the moneys due for the full term of this Agreement shall become immediately due and payable; (b) Customer breaches the Terms of Use or (c) Michigan Security and Lock, LLC loses its right to act as an authorized Reseller for the Subscription Services. Unless terminated due to non-payment by Customer to Michigan Security and Lock, LLC or breach by Customer, any advance payment made for service not yet rendered at the effective date of such termination shall be refunded to Customer. Should Customer default on payment, Customer agrees to pay for all fees, including reasonable attorney fees, incurred by Michigan Security and Lock, LLC in the collection of Customer's account. At the end of the initial term of this Agreement, the Agreement is terminable by either party upon the giving of a thirty (30) days prior written notice to that effect to the other party.

9. General Provisions.

(a) Entire Agreement. This Agreement (including the Terms of Use) constitutes the entire agreement between the parties and supersedes all previous agreements, understandings, statements, communications, representations and proposals, whether oral or written, with respect to the subject matter hereof. In the event of a conflict between the terms and conditions of this Agreement and the terms and conditions of the Terms of Use, the Terms of Use shall prevail, as applicable. This Agreement does not apply to the sale of goods under U.S. Government Contract Regulations, regardless of whether such provisions are on any Customer-supplied purchase order. In the case of a government contract, the applicable government regulations shall be only those which are mandatory for Michigan Security and Lock, LLC under U.S. Government Federal Acquisition Streamline Act provisions as a subcontractor and which have been agreed to by Michigan Security and Lock, LLC in an attached Rider.

(b) Dispute Resolution. Any dispute between the parties relating to this Agreement, whether or not a contract dispute, shall be determined by binding and non-appealable arbitration under the applicable rules of the American Arbitration Association ("AAA"). The arbitration shall be conducted by a single arbitrator chosen by the parties, or, if the parties cannot agree upon a single arbitrator within 15 days of a party submitting a proposal, then by a single arbitrator appointed by the Portage, MI office of AAA. The arbitration shall be administered by the Portage MI office of AAA. The arbitrator shall be authorized to award or apportion attorneys' fees and costs to the prevailing party of the arbitration. If the arbitrator's decision is a compromise, the determination of which party or parties bear the costs and expenses incurred in connection with the arbitration proceeding shall be made by the arbitrator on the basis of the arbitrator's assessment of the extent to which each party prevailed in its position. Notwithstanding the first sentence of this Section, Michigan Security and Lock, LLC shall be entitled to seek court-ordered injunctive and other equitable relief upon any actual or threatened breach of this Agreement, in addition to reimbursement of its attorneys' fees and other costs incurred in obtaining the relief.

(c) Third Party Beneficiaries. This Agreement is for the sole benefit of the parties hereto and nothing herein, express or implied, shall give, or be construed to give, any rights hereunder to any other person, including without limitation, any subcontractors, sub-vendors, or anyone designated as a reseller. Notwithstanding the foregoing, the Terms of Use constitutes a binding agreement between Customer and shall be enforceable in all respects.

(d) Severability. If one or more provisions of this Agreement are held to be unenforceable under applicable law, the parties agree to renegotiate such provision in good faith. In the event that the parties cannot reach a mutually agreeable and enforceable replacement, then (i) such provision shall be excluded from this Agreement, (ii) the balance of the Agreement shall be interpreted as if such provision were so excluded and (iii) the balance of the Agreement shall be enforceable in accordance with its terms. Any waiver by either party of a breach of any provision of this Agreement will not operate as or be construed to be a waiver of any other breach of that or any other provision of this Agreement. Any modifications of this Agreement must be in writing and signed by the duly authorized representative of Customer and a Vice President or President of Michigan Security and Lock, LLC.

(e) Force Majeure. No default, delay or failure to perform on the part of Michigan Security and Lock, LLC shall be considered a breach of this Agreement if such default, delay or failure to perform is shown to be due to causes beyond the reasonable control of Michigan Security and Lock, LLC, including without limitation, failure of a positioning system or wireless or power network or the Internet, strikes, lockouts or other labor disputes, riots, civil disturbances, embargoes, actions or inactions of governmental authorities, carriers or suppliers, epidemics, war, terrorism, severe weather, flood, fire, earthquakes, explosions, volcanic activities, acts of God or the public enemy, nuclear disasters, or default of a common carrier.

(f) Notices. Any notice under this Agreement shall be in writing and shall be sent by facsimile, prepaid registered or certified mail, return receipt requested, internationally recognized courier or personal delivery, addressed to the other party at the following address:

If to Customer: to the contact person and at the billing address as set forth in the Proposal

If to Michigan Security and Lock, LLC: 226 Gladys Street, Portage MI 439002

Such notice shall be deemed to have been given upon personal delivery if delivered personally, the next business day if sent by overnight courier, on the fifth (5) business day if sent by courier or mail, or one (1) business day after receipt of successful transmission report if faxed.

(g) Assignment. Customer shall not assign this Agreement, or any rights or obligations hereunder, in whole or in part, voluntarily, by operation of law or otherwise, including by merger, consolidation or acquisition of a controlling interest in a party, without the prior written consent of Michigan Security and Lock, LLC. Any attempt by Customer to assign this Agreement or any right or obligation hereunder in violation of this Section will be null and void and will constitute a material breach of this Agreement. Michigan Security and Lock, LLC may assign or otherwise transfer, in whole or part its rights and obligations under this Agreement without the prior written consent of Customer. Customer will not assert against any such assignee or transferee any setoff, defense or counterclaim that Customer may have against reseller.

(h) Modification of Agreement. This Agreement (and any Exhibits hereto) may not be modified or amended except by a written document executed by a duly authorized representative of each party.

(i) Waiver. No rights of a party or breach by the other party of any provision hereunder shall be waived by any act, omission, delay or knowledge of a party, except by a written document executed by a duly authorized representative of the waiving party. Any waiver on one occasion shall not constitute a waiver of any prior, concurrent, or subsequent occasions.

(j) Counterparts. This Agreement, and any amendments hereto and any waiver hereof, may be executed in counterparts, all of which taken together shall constitute one single agreement between the parties. If electronic signatures are used for this purpose, either party may print out the faxed or imaged version of the Agreement signed by the other party and then sign in the designated space. All parties should possess fully executed agreements.

(k) Construction. The captions and article and section headings in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement. The term "including" as used herein means "including without limitation." The terms "herein," "hereof," "hereunder," and similar terms refer to the Agreement as a whole, rather than any particular provision. Each party acknowledges that it has had the opportunity to review this Agreement with legal counsel. Any rule of construction that resolves ambiguities against the drafting party shall not apply in this interpretation of the Agreement.

(l) Governing Law; Venue; Jurisdiction. This Agreement will, in all respects, including all matters of construction, validity and performance, be governed by the laws of the State of Michigan, United States (excluding the United Nations Convention on Contracts for the International Sale of Goods), without regard to any conflicts of law principles which may result in the application of the laws of another jurisdiction. Any suit, action or proceeding arising in connection with this Agreement and permitted to be brought under Section 9(b) will be brought in the state or federal courts sitting in the State of Michigan and the parties hereby expressly submit to the exclusive jurisdiction of such courts for the purpose of any such suit, action, or proceeding. Each party hereby irrevocably waives any objections which it may now or hereafter have to the laying of venue of any suit, action or proceeding arising out of or relating to this Agreement if brought in such courts, and hereby further irrevocably waives any claim that any such suit, action or proceeding brought in any such court has been brought in an inconvenient forum.

(m) Waiver of Jury Trial. THE PARTIES EXPRESSLY WAIVE ANY RIGHT TO A JURY TRIAL REGARDING DISPUTES RELATED TO THIS AGREEMENT.

IN WITNESS WHEREOF, Customer and Michigan Security and Lock, LLC have entered into this Agreement effective as of the effective date set forth in the Proposal, or if no effective date is set forth in the Proposal, the later of the dates set forth below.

Customer Name		Michigan Security and Lock, LLC	
By		By	
Name		Name	
Title		Title	
Date		Date	



We have prepared a quote for you

Verkada Camera Upgrade

Quote # CH001113
Version 1

Prepared for:

Village of Mattawan

Rich McGrew
rmcgrew@mattawanmi.com



Scope of Work

SOW Details

Introduction

The Village of Mattawan is requesting VanBelkum Companies to provide a Verkada system to be installed at multiple sites around their village (city hall, multiple pumping locations, etc.)

Objectives

This proposal is to install the following devices onsite:

- Cameras at existing locations to directly replace the out of compliance Hikvision system
- Licenses for every device
- Assumes POE and internet is available at each current camera location
- Assumes current IT provider will bypass existing EagleEye nodes to allow existing switches to reach the internet
 - If current IT provider cannot do this, or if you feel that it is better to replace the entire network (our recommendation), we can quote a full network upgrade separately.

All devices will be installed to manufacturer and industry standards.

Project Execution

The project will be executed in the following phases:

1. Pre-Installation:
 - Site survey to assess optimal device placement.
 - Confirmation of cable readiness or scheduling of cabling services.
 - Coordination with the client's networking provider to obtain necessary configuration details.
2. Installation:
 - Mounting and installation of devices in agreed-upon locations.
 - Connection and termination of all cables.
 - Configuration of devices based on provided network details.
 - Testing of the entire surveillance system for functionality and performance.
3. Post-Installation:
 - Training on system operation
 - Submission of documentation, if created (floorplan with device locations)
 - Final project review and sign-off by the client.
 - All devices will be installed to manufacturer and industry standards.

Constraints

VanBelkum Companies require free access to the building and planned installation areas during normal business hours (8AM to 5PM), and any additional agreed-upon time frames to complete this proposed work.

Additionally, VanBelkum Companies will adhere to any onsite safety standards as needed. If VanBelkum employees need to engage in onsite safety training to complete this proposed work, the time for the training will be billed separately.

Upon award of work, VanBelkum Companies requires a customer point-of-contact for implementation purposes.



Scope of Work

SOW Details

If the project is awarded, and changes to this scope of work are needed, additional costs may be incurred. Additionally, the proposed work may be delayed accommodating any additional labor hours or travel.

Exclusions

This proposal does not include the following items:

- Repair of any existing systems, devices, or cable.
- 110v power to any necessary locations.
- Repair to any mounting locations with existing damage.
- Any modification or repair to the existing high-voltage power system(s) onsite.
- Provision of any desktops, laptops, tablets, or mobile phone
- Lifts
- Cabling work (Installation, testing, labeling, etc.)
- Conduit work









Assumptions

The following items are considered safe assumptions for the proposed work:

- It is assumed that the customer is providing 110v power to all necessary locations, including the MDF and IDF locations. If any devices are to be mounted on poles, constant 110v power is required at these locations.
- Software integration to any third-party systems not covered by this proposal.
- Any software setup for mobile phones, tablets, laptops, or desktops will be done during the planned installation of this proposal. All planned software setups will be done on devices that meet the platform's minimum requirements.



Cameras - Verkada

Product Details		Qty	Suggested Price	Discount Amount	Price	Ext. Price
Verkada CD62-E Outdoor Dome Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention		4	\$1,699.00	\$254.85	\$1,444.15	\$5,776.60
Verkada CF83-E Outdoor Fisheye Camera, 12MP, Fixed Lens, 512GB of Storage, Maximum 30 Days of Retention		14	\$1,799.00	\$269.85	\$1,529.15	\$21,408.10
Verkada CD52 Indoor Dome Camera, 5MP, Zoom Lens, 256GB of Storage, Maximum 30 Days of Retention		11	\$1,199.00	\$179.85	\$1,019.15	\$11,210.65
Verkada 3-Year Camera License, Capacity Increase		29	\$549.00	\$82.35	\$466.65	\$13,532.85
Verkada Pendant Cap Mount		4	\$69.00	\$10.35	\$58.65	\$234.60
Verkada Umbrella Pendant Cap Mount		13	\$79.00	\$11.85	\$67.15	\$872.95
Verkada Arm Mount		17	\$99.00	\$14.85	\$84.15	\$1,430.55
Verkada Corner Mount		17	\$199.00	\$29.85	\$169.15	\$2,875.55

Subtotal: **\$57,341.85**

Installation Services

Product Details	Ext. Price
Security Professional Services	\$9,720.00

Subtotal: **\$9,720.00**



Physical Security Product Services Agreement

PSA Details

This Agreement for VanBelkum Services ("Ancillary Agreement") is entered by VanBelkum Companies, LLC, a Michigan limited liability company (VanBelkum"), whose address is 3500 17 Mile Road NE, Cedar Springs, Michigan 49319 and ("Customer"), whose name and address is defined in the Prepared for portion of this proposal (together referred to herein as "Parties") on that date the Customer executes this Agreement by e-signature or any other manner ("Effective Date").

Services.

As described in this Quote. Components related to the service may include:

- Verkada SaaS (Software as a Service) Platform, Verkada Hardware
- 3rd Party Hardware (cameras, readers, etc.)
- Local Area Networking, Internet Service Provider(s) & Routing
- 3rd Party Monitoring Platform(s) or applications
- Structured Cabling and Design Support, Application Support, Workflow Consulting,
- Technology education as related to Building Management, Physical Security and Communication
- BPO Services (billing services, procurement, and management)

Payment to VanBelkum.

-Rates & Fees. As described in the VanBelkum Quote.

-Initial Invoice and Payment. The Customer will be invoiced for the non-recurring (NRC) and recurring (MRC) fees as described in the VanBelkum Quote. This initial Invoice will be paid electronically or by Company Check.

-Electronic Payment. The Customer shall pay VanBelkum electronically for any recurring (MRC) fees by Automated Clearing House (ACH) or by an approved Credit Card. ACH or Credit Card paperwork from the Customer must be submitted with this agreement.

Payment to Other(s).

Any services described in the quote to be billed by another party (Verkada, etc.) will be paid according to the appropriate vendor's payment terms.

Credit Approval and Deposit.

Customers requesting to pay by Company Check or based on other terms not provided for in paragraph 2 above ("Credit Terms") will provide VanBelkum with credit information as requested, and delivery of Service is subject to credit and VanBelkum Management approval. VanBelkum may require Customer to make a deposit (which will not exceed Customer's estimated charges for two months' service) as a condition to VanBelkum's acceptance of any customer order, or as a condition to VanBelkum's continuation of Service. All deposits held by VanBelkum will not be interest bearing.

Cancellation prior to Installation.

Cancellation by Customer prior to the Installation Date is subject to a cancellation fee of up to 25% of the initial order and 2 months of any recurring services.

Service Term and Renewal.

Services are provided for the term that you have signed up for. The Services shall commence upon the Installation Date. The Services will automatically renew for subsequent terms of the same length as the initial term.

Commitment, Early Termination.

If Customer terminates service prior to completion of the term, Customer agrees to pay an early termination fee equal to the Customer's average monthly service fee times the number of remaining months pursuant to this agreement. Termination of service must be in writing to VanBelkum with a thirty-day notice.

Customer Care Commitment.

Telephone Requests. All calls during normal business hours (Mon - Fri 8:00am to 5:00pm EST, except holidays) to Customer Service will be answered or responded to within minutes by the next available technical support specialist. In the unlikely event that a call to service is not answered live, the caller will be able to leave a message for service which will be responded to within minutes by the next available technical support specialist. After normal business hours all emergency calls will be responded to within 2 hours from receipt of the call. Phone number of support: 18009682740.

Email and Web Requests. All email and website inquiries to the VanBelkum Customer Service ticketing system will be responded to no later than the end of the next business day. Email address for support:

helpdesk@vanbelkum.com

Quality Monitoring. Customer communication with VanBelkum will be regularly monitored to maintain standards of courtesy and professionalism.

SaaS Support.

Customer understands that all Verkada products and services support services are initiated via the Verkada Command system. VanBelkum may provide additional support as outlined in the quote.

EUA / EULA (End User License Agreements).

Client agrees to the terms of the Verkada EUA which can be found at <https://legal.verkada.com/#eua>

Warnings, Intended Use.

Customer acknowledges the Services are not set up to function for certain applications as described in the SaaS provider's documentation. The Customer is responsible for safe use of the service.

Network.

Customer understands that all Verkada products and services are delivered and deployed to customer's network with the understanding that it is solely the responsibility of the customer to provide adequate bandwidth to support applications. VanBelkum will work with customer staff to diagnose any network issues that arise and suggest possible solutions. However, any additional equipment or services required are solely the responsibility of the customer.

Disconnection of Current Provider(s); Third Party Charges.

Customer is responsible for the identification and payment of any termination or on-going fees to any 3rd party that may apply when switching to Verkada and VanBelkum Services.

Definitions.

"Installation Date" has the meaning of the date the Services are active for Customer use. Any term defined in the Agreement or in any Ancillary Agreement shall have the same meaning in both the Agreement and Ancillary Agreements, unless otherwise provided for in writing.

Applicability of Master Agreement for Services

The terms and conditions of the Master Agreement for Services ("Agreement") are incorporated herein by reference. In the event an Agreement is not executed by a Customer when this Ancillary Agreement is executed, the terms and conditions of the Agreement shall still be applicable to the Ancillary Agreement and incorporated herein by reference. The execution of this Ancillary Agreement by Customer is evidence of Customer's agreement to the terms and conditions in the Agreement which are located on-line at the link below.

The parties have executed this Agreement as of the Effective Date.

Master Services Agreement

This quote when approved constitutes an agreement which may be accepted only on the terms and conditions stated on-line at https://vanbelkum.com/docs/VanBelkum_MSA.pdf and subject to any specifications, drawings or conditional terms referred to herein or attached here to. The acknowledgment copy must be approved in writing and returned promptly or by electronic signature method provided by VanBelkum. Any additional, different or inconsistent terms or conditions contained in any form of acknowledgement, acceptance, or confirmation used by Customer shall be of no force or effect whatsoever, unless specifically agreed to in a separate written instrument signed by an authorized representative of VanBelkum's accounting department. Any reasonable form of expression of acceptance from Customer shall constitute acceptance exclusively on the terms and conditions stated herein.



General Systems PSA

PSA Details

Product Services Agreement

This Agreement for VanBelkum Services ("Ancillary Agreement") is entered by VanBelkum Companies, LLC, a Michigan limited liability company (VanBelkum"), whose address is 3500 17 Mile Road NE, Cedar Springs, Michigan 49319 and ("Customer"), whose name and address is defined in the Prepared, for portion of this proposal (together referred to herein as "Parties") on that date the Customer executes this Agreement by e-signature or any other manner ("Effective Date").

1. Services

Components of the Service(s) may include: Licensed Application Software, Operating Systems, Virtualization, Containerization, Cloud Computing, Data Center & Network Connectivity, Monitoring Platform(s), Application Support, On-going system support and upgrades, Business Process Outsourcing - BPO (Procurement, Unified Billing Services, etc.)

2. Payment

-Rates & Fees. As described in the VanBelkum Quote.

-Electronic Payment. The Customer shall pay VanBelkum electronically for the Services by Automated Clearing House (ACH) or by an approved Credit Card. ACH or Credit Card paperwork from the Customer must be submitted with this agreement. If Customer elects to pay by Credit Card a service fee of 3.5% or greater will apply.

-Initial Invoice and Payment. The Customer will be invoiced for the non-recurring (NRC) and recurring (MRC) fees as described in the VanBelkum Quote. This initial Invoice will be paid electronically or by Company Check.

3. Credit Approval and Deposit.

Customers requesting to pay by Company Check or based on other terms not provided for in paragraph 2 above ("Credit Terms") will provide VanBelkum with credit information as requested, and delivery of Service is subject to credit and VanBelkum Management approval. VanBelkum may require Customer to make a deposit (which will not exceed Customer's estimated charges for two months' service) as a condition to VanBelkum's acceptance of any customer order, or as a condition to VanBelkum's continuation of Service. All deposits held by VanBelkum will not be interest bearing.

4. Cancellation prior to Installation.

If the Customer cancels the Agreement prior to the installation date, the Customer agrees to pay a restocking fee equal to 25% of the cost of all hardware. Additionally, the Customer will be responsible for paying two months of the monthly service fee.

5. Service Term and Renewal.

The Services shall commence upon the Installation Date and continue for the period specified on the Quote. At the end of the Term, Contract will automatically renew for an additional term of the same length, unless canceled by the Customer prior to renewal. All discounts shall apply for the length of the initial Term.

6. Commitment. Early Termination.

If Customer terminates service prior to completion of the term, Customer agrees to pay an early termination fee equal to 50% of the Customer's average monthly service fee times the number of remaining months pursuant to this agreement. Upon early termination of this agreement or failure to renew this agreement, equipment provided by VanBelkum as part of this agreement must be returned to VanBelkum. Failure to return equipment will result in a bill for the cost of replacement. Termination of service must be in writing to VanBelkum with a thirty day notice.

7. Service Level Agreement.

Is measured by the following commitments.

a. Service Commitment. Services will be delivered within the timeframe established at order acceptance or VanBelkum will credit 20% of the monthly fee per week up to a full month's fees. Any delays out of the control of VanBelkum will release VanBelkum from this credit responsibility. All new installations will be assigned a dedicated service representative to act as liaison through the provisioning process. All non-emergency maintenance of the Services will occur at regularly scheduled off peak hours (Friday 11:00pm to Monday 6:00am EST subject to change with 72 hour notification) and all affected customers will be notified via email no less than 72 hours in advance of the planned maintenance.

b. Customer Care Commitment.

-Telephone Requests. All calls during normal business hours (Mon - Fri 8:00am to 5:00pm EST, except holidays) to Customer Service will be answered or responded to within minutes by the next available technical support specialist. In the unlikely event that a call to service is not answered live, the caller will be able to leave a message for service which will be responded to by the next available technical support specialist. After normal business hours all emergency calls will be responded to within 4 hours from receipt of the call. All support calls are subject to time and materials billing rates.

-Email and Web Requests. All email and website inquiries to the VanBelkum Customer Service ticketing system will be responded to no later than the end of the next business day. Email: helpdesk@vanbelkum.com All support tickets are subject to time and materials billing rates.

-Quality Monitoring. Customer communication with VanBelkum will be regularly monitored to maintain standards of courtesy and professionalism.

-Hardware. The standard time to replace hardware is from 3-5 business days depending on the nature and timing of the failure, product availability and logistics. Labor to install and configure replacement hardware is not covered under this agreement. This agreement does not include support or hardware replacement for damage caused by electricity, accident, fire, acts of God, other hazards or customer neglect or misuse. VanBelkum may be able to provide a temporary solution during the hardware replacement timeframe at your request, however, additional service charges will apply. If the hardware is important for maintaining business operations, it is HIGHLY recommended that Customer maintains spare hardware for emergencies.

8. Security & Data Loss

VanBelkum will not be held responsible for any data breaches, malicious attacks, network downtime, loss of data, data theft, ransomware, or any other adverse network trouble. By approving this agreement you assume all responsibility for your data.

9. Software Licensing.

Software utilized in the Service may include software packages using the GNU General Public License. License information can be found at <http://www.gnu.org/licenses/gpl-2.0.html>. If commercial software is utilized, Customer is responsible to comply with applicable End User License Agreements



General Systems PSA

PSA Details

and applicable Acceptable Use Policies. Customer is responsible to maintain proper licensing of commercial software if not provided as part of this service.

10. Scope of Work.

VanBelkum's responsibilities are limited to the scope of work specified on the quote and any responsibilities specified within this document. Anything outside of this scope of work would be billed at normal hourly rates.

11. Definitions.

"Installation Date" has the meaning of the date the Services are active for Customer use.

Any term defined in the Agreement or in any Ancillary Agreement shall have the same meaning in both the Agreement and Ancillary Agreements, unless otherwise provided for in writing.

12. Applicability of Master Agreement for Services. The terms and conditions of the Master Agreement for Services ("Agreement") are incorporated herein by reference. In the event an Agreement is not executed by a Customer when this Ancillary Agreement is executed, the terms and conditions of the Agreement shall still be applicable to the Ancillary Agreement and incorporated herein by reference. The execution of this Ancillary Agreement by Customer is evidence of Customer's agreement to the terms and conditions in the Agreement which are located on-line at https://www.vanbelkum.com/docs/VanBelkum_MSA.pdf. The parties have executed this Agreement as of the Effective Date.

607 Dewey NW
Suite 400
Grand Rapids, Michigan 49504
<https://vanbelkum.com>
6169748200



Verkada Camera Upgrade

Prepared by:

VanBelkum Grand Rapids

Connor Heidenreich
6163017624
connor.heidenreich@vanbelkum.com

Prepared for:

Village of Mattawan

24221 Front Ave.
Mattawan, MI 49071
Rich McGrew
(269) 668-2128
rmcgrew@mattawanmi.com

Quote Information:

Quote #: CH001113

Version: 1

Delivery Date: 07/08/2025

Expiration Date: 08/04/2025

Quote Summary

Description	Amount
Cameras - Verkada	\$57,341.85
Installation Services	\$9,720.00
Subtotal:	\$67,061.85
Shipping:	\$1,207.00
Total:	\$68,268.85

Unless otherwise specified the Payment Terms are 50% Down with order approval, 50% Net 30 from project completion date.

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.
Master Services Agreement

This order constitutes an agreement which may be accepted only on the terms and conditions stated on-line at https://vanbelkum.com/docs/VanBelkum_MSA.pdf and subject to any specifications, drawings or conditional terms referred to herein or attached here to.

VanBelkum Grand Rapids

Village of Mattawan

Signature: Connor Heidenreich
Name: Connor Heidenreich
Title: Sales Representative
Date: 07/08/2025

Signature: _____
Name: Rich McGrew
Date: _____



Village of Mattawan

24221 Front St.

Mattawan MI 49071

RE: VIDEO SURVEILLANCE SYS-80 TB



The proposed EPS Video Surveillance System will utilize a digital video recording system providing convenient video management. This system will provide to you a flexible solution with remote access at all times when connected to the internet. EPS is providing peace of mind that should anything happen; you have the capability to identify quickly what you would like to see. Some of the highlights to the digital video system include the following: even tagging for easy retrieval, automatic recording only when security events are detected and automatic alert features.

Video Surveillance Equipment to be Installed

- 1 Digital Watchdog DW-BJPR2U80T Blackjack P-Rack 2U 8-Bay Chassis Server, RAID5, Windows 10 OS, 80TB ADI
- 38 DWD License Spectrum

EPS to install a 80 Terabyte Digital Watchdog Video Recorder, and reuse existing Eagle Eye & HikVision cameras. System comes packaged free with the feature-rich DW Spectrum Software and mobile app. Client has option to replace existing cameras for additional cost. Installation Includes all of Equipment, Labor, Travel, Final Programming, and Software/Mobile App Demo and set up. See Pg. 4 for monthly investment details.

Video Surveillance System Investment

One Time Installation Charge \$24,012.00 Plus Tax

☒ **Tax Exempt (If selected, Plus Tax above is void)**

Monthly Services \$900.00

- ☒ **Service Agreement**
- ☒ **Inspection**

Installation and Proposal Terms

The installation charges in this proposal all design, wiring, mounting of video equipment, programming, final system testing and user training. If required, additional costs for conduit, wire mold, trenching and man lifts for ceiling heights over 25 feet, will be your responsibility.

The video surveillance equipment listed herein is based on our best estimate of protection required. This proposal includes all design, parts, labor and wire for a complete installation, programming, testing and training of the system. Additional equipment to meet insurance requirements or special high risk needs may be added by the subscriber at additional costs. The service agreement covers repair and replacement of any and all equipment that fault due to normal causes. The service agreement also includes (2) preventative maintenance checks to maintain proper and continuous operation of the equipment. This is also a time when an EPS technician can assist in making adjustments to the system if necessary.

Pricing is valid for a period of 90 days from date of proposal. Sales tax is not included in the pricing and, if applicable, will be added at the time of invoicing.

EPS recommends that all surveillance systems be inspected regularly; please speak with your Security Consultant for additional information.

Customer acknowledges and agrees permit fees will be billed direct to customer as a passthrough cost on the final invoice.

Additional Notes and Exclusions

Associated Installation cost with 9 Mega Pixel
360/Fisheye camera included (\$25,229.00).

Existing Equipment: If EPS is connecting to existing equipment, the existing equipment will be tested and inspected by an EPS technician. If equipment is discovered to not be in good working order or is not compatible with the new EPS equipment EPS is installing, it will be the responsibility of the customer for the repair or replacement of the equipment.

- 25% deposit required on COMMERCIAL accounts. EPS will invoice the deposit prior to work commencing.
- 50% deposit required on RESIDENTIAL accounts. EPS will invoice the deposit prior to work commencing.
- EPS reserves the right to progress bill the installation based on a % of completion for installation that exceeds 60 days

Skyler LaPlante

Security Consultant

(269) 210-8809 ext.

slaplante@epssecurity.com

06/25/2025

SERVICE AGREEMENTS

EPS Security systems are engineered to last, but much like a new car, even the best alarm systems require occasional maintenance and repair. EPS Security offers service and maintenance plans with its systems to keep your system working as well on day 1000 as it did on day 1.

EPS SYSTEM SERVICE AGREEMENTS

With an EPS Security System Service Agreements, you can expect:

- The repair/replacement of devices which cease to function due to electronic/manufacturing issues
- Service of and replacement of defective equipment at no added cost to the customer less "act of God" or physically damaged equipment, etc.
- Discounted labor for billable service calls including externally or "act of God" damaged equipment
- Priority response to service calls by EPS technicians

VIDEO SURVEILLANCE PREVENTATIVE MAINTENANCE

With an EPS Security Video Surveillance Preventative Maintenance plan, you can expect:

- Semi-annual testing and inspection of cameras, power supplies, and video recorders
- The cleaning and focusing of camera lenses
- A final test report through Building Reports® detailing which devices require further service
- A call from EPS Scheduling to set up the appointment before its due date



Memo

To: Village Council

From: Manager McGrew

Date: July 25, 2025

Subject: Proposed Approval for Training at BS&A Conference

Overview:

There is a training opportunity and conference for BS&A Software. The dates are October 6, 2025 through October 10, 2025; and is taking place in Charlotte, North Carolina. I am requesting that the council approve the attendance of all office staff (Rich, Jolie, Eve) at this conference. This would require the office to be closed for those dates. We do have remote access to our emails and could keep up office business communications. We could arrange for MPD to empty the payment drop box daily, which payments would be securely kept in the office until staff returns. We have priced out travel, lodging, and registration cost.

Cost Comparison:

Option	Cost
1. Driving & Airbnb	
Conference Registration (3 attendees)	$\$750 \times 3 = \$2,250$
Airbnb Accommodation	\$700 total
Driving (1,400 miles)	\$980
Total	\$3,930
2. Hotel & Flight	
Conference Registration (3 attendees)	$\$750 \times 3 = \$2,250$
Hotel Accommodation	$\$990 \times 3 = \$2,970$
Flights (3 attendees)	$\$580 \times 3 = \$1,740$
Total	\$6,960

Recommendation:

Option #1, which involves driving and using Airbnb accommodation, would save us almost \$3,000 compared to Option #2. These savings could be allocated to other training opportunities.

Please review and approve the proposed training plan for the BS&A conference.

Thank you for your consideration.



OCTOBER 6-9
REGISTER TODAY

2025 ENGAGE Customer Conference Oct. 6-9 in Charlotte, NC

Early Bird Deadline: August 8, 2025

BS&A Software's Customer Conference is the best place for your organization to learn how to increase efficiency and get the most out of your software investment. Hundreds of your colleagues from across the country will meet at the Charlotte Marriott City Center in Charlotte, North Carolina for two-and-a-half days of educational software sessions, hands-on training, face-to-face meetings with BS&A team members and valuable networking that your organization should not miss!


Conference Hotel Info

Charlotte Marriott City Center
100 West Trade Street Charlotte, NC, 28202


Early-Bird	Standard	Guest Pass
\$750.00	\$850.00	\$225.00
• Until 8.8.25	• Starting 8.9.25	• Non-Conference Attendees • 21+ Years Old • After Hours Events Only




FOCUSED Support
Get your questions answered during One-on-One Consultations. Bring topics to discuss with more than 50 BS&A team members on site.



PEER Involvement
Attend organization-led presentations to hear how other BS&A users are taking advantage of software and technology.



NETWORK Opportunities
Network with other users from across the country, ask questions, and meet with BS&A's support team.



HANDS-ON Experience
Choose from a variety of Hands-On Labs



LEADERSHIP Strategies
Learn how to leverage your system to enhance decision making and maximize intelligence, resource allocation, and cost savings.

REGISTER TODAY
bsasoftware.com/ENGAGE



2025 Customer Conference Frequently Asked Questions

Who Should Attend?

The conference is intended for BS&A Software customers. Conference attendance is an investment your organization makes to maximize the use of purchased products for increased efficiency, insights, and problem-solving.

When & Where is the Conference?

BS&A ENGAGE 2025 will take place October 6-9, 2025, in Charlotte, North Carolina at the Charlotte Marriott City Center. Classes will be held Tuesday through Thursday of the conference.

- **Monday, October 6, 2025**
Registration: 2:00 - 5:00 pm
- **Tuesday, October 7, 2025**
Sessions: 8:00 am - 5:00 pm
- **Wednesday, October 8, 2025**
Sessions: 8:00 am - 5:00 pm
- **Thursday, October 9, 2025**
Sessions: 8:00 am - 12:00 pm
- **Charlotte Marriott City Center**
100 West Trade Street Charlotte, NC, 28202

What are the Registration Rates?

- Early-Bird Registration (ending August 8, 2025): \$750.00
 - Standard Registration (starting August 9, 2025): \$850.00
 - Guest – Evening Receptions & NASCAR Event Only: \$225.00
- For non-attendees only. This ticket is ideal for spouses, friends, or significant others to join and enjoy our evening receptions and NASCAR after-hours event with conference attendees! 21+ required.

What is the Cancellation Policy?

All cancellations must be received via email at conference@bsasoftware.com by the dates noted below. Instead of canceling, we recommend transferring registrations to other organization members.

- 100% Refund until Friday, September 5, 2025
- 50% Refund until Friday, September 12, 2025
- 0% Refund after Friday, September 19, 2025

How can I Pay for the Conference?

We accept credit card payments to streamline registration, ensure secure transactions, and reduce administrative processing time—for a faster and easier experience for everyone.

How do I Book my Hotel?

Once you are registered, you will receive the link to book your discounted hotel rate through the Charlotte Marriott City Center - don't delay- the discounted pricing ends Monday, September 8th!

How do I Book Extra Nights at the Hotel?

Significantly discounted additional nights are limited and available on a first-come, first-served basis at our specially negotiated group rate.

What Meals are Included in the Conference Registration?

- **Monday, October 6:** Evening Reception – appetizers
- **Tuesday, October 7:** Full breakfast, full lunch, afternoon snack, & after-hours reception appetizers
- **Wednesday, October 8:** Full breakfast, full lunch, afternoon snack, & full dinner
- **Thursday, October 9:** Full breakfast

Are There Other Options for Meals Outside of the Hotel?

There are a variety of restaurants in the hotel. Additionally, the hotel is located in close walking/driving/cab distance to many dining establishments off property.

Will there be Networking Opportunities?

Yes! ENGAGE attendees will have opportunities to network at special events and during breakfast, lunch, and the various break times.

What is the Dress Code?

The dress code is business casual; jeans are perfectly acceptable. The temperature will vary throughout the convention center, and you will have plenty of opportunities to walk outside, so we recommend wearing layers and comfortable shoes.

Is There a Virtual Option to the ENGAGE 2025 Conference?

There will not be a virtual component to the ENGAGE 2025 conference.

What if I Have More Questions?

We are here to help. Email conference@bsasoftware.com you have any other questions.





2025 ENGAGE CUSTOMER CONFERENCE AGENDA

KEY

- General Sessions
- Tech Sessions
- Financial Management (FM) Sessions
- Human Resources (HR) Sessions

- Community Development (CD) Sessions
- Assessing & Property Tax (APT) Sessions
- Utility Management (UM) Sessions
- BS&A Online Services (BSAO)
- 🔄 Repeat Session

MONDAY, OCTOBER 6

2:00 - 5:00 p
6:00 - 7:30 p

EVENT REGISTRATION & CHECK-IN OPEN
WELCOME RECEPTION

TUESDAY, OCTOBER 7

7:30 - 8:30 a

BREAKFAST — BALLROOM / FOYER

8:30 - 9:00	Welcome & BS&A Software's Strategy		<input type="checkbox"/>	Demos 1-on-1 Consult. Labs	
9:10 - 10:00	BS&A Software's Product Vision & Strategy		<input type="checkbox"/>		
10:10 - 10:40	Integrated by Design: Rethinking Payments		<input type="checkbox"/>		
10:40 - 11:00 a MORNING BREAK — BALLROOM / FOYER					
11:00 - 12:00	Keynote: Change Management Focus Topic		<input type="checkbox"/>		
12:00 - 1:00 p LUNCH — BALLROOM / FOYER					
1:00 - 1:50	Workshop: Become a Culture Catalyst- Ignite, Innovate, & Implement	<input type="checkbox"/>	Cybersecurity War Stories: What We've Seen, What You Can Learn		<input type="checkbox"/>
2:00 - 2:50	Workshop: Become a Culture Catalyst- Ignite, Innovate, & Implement	<input type="checkbox"/>	Cybersecurity War Stories: What We've Seen, What You Can Learn		<input type="checkbox"/>
2:50 - 3:20 p AFTERNOON BREAK — BALLROOM / FOYER					
3:20 - 4:10	Meet & Greet Role Round Up	<input type="checkbox"/>	Future Proofing Your ERP		<input type="checkbox"/>
4:20 - 5:10	Meet & Greet Role Round Up	<input type="checkbox"/>	Future Proofing Your ERP	<input type="checkbox"/>	
5:30 - 8:00 p STATE SPECIFIC RECEPTIONS — OFF SITE (WALKING DISTANCE)					

WEDNESDAY, OCTOBER 8

7:30 - 8:30 a

BREAKFAST — BALLROOM / FOYER

8:30 - 9:20	Driven by Care: How We Power Your Experience						■	Demos 1-on-1 Consult. Labs
9:30 - 10:20	■	■	■	■	■	■	■	
10:30 - 11 a	MORNING BREAK — BALLROOM / FOYER							
11:10 - 11:40	■	■	■	■	■	■	■	
11:50 - 12:20	■	■	■	■	■	■	■	Demos 1-on-1 Consult. Labs
12:30 - 1:30 p	LUNCH — BALLROOM / FOYER							
1:30 - 2:00	■	■	■	■	■	■	■	
2:10 - 2:40	■	■	■	■	■	■	■	
2:40 - 3:30 p	AFTERNOON BREAK — BALLROOM / FOYER							Demos 1-on-1 Consult. Labs
3:30 - 4:00	■	■	■	■	■	■	■	
4:10 - 5:00	■	■	■	■	■	■	■	
6:00 - 9:00 p	CUSTOMER APPRECIATION NETWORKING EVENT — NASCAR HALL OF FAME — OFF SITE (BUSES TO PICKUP)							

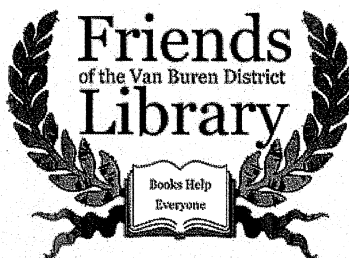
THURSDAY, OCTOBER 9

8:00 - 9:00 a

BREAKFAST — BALLROOM / FOYER

9:00 - 9:50	Fireside Chat & Open Q&A with Leadership						■	Demos, 1-on-1 Consult., Lab
10:00 - 10:50	■	■	■	■	■	■	■	
11:00 - 11:30	■	■	■	■	■	■	■	
11:40 - 12:00	Closing Session & Next Year Location Announcement						■	

All Session topics and times are subject to change without notice prior to the conference. Please view the Whova Conference App for the latest schedule and event information.



BOOK SALE

Find your summer reads and support the Van Buren District Library!
Cash or check only please.

**20
25**

July 31 (Thurs.)*

9:00 AM - 3:00 PM

***Friends of VBDL members Only (Sign up available at door)**

August 1 (Fri.)

9:00 AM - 5:00 PM

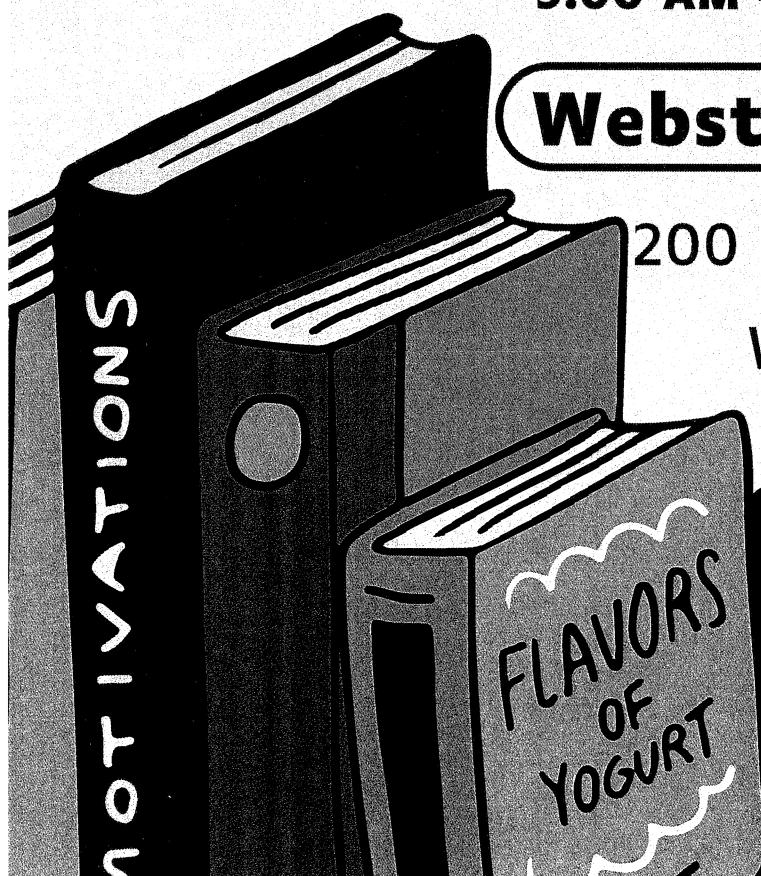
August 2 (Sat.)

9:00 AM - 3:00 PM

Webster Memorial Library

200 N. Phelps St., Decatur, MI

WebsterFriends@VBDL.org

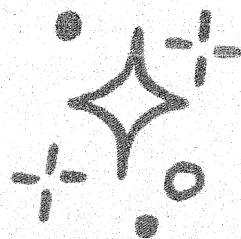




&



countdown to class



SCHOOL SUPPLY DRIVE
JULY 10, 2025 - AUGUST 5, 2025

SUPPLIES
FOR
SUCCESS



M

We're excited to partner with Supplies for Success and Mattawan Consolidated School for our first-ever School Supply Drive!

Student items will support kids through Supplies for Success, while classroom items will go directly to local teachers. Let's help every Wildcat start the year strong!

Drop-off Locations:

- 📍 **Mattawan Village Hall** - 24221 Front Ave
Monday-Friday, 8am-4:30pm
- 📍 **Advia Credit Union** - 24032 Red Arrow Hwy
Monday-Friday, 9am-5pm
- 📍 **Happy Days Cafe** - 23890 City Center Cir.
Monday-Friday, 6am-2pm, Saturday 7am-12pm

Wish List

- ▶ Crayons
- ▶ Colored Pencils
- ▶ Notebooks
- ▶ Pocket Folders
- ▶ Glue Sticks
- ▶ Markers (Washable)
- ▶ Scissors (Children)
- ▶ Highlighters
- ▶ Facial Tissue
- ▶ Disinfecting Wipes