VILLAGE OF MATTAWAN
24221 FRONT AVE.
MATTAWAN, MI 49071
REGULAR COUNCIL MEETING **DECEMBER 8, 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. CONSENT AGENDA
   1. Council Meeting Minutes of November 24, 2025
   2. Bills in the amount of $72,504.15

7. ADDITIONS TO AGENDA

8. APPROVAL OF THE AGENDA

9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM

10. BOARD AND COMMITTEE REPORTS

   A. FINANCE COMMITTEE – CHAIR STREETER
      No meeting, no report
   B. COMMUNICATIONS COMMITTEE – CHAIR DANIEL
      No meeting, no report
   C. DPW COMMITTEE – CHAIR MCLEAN
      No meeting, no report
   D. LAW ENFORCEMENT COMMITTEE – CHAIR GURLEY
      No meeting, no report
   E. PARKS & RECREATION COMMITTEE – CHAIR MONROE
      No meeting, no report
   F. POLICY & PERSONNEL COMMITTEE – CHAIR BEGEMAN
      Meeting 11/25/2025
   G. ZONING AND ORDINANCE COMIMTTEE – CHAIR STUUT
      No meeting, no report
   H. PLANNING COMMISSION LIAISON REPORT – LIAISON STREETER
      No meeting, no report

I. DDA COMMITTEE – CHAIR ROB BROOKS
Meeting scheduled 12/16/2025

J. KATS – MANAGER MCGREW
No meeting, no report

11. STAFF REPORTS

A. DEPARTMENT OF PUBLIC WORKS – *Superintendent Anthony*

B. MANAGER'S REPORT – *Manager McGrew*

C. ENGINEER'S REPORT - *Engineer Woodhams*

D. ATTORNEY'S REPORT – *Attorney Graham*

12. UNFINISHED BUSINESS

A. EMPLOYEE REVIEW FORMS
Committee recommends 3-0 that council approve the employee and department head review forms.

B. VILLAGE MANAGER TIME OFF NOTIFICATION POLICY
Committee recommends 3-0 that council approve the Village Manager time off notification policy.

C. EMPLOYEE TIME OFF NOTIFICATION FORMS
Committee recommends 3-0 that council approve the Village Manager and employee time off request forms.

D. VACATION INCREMENT USAGE CHANGE
Committee recommends 3-0 that council change section 3.10 B to state "Vacation leave shall be charged in a minimum of ***fifteen (15) minute increments.****"*

E. APPROVE POLC LOA FOR VACATION INCREMENT USAGE CHANGE

F. 2025 HOLIDAY DATE CHANGES – *Manager McGrew*

13. NEW BUSINESS

A. SEWER FUND CD CHANGE – *Manager McGrew*

B. GENERAL FUND CD REINVESTMENT WITH KCSB AT 3.21% - *Clerk Storm-Artis*

C. WATER MEDIA TANK PAINTING ESTIMATE FROM KURITA/TONKA WATER IN THE AMOUNT OF $198,000.00 - *Manager McGrew and Superintendent Anthony*

D. MIDWEST STORAGE QUOTE IN THE AMOUNT OF $5,290.00 – *Manager McGrew and Superintendent Anthony*

E. CHANGE ORDER #3 - $29,511.84

F. CIVICA INVOICE IN THE AMOUNT OF $27,370.15

G. SWT INVOICE IN THE AMOUNT OF $298,612.90

USDA Funds	$ 72,351.18
DDA	60,660.35
Major Street	165,601.38

14. COMMUNICATIONS

Revenue and Expense Report
Schedule MPD Special Assessment Workshop

15. COMMENTS FROM VISITORS

16. COMMENTS FROM COUNCIL

17. ADJOURNMENT @

VILLAGE OF MATTAWAN
24221 FRONT AVE.
MATTAWAN, MI 49071
REGULAR COUNCIL MEETING **NOVEMBER 25, 2025**

MINUTES

1. CALL TO ORDER @ ***7:00 PM***

2. PLEDGE OF ALLEGIANCE.

3. ATTENDANCE: ***Begeman, Daniel, Gurley, McLean, Monroe, Streeter, Stuut***
   OTHERS IN ATTENDANCE: *Manager McGrew, Clerk Storm-Artis*

4. WELCOME TO PUBLIC

5. ANNOUNCEMENT OF MEETING BEING RECORDED

6. CONSENT AGENDA
   1. Council Meeting Minutes of November 10, 2025
   2. Bills in the amount of $105,984.50 + 11,857.74 = $117,842.24
   Items 1 and 2 approved without objection.

7. ADDITIONS TO AGENDA
   President Stuut added New Business H-MPD Special Assessment Workshop

8. APPROVAL OF THE AGENDA
   Motion by Begeman, seconded by McLean to approve the agenda as amended. All members voted in favor. Motion carried.

9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM
   Emilly Hickmott presented information on the Van Buren County Conservation District, programs, and current available survey.

10. BOARD AND COMMITTEE REPORTS

    A. FINANCE COMMITTEE – CHAIR SREETER
       No meeting, no report
    B. COMMUNICATIONS COMMITTEE – CHAIR DANIEL
       No meeting, no report
    C. DPW COMMITTEE – CHAIR MCLEAN
       No meeting, no report
    D. LAW ENFORCEMENT COMMITTEE – CHAIR GURLEY
       No meeting, no report
    E. PARKS & RECREATION COMMITTEE – CHAIR MONROE

No meeting, no report

F. POLICY & PERSONNEL COMMITTEE – CHAIR BEGEMAN

Meeting 11/25/25

G. ZONING AND ORDINANCE COMIMTTEE – CHAIR STUUT

No meeting, no report

H. PLANNING COMMISSION LIAISON REPORT – LIAISON STREETER

No meeting, no report

I. DDA COMMITTEE – CHAIR ROB BROOKS

No meeting, no report

J. KATS – MANAGER MCGREW

No meeting, no report

11. STAFF REPORTS

A. POLICE DEPARTMENT REPORT – *Chief Mansfield presented his report.*

B. CLERK'S REPORT – *Clerk Storm-Artis presented her report*

C. ENGINEER'S REPORT – *Engineer Woodhams was not present*

D. ATTORNEY'S REPORT – *Attorney Graham was not present*

12. UNFINISHED BUSINESS

A. BIDS TO COMPLETE VILLAGE OFFICE BASEBOARDS – *Manager McGrew*
Short discussion took place. No action taken.

13. NEW BUSINESS

A. APPROVE VC3 INVOICE IN THE AMOUNT OF $7,064.01 – *Manager McGrew*
Motion by Daniel, seconded by Gurley to approve the VC# invoice in the amount of $7,064.01. Roll call vote taken. All members voted in favor. Motion carried.

B. VILLAGE OF MATTAWAN SCRAPBOOK – *Clerk Storm-Artis*
Discussion took place.
Motion by Monroe, seconded by Daniel to allow the Village Office to move to digital records for the scrapbook. Roll call vote taken. Begeman, Daniel, Gurley, Monroe, Streeter and Stuut voted yes. McLean voted no. Motion carried 6-1.

C. PLANNING COMMISSION REAPPOINTMENTS – *Clerk Storm-Artis*
Motion by McLean, seconded by Streeter to appoint Kendra Daniel, Clint Fournier, and Joel Lamb to the Planning Commission for terms of two years ending November 30, 2027. Voice vote taken. Daniel abstained. Motion carried.

D. PLANNING COMMISSION COUNCIL LIASON RESOLUTION – *Clerk Storm-Artis*

Motion by Streeter, seconded by Monroe to approve the resolution appointing Member Streeter to the Planning Commission for a term of one year ending November 30, 2026. All members voted in favor. Motion carried.

E. 2026 REGULAR COUNCIL MEETING SCHEDULE – *Clerk Storm-Artis*
Motion by Begeman, seconded by Gurley to approve the 2026 Regular Council Meeting Schedule. All members voted in favor. Motion carried.

F. ROAD LINE PAINTING BIDS
Discussion took place.
Motion by McLean, seconded by Stuut to approve the bid from Michigan Pavement Markings in the amount of $6,300.00. Roll call vote taken. Begeman, Daniel, Gurley, McLean, Monroe, Streeter, and Stuut voted yes. Motion carried 7-0.

G. 2025 FRIDAY HOLIDAY WORK SCHEDULE
Discussion took place.
Motion by Begeman, seconded by McLean to close the Village Office and DPW on Friday, December 26, 2025 and Friday, January 2, 2026 with the option of employees using their available paid time off to be paid for these closure dates. Motion withdrawn.
Further discussion took place.
Motion by Stuut, supported by Begeman to postpone item until the next meeting and have Manager McGrew discuss options with office and DPW staff and present findings at the next regular council meeting. Voice vote taken. Streeter voted nay. Motion carried 6-1.

H. MPD SPECIAL ASSESSMENT WORKSHOP
Motion by Daniel, seconded by Gurley to hold a workshop to discuss the MPD Special Assessment. All members voted in favor. Motion carried.

14. COMMUNICATIONS

Parliamentary Training Opportunity with City of Portage
2026 Planning Commission Regular Meeting Schedule

15. COMMENTS FROM VISITORS ***None***

16. COMMENTS FROM COUNCIL
Member McLean commented on the new tree in the park.
Member Begeman and Member Stuut commented on the MAM training they attended. Some ideas include increasing communication by having Manager McGrew send out a weekly memo to council, meeting with the council president more frequently, posting specific language regarding 1st amendment auditors on the doors.

17. ADJOURNMENT @ ***8:01 PM***
Meeting adjourned without objection.

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/04/2025	AP	Amazon Capital Services	Invoice: 17MG-MRQR-47ML Ref#: 18269(Keyboard and Mouse, Monitor, Deskto		
AP Trx #: 29698					
		Capital Outlay	101-301-97000	924.46	
		Vnd: 1612 Invoice: 17MG-MRQR-47ML	101-000-20200		924.46
		Expected Check Run: 12/08/2025			
				924.46	924.46
12/04/2025	AP	CINTAS	Invoice: 4251998438 Ref#: 18271(Mats and Pants 12/3/25)		
AP Trx #: 29699					
		Contractual Services	101-265-81800	159.72	
		Uniform allowance	590-552-76800	35.44	
		Uniform allowance	591-552-76800	35.44	
		Vnd: 1226 Invoice: 4251998438	101-000-20200		159.72
		Vnd: 1226 Invoice: 4251998438	590-000-20200		35.44
		Vnd: 1226 Invoice: 4251998438	591-000-20200		35.44
		Expected Check Run: 12/08/2025			
				230.60	230.60
12/04/2025	AP	City of Kalamazoo Treasurer	Invoice: MN9MATTAW01 Oct25 Ref#: 18270(Sewer Treatment 10/1/25-10/31/25		
AP Trx #: 29700					
		Treatment Fees	590-552-81800	36,500.00	
		Vnd: 0069 Invoice: MN9MATTAW01 Oct25	590-000-20200		36,500.00
		Expected Check Run: 12/08/2025			
				36,500.00	36,500.00
12/04/2025	AP	CTS-Companies	Invoice: IN-80000987529330 Ref#: 18272(Phone Service 12/1/25-12/31/25)		
AP Trx #: 29701					
		Telephone	101-301-85300	127.79	
		Telephone	101-215-85300	127.79	
		Telephone - DPW Building	661-892-85300	97.83	
		Vnd: 1656 Invoice: IN-80000987529330	101-000-20200		255.58
		Vnd: 1656 Invoice: IN-80000987529330	661-000-20200		97.83
		Expected Check Run: 12/08/2025			
				353.41	353.41
12/04/2025	AP	Elemech	Invoice: 21620 Ref#: 18315(PortALogic Annual Support Contract 2026)		
AP Trx #: 29702					
		Contractual	591-552-81800	1,100.00	
		Vnd: 1550 Invoice: 21620	591-000-20200		1,100.00
		Expected Check Run: 12/08/2025			
				1,100.00	1,100.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/04/2025	AP	Elite Aerial Compliance LLC	Invoice: 1138 Ref#: 18273(Annual Bucket Truck Inspection)		
AP Trx #: 29703					
		Repairs & Maintenance	661-891-93100	570.00	
		Vnd: 1711 Invoice: 1138	661-000-20200		570.00
		Expected Check Run: 12/08/2025		570.00	570.00
12/04/2025	AP	Flex Administrators	Invoice: 1628724 Ref#: 18274(HSA Admin Fees 11/1/25-11/30/25)		
AP Trx #: 29704					
		Contractual Services	101-172-81800	19.50	
		Vnd: 1686 Invoice: 1628724	101-000-20200		19.50
		Expected Check Run: 12/08/2025		19.50	19.50
12/04/2025	AP	Flex Administrators	Invoice: 160775 Ref#: 18275(Annual HSA Plan Renewal 1/1/26-12/31/26)		
AP Trx #: 29705					
		Contractual Services	101-172-81800	135.00	
		Vnd: 1686 Invoice: 160775	101-000-20200		135.00
		Expected Check Run: 12/08/2025		135.00	135.00
12/04/2025	AP	Freedom Counseling LLC	Invoice: 67823 Ref#: 18276(Professional Counseling Services 10/20/2)		
AP Trx #: 29706					
		Police medical account	101-301-72300	100.00	
		Vnd: 1664 Invoice: 67823	101-000-20200		100.00
		Expected Check Run: 12/08/2025		100.00	100.00
12/04/2025	AP	Freedom Counseling LLC	Invoice: 70096 Ref#: 18277(Professional Counseling Services 12/2/25)		
AP Trx #: 29707					
		Police medical account	101-301-72300	125.00	
		Vnd: 1664 Invoice: 70096	101-000-20200		125.00
		Expected Check Run: 12/08/2025		125.00	125.00
12/04/2025	AP	Frontier	Invoice: 26966871270128085D25 Ref#: 18278(Phone-Emergency SCADA Call-Ou		
AP Trx #: 29708					
		Telephone-Emergncy	590-551-85300	208.58	
		Vnd: 1121 Invoice: 26966871270128085D25	590-000-20200		208.58
		Expected Check Run: 12/08/2025		208.58	208.58

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/04/2025	AP	Frontier	Invoice: 23118904100226025N25 Ref#: 18279(Phone-Main Wells, Village Off		
AP Trx #: 29709					
		Telephone	101-215-85300	87.05	
		Alarm System	591-552-92500	120.45	
		Vnd: 1121 Invoice: 23118904100226025N25	101-000-20200		87.05
		Vnd: 1121 Invoice: 23118904100226025N25	591-000-20200		120.45
		Expected Check Run: 12/08/2025			
				207.50	207.50
12/04/2025	AP	HydroCorp, Inc.	Invoice: CI-09786 Ref#: 18280(Cross Connection Program November 2025)		
AP Trx #: 29710					
		Contractual	591-552-81800	382.73	
		Vnd: 1298 Invoice: CI-09786	591-000-20200		382.73
		Expected Check Run: 12/08/2025			
				382.73	382.73
12/05/2025	AP	Kennedy Industries, Inc.	Invoice: 649137 Ref#: 18316(Lift Station #6 Repairs)		
AP Trx #: 29711					
		Lift Station #6	590-554-82000	1,375.50	
		Vnd: 1272 Invoice: 649137	590-000-20200		1,375.50
		Expected Check Run: 12/08/2025			
				1,375.50	1,375.50
12/04/2025	AP	LOWES BUSINESS ACCT/SYNCB	Invoice: 82131230518461 Nov25 Ref#: 18281(Compressor, Valves, Pipe Heat		
AP Trx #: 29712					
		Supplies	590-552-72600	245.39	
		Operating Supplies	202-463-72600	86.90	
		Operating Supplies	591-552-72600	63.35	
		Vnd: 1638 Invoice: 82131230518461 Nov25	590-000-20200		245.39
		Vnd: 1638 Invoice: 82131230518461 Nov25	202-000-20200		86.90
		Vnd: 1638 Invoice: 82131230518461 Nov25	591-000-20200		63.35
		Expected Check Run: 12/08/2025			
				395.64	395.64
12/04/2025	AP	Neil's Hardware #3632	Invoice: 007522/1 Ref#: 18282(5Gal AW32 Hydraulic Oil)		
AP Trx #: 29713					
		Supplies	661-891-72600	82.99	
		Vnd: 1182 Invoice: 007522/1	661-000-20200		82.99
		Expected Check Run: 12/08/2025			
				82.99	82.99
12/04/2025	AP	Neil's Hardware #3632	Invoice: 007523/1 Ref#: 18283(40QT Oil Absorbant, Load Binder)		
AP Trx #: 29714					
		Supplies	661-891-72600	127.98	
		Vnd: 1182 Invoice: 007523/1	661-000-20200		127.98
		Expected Check Run: 12/08/2025			
				127.98	127.98

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/04/2025	AP	Neil's Hardware #3632	Invoice: 007557/1 Ref#: 18284(25LB Rock Salt)		
AP Trx #: 29715					
		Supplies	101-265-72600	15.98	
		Vnd: 1182 Invoice: 007557/1	101-000-20200		15.98
		Expected Check Run: 12/08/2025			
				15.98	15.98
12/04/2025	AP	Neil's Hardware #3632	Invoice: 007593/1&007594/1 Ref#: 18285(SP-40 Battery, Core Charge, Core		
AP Trx #: 29716					
		Supplies	661-891-72600	82.95	
		Vnd: 1182 Invoice: 007593/1&007594/1	661-000-20200		82.95
		Expected Check Run: 12/08/2025			
				82.95	82.95
12/04/2025	AP	Neil's Hardware #3632	Invoice: 007600/1 Ref#: 18286(9" 3-Outlet Cord)		
AP Trx #: 29717					
		Supplies	661-891-72600	16.99	
		Vnd: 1182 Invoice: 007600/1	661-000-20200		16.99
		Expected Check Run: 12/08/2025			
				16.99	16.99
12/04/2025	AP	Neil's Hardware #3632	Invoice: 007665/1 Ref#: 18287(Febreeze, Toilet Bowl Cleaner)		
AP Trx #: 29718					
		Supplies	661-891-72600	8.08	
		Vnd: 1182 Invoice: 007665/1	661-000-20200		8.08
		Expected Check Run: 12/08/2025			
				8.08	8.08
12/04/2025	AP	Neil's Hardware #3632	Invoice: 007671/1 Ref#: 18288(Bulk Nuts/Bolts)		
AP Trx #: 29719					
		Supplies	661-891-72600	7.28	
		Vnd: 1182 Invoice: 007671/1	661-000-20200		7.28
		Expected Check Run: 12/08/2025			
				7.28	7.28
12/04/2025	AP	Neil's Hardware #3632	Invoice: 007672/1 Ref#: 18289(Bulk Nuts/Bolts)		
AP Trx #: 29720					
		Supplies	661-891-72600	14.34	
		Vnd: 1182 Invoice: 007672/1	661-000-20200		14.34
		Expected Check Run: 12/08/2025			
				14.34	14.34

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/04/2025	AP	Neil's Hardware #3632	Invoice: 007708/1 Ref#: 18290(16CT 55 Gal Trash Bags)		
AP Trx #: 29721					
		Supplies	101-441-72600	19.99	
		Vnd: 1182 Invoice: 007708/1	101-000-20200		19.99
		Expected Check Run: 12/08/2025			
				19.99	19.99
12/04/2025	AP	Neil's Hardware #3632	Invoice: 007709/1 Ref#: 18291(16CT 55Gal Trash Bags)		
AP Trx #: 29722					
		Supplies	101-265-72600	19.99	
		Vnd: 1182 Invoice: 007709/1	101-000-20200		19.99
		Expected Check Run: 12/08/2025			
				19.99	19.99
12/04/2025	AP	O'Reilly Automotive	Invoice: 3978-333817 Ref#: 18292(Battery, Core Charge, Grease)		
AP Trx #: 29723					
		Supplies	661-891-72600	168.27	
		Vnd: 1464 Invoice: 3978-333817	661-000-20200		168.27
		Expected Check Run: 12/08/2025			
				168.27	168.27
12/04/2025	AP	PERCEPTIVE CONTROLS, INC	Invoice: 17421 Ref#: 18293(Monthly Cyber Security 11/1/25-11/30/25)		
AP Trx #: 29724					
		Contractual	590-552-81900	641.00	
		Contractual	591-552-81800	641.00	
		Vnd: 1303 Invoice: 17421	590-000-20200		641.00
		Vnd: 1303 Invoice: 17421	591-000-20200		641.00
		Expected Check Run: 12/08/2025			
				1,282.00	1,282.00
12/04/2025	AP	PITNEY BOWES GLOBAL FINANCIAL SERVI	Invoice: 3321665417 Ref#: 18294(Postage Meter Rental 9/30/25-12/29/25)		
AP Trx #: 29725					
		Equip. Repair/Maint.	101-215-77800	409.02	
		Vnd: 1566 Invoice: 3321665417	101-000-20200		409.02
		Expected Check Run: 12/08/2025			
				409.02	409.02
12/04/2025	AP	Power Eng. & Supply/Rhino Ref.	Invoice: 25614 Ref#: 18295(Boiler Service, CSD-1 Testing)		
AP Trx #: 29726					
		Repairs & Maint - DPW Bldg	661-892-93100	483.12	
		Vnd: 0655 Invoice: 25614	661-000-20200		483.12
		Expected Check Run: 12/08/2025			
				483.12	483.12

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/04/2025	AP	Rathco Safety Supply	Invoice: 186035 Ref#: 18296(No Parking, Police Only, Forrest Ln. and)		
AP Trx #: 29727					
		Supplies	101-265-72600	228.88	
		Vnd: 0036 Invoice: 186035	101-000-20200		228.88
		Expected Check Run: 12/08/2025			
				228.88	228.88
12/04/2025	AP	Republic Services #249	Invoice: 0249-008724867 Ref#: 18314(Waste Services 12/1/25-12/31/25)		
AP Trx #: 29728					
		Building/Maintenance	101-265-93000	364.42	
		Vnd: 0002 Invoice: 0249-008724867	101-000-20200		364.42
		Expected Check Run: 12/08/2025			
				364.42	364.42
12/04/2025	AP	Scott Paddock	Invoice: MechInspect Nov25 Ref#: 18297(Mechanical Inspections November		
AP Trx #: 29729					
		MECHANICAL INSPECTIONS	249-627-80120	279.00	
		Vnd: 1430 Invoice: MechInspect Nov25	249-000-20200		279.00
		Expected Check Run: 12/08/2025			
				279.00	279.00
12/04/2025	AP	Standard Insurance Company	Invoice: 001741800001 Dec25 Ref#: 18298(STD< LTD< Life, AD&D Premiums D		
AP Trx #: 29730					
		Disability/Life/AD&D Ins	101-215-72000	137.55	
		Disability/Life/AD&D Ins	101-265-72000	26.08	
		Disability/Life/AD&D Ins	101-301-72000	457.62	
		Disability/Life/AD&D Ins	101-441-72000	30.15	
		Disability/Life/AD&D Ins	101-751-72000	35.96	
		Disability/Life/AD&D Ins	202-172-72000	21.50	
		Disability/Life/AD&D Ins	202-463-72000	53.02	
		Disability/Life/AD&D Ins	202-478-72000	16.56	
		Disability/Life/AD&D Ins	203-172-72000	12.85	
		Disability/Life/AD&D Ins	203-463-72000	26.69	
		Disability/Life/AD&D Ins	203-478-72000	11.49	
		Disability/Life/AD&D Ins	590-551-72000	57.34	
		Disability/Life/AD&D Ins	590-552-72000	78.35	
		Disability/Life/AD&D Ins	590-553-72000	0.12	
		Disability/Life/AD&D Ins	591-551-72000	57.34	
		Disability/Life/AD&D Ins	591-552-72000	186.49	
		Disability/Life/AD&D Ins	591-553-72000	3.09	
		Disability/Life/AD&D Ins	661-891-72000	23.60	
		Vnd: 1699 Invoice: 001741800001 Dec25	101-000-20200		687.36
		Vnd: 1699 Invoice: 001741800001 Dec25	202-000-20200		91.08
		Vnd: 1699 Invoice: 001741800001 Dec25	203-000-20200		51.03
		Vnd: 1699 Invoice: 001741800001 Dec25	590-000-20200		135.81
		Vnd: 1699 Invoice: 001741800001 Dec25	591-000-20200		246.92
		Vnd: 1699 Invoice: 001741800001 Dec25	661-000-20200		23.60
		Expected Check Run: 12/08/2025			
				1,235.80	1,235.80

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/04/2025	AP	T-Mobile	Invoice: 988192991 Nov25 Ref#: 18299(MPD Cell Phones 10/21/25-11/20/25)		
AP Trx #: 29731					
		Telephone	101-301-85300	190.81	
		Vnd: 1592 Invoice: 988192991 Nov25	101-000-20200		190.81
		Expected Check Run: 12/08/2025			
				190.81	190.81
12/04/2025	AP	U.S. BANK EQUIPMENT FINANCE	Invoice: 569633597 Ref#: 18300(Printer Rental 11/19/25-12/19/25, Overag		
AP Trx #: 29732					
		Equip. Repair/Maint.	101-215-77800	543.07	
		Vnd: 1637 Invoice: 569633597	101-000-20200		543.07
		Expected Check Run: 12/08/2025			
				543.07	543.07
12/04/2025	AP	VC3, Inc	Invoice: VC3-229152 Ref#: 18301(Microsoft 365 Monthly Billing November		
AP Trx #: 29733					
		CONTRACTUAL IT	101-172-81910	494.90	
		Vnd: 1309 Invoice: VC3-229152	101-000-20200		494.90
		Expected Check Run: 12/08/2025			
				494.90	494.90
12/04/2025	AP	VC3, Inc	Invoice: VC3-227386 Ref#: 18302(*CA 11/24/25 Annial Tech Support Servic		
AP Trx #: 29734					
		CONTRACTUAL IT	101-172-81910	7,064.01	
		Vnd: 1309 Invoice: VC3-227386	101-000-20200		7,064.01
		Expected Check Run: 12/08/2025			
				7,064.01	7,064.01
12/04/2025	AP	Village of Mattawan H20 Pmt.	Invoice: 5-250701 Ref#: 18303(Bulk Water Usage)		
AP Trx #: 29735					
		Utilities - DPW Building	661-892-92100	9.35	
		Vnd: 0021 Invoice: 5-250701	661-000-20200		9.35
		Expected Check Run: 12/08/2025			
				9.35	9.35
12/04/2025	AP	Village of Mattawan H20 Pmt.	Invoice: 000256-000 Nov25 Ref#: 18304(Water-Village Offices November 20		
AP Trx #: 29736					
		Water	101-265-92700	24.28	
		Vnd: 0021 Invoice: 000256-000 Nov25	101-000-20200		24.28
		Expected Check Run: 12/08/2025			
				24.28	24.28

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/04/2025	AP	Village of Mattawan H20 Pmt.	Invoice: 000579-000 Nov25 Ref#: 18305(Water-22899 Freedom Ln. November		
AP Trx #: 29737					
		Utilities - DPW Building	661-892-92100	16.39	
		Vnd: 0021 Invoice: 000579-000 Nov25	661-000-20200		16.39
		Expected Check Run: 12/08/2025			
				16.39	16.39
12/04/2025	AP	Village of Mattawan H20 Pmt.	Invoice: 000957-000 Nov25 Ref#: 18306(Water-25th St. Lift Station Novem		
AP Trx #: 29738					
		Electric/Gas/Utilities	590-552-92100	2,534.53	
		Vnd: 0021 Invoice: 000957-000 Nov25	590-000-20200		2,534.53
		Expected Check Run: 12/08/2025			
				2,534.53	2,534.53
12/04/2025	AP	Village of Mattawan/ Petty Cash	Invoice: 12/3/25 PtyCsh Ref#: 18307(Easement & Deed Documents, Postage-		
AP Trx #: 29739					
		Professional Fees	101-172-82600	60.00	
		Postage	591-551-73000	85.50	
		Operating Supplies & Expense	101-301-72600	21.20	
		Community Promotion	248-728-88000	24.63	
		Vnd: 1462 Invoice: 12/3/25 PtyCsh	101-000-20200		81.20
		Vnd: 1462 Invoice: 12/3/25 PtyCsh	591-000-20200		85.50
		Vnd: 1462 Invoice: 12/3/25 PtyCsh	248-000-20200		24.63
		Expected Check Run: 12/08/2025			
				191.33	191.33
12/04/2025	AP	Visa	Invoice: *0518 Nov25 Ref#: 18308(Office Supplies, MAMC, MAM Lodging, MM		
AP Trx #: 29740					
		Office Supplies	101-215-72600	215.49	
		Education/Training	101-215-96000	800.00	
		Due/Mmbrshps/Sbscrptns	101-215-95800	100.00	
		Education/Training	101-101-96000	472.00	
		Supplies	101-172-72600	195.02	
		Capital Outlay	101-301-97000	103.88	
		Printing	101-301-90000	33.92	
		Dues & Memberships	101-301-95800	270.00	
		Supplies	661-891-72600	101.70	
		Educ./Training	590-551-96000	725.42	
		Education/Training	591-551-96000	725.42	
		Supplies	101-265-72600	25.37	
		Vnd: 1685 Invoice: *0518 Nov25	101-000-20200		2,215.68
		Vnd: 1685 Invoice: *0518 Nov25	661-000-20200		101.70
		Vnd: 1685 Invoice: *0518 Nov25	590-000-20200		725.42
		Vnd: 1685 Invoice: *0518 Nov25	591-000-20200		725.42
		Expected Check Run: 12/08/2025			
				3,768.22	3,768.22

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/04/2025	AP	WEST MICHIGAN INTERNATIONAL LLC	Invoice: R103025200:01 Ref#: 18309(Brake/Air Compressor Repair)		
AP Trx #: 29741					
		Repairs & Maintenance	661-891-93100	2,982.65	
		Vnd: 1605 Invoice: R103025200:01	661-000-20200		2,982.65
		Expected Check Run: 12/08/2025			
				2,982.65	2,982.65
12/04/2025	AP	WEST MICHIGAN INTERNATIONAL LLC	Invoice: R103025162:01 Ref#: 18310(Inspection and Exhaust Repair)		
AP Trx #: 29742					
		Repairs & Maintenance	661-891-93100	2,894.29	
		Vnd: 1605 Invoice: R103025162:01	661-000-20200		2,894.29
		Expected Check Run: 12/08/2025			
				2,894.29	2,894.29
12/04/2025	AP	WEX BANK	Invoice: 109038142 Ref#: 18311(Fuel Charges November 2025)		
AP Trx #: 29743					
		Gas & Oil	101-301-75100	1,247.64	
		Gas & Oil	661-891-75100	2,912.28	
		Vnd: 1695 Invoice: 109038142	101-000-20200		1,247.64
		Vnd: 1695 Invoice: 109038142	661-000-20200		2,912.28
		Expected Check Run: 12/08/2025			
				4,159.92	4,159.92
12/04/2025	AP	WOLF KUBOTA	Invoice: MAT-2026508 Ref#: 18312(Hydrolic Oil Case)		
AP Trx #: 29744					
		Supplies	661-891-72600	51.24	
		Vnd: 1476 Invoice: MAT-2026508	661-000-20200		51.24
		Expected Check Run: 12/08/2025			
				51.24	51.24
12/04/2025	AP	WOLF KUBOTA	Invoice: MAT-2026300 Ref#: 18313(Hydrolic Supplies)		
AP Trx #: 29745					
		Supplies	661-891-72600	104.16	
		Vnd: 1476 Invoice: MAT-2026300	661-000-20200		104.16
		Expected Check Run: 12/08/2025			
				104.16	104.16
				72,504.15	72,504.15

Cash/Payable Account Totals:

Accounts Payable	101-000-20200	15,413.54
Accounts Payable	202-000-20200	177.98
Accounts Payable	203-000-20200	51.03
Accounts Payable	248-000-20200	24.63
Accounts Payable	249-000-20200	279.00
Accounts Payable	590-000-20200	42,401.67
Accounts Payable	591-000-20200	3,400.81
Accounts Payable	661-000-20200	10,755.49
	TOTAL INCREASE IN PAYABLE:	72,504.15

VILLAGE OF MATTAWAN
24221 FRONT AVE.
MATTAWAN, MI 49071
POLICY AND PERSONNEL COMMITTEE NOVEMBER 25, 2025

MINUTES

1. CALL TO ORDER AT ***4:08 PM***

2. ATTENDANCE ***Begeman, Daniel, Streeter***
   OTHERS PRESENT Manager McGrew, Chief Mansfield

3. ANNOUNCEMENT OF MEETING BEING RECORDED.

4. COMMENTS FROM VISITORS ***None***

5. UNFINISHED BUSINESS

   A. DEPARTMENT HEADS SALARY POSITIONS
   The Committee reviewed additional information and draft contracts for the Police Chief. Superintendent Anthony wasn't present. Adjustments and corrections were made to the draft during the meeting.
   Manager McGrew will get the updated copies from Chief and Superintendent Anthony.
   New updated copies will be sent out to the committee for further review.

   B. EMPLOYEE REVIEW FORM
   Reviewed and discussion took place.
   Committee recommends 3-0 that council approve the employee and department head review forms.

   C. TIME OFF NOTIFICATION POLICY
   Review and discussion took place.
   Committee recommends 3-0 that council approve the Village Manager time off notification policy and employee time off request forms.

6. NEW BUSINESS

   A. VACATION USAGE HOURS
   Committee went over the information on adjusting the Vacation time to increments of 15 Minutes to reflect the sick time requirements, Keeping the vacation time policy consistent with sick time policies will allow employees to use more vacation time vs sick/personal time.
   Committee recommends 3-0 that council change section 3.10 B to state "Vacation leave shall be charged in a minimum of fifteen (15) minute increments."

7. COMMENTS FROM MEMBERS ***None***

8. ADJOURN @ **5:01 PM**

Superintendents Report

December 2025

Miss Dig / Utility Locates

Miss digs are still high; they have turned from road edges to now multiple homes.

International Dump Truck

On November 13th we took the International to the dealer to have the exhaust repaired. It was leaking into the cab. Total Estimate was $2,403.34. While they had it they did a courtesy inspection on it and found that the drive brakes were shot, and they were missing the dust shields, and the battery box bottom was almost rusted out. I treated this as a separate repair costing $2,982.65. They fixed both problems, backed it out of their shop and the transmission harness fell off the truck. I treated this as a third repair, costing an additional $2,349.63.

Winter came early this year

I can't say enough great things about the work that DPW did on the snow removal. I did not participate because the international is not back, so it left me with nothing to plow snow with.

EGLE Sanitary Survey

Rich and I both received a letter this week from EGLE saying that they have approved our new Disinfection Byproducts sampling plan. The only thing we have not fixed in the sanitary survey is changing the screening on the top of the water towers to 24mm. That can be done by a contractor when we have the towers inspected next year. In regard to residential cross connections our district engineer did say that the state is going to consider irrigations systems a high hazard which will require the backflow devices be tested every year.

Main and McGillen Traffic Light

The State of Michigan has a grant program called CMAQ, congestion, mitigation, air, and quality that is overseen in Van Buren County by Southwest Michigan Planning Commission. I reached out to them to see if there was any CMAQ money for upgrading our traffic light and if there is money. I have been looking into radar activation instead of camera for traffic and pedestrian and a LiDAR system. I also would like to update everything in the control cabinet, be able to do traffic counts, turning counts as well as vehicle type. Camera views recorded traffic accidents. The CMAQ used to do 100% for traffic lights, we will see if that still hold true.

USDA Program

While I was at the National Rural conference, I had a chance to speak with some USDA folks from Washington DC. They mentioned a program that called Business and Industry Loan Guarantees. Since the government opened back up, I had a chance to look at it and included it with my report.

Contact Person

Donald Mulson III
Business Programs Director
Michigan State Director's Office | Rural Business Team

USDA U.S. DEPARTMENT OF AGRICULTURE

Rural Development
543 Progress St., West Branch, MI 48661
Phone: 517.249.0108

Business & Industry Loan Guarantees

Application Window: **OPEN**

Program Application Period: **Applications are accepted from lenders year-round.**

For state specific information:

-- Select State --

Fact Sheet **(/media/file/download/508-rd-fs-rbs-biguarantee.pdf)**

Federal Register Notice **(https://www.federalregister.gov/d/2023-14130)**

Overview

What does this program do?

This program offers loan guarantees to lenders for their loans to rural businesses.

What lenders may apply for this program?

Lenders need the legal authority, financial strength, and sufficient experience to operate a successful lending program. This includes lenders that are subject to supervision and credit examination by the applicable agency of the United States or a State including:

- Federal and State-chartered banks.

- Savings and loans.
- Farm Credit Banks with direct lending authority.
- Credit unions.

Other non-regulated lending institutions may be approved by the Agency under the criteria of the OneRD Guarantee Loan Initiative regulation.

Who may qualify for these guaranteed loans?

- For-profit or non-profit businesses.
- Cooperatives.
- Federally-recognized Tribes.
- Public bodies.
- Individuals engaged or proposing to engage in a business.

What are the borrowing restrictions?

- Individual borrowers must be citizens of the United States, or reside in the U.S. after being legally admitted for permanent residence.
- Private-entity borrowers must demonstrate that loan funds will remain in the U.S., and the facility being financed will primarily create new or save existing jobs for rural U.S. residents.

What is considered an eligible area?

- Rural areas not in a city or town with a population of more than 50,000 inhabitants.
- The borrower's headquarters may be based within a larger city, as long as the project is located in an eligible rural area.
- The lender may be located anywhere in the United States.
- Projects may be funded in either rural or urban areas under 7 CFR 5001.105(b)(15)(i) (https://www.ecfr.gov/current/title-7/subtitle-B/chapter-L/part-5001/subpart-B/section-5001.105).
- Check eligible addresses for Business Programs (https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?

pageAction=ONERD).
(https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=RBSmenu&NavKey=property@13)

How may guaranteed loan funds be used?

Eligible uses include (but are not limited to):

- Business conversion, enlargement, repair, modernization, or development.
- The purchase and development of land, buildings, and associated infrastructure for commercial or industrial properties.
- The purchase and installation of machinery and equipment, supplies or inventory.
- Debt refinancing when such refinancing improves cash flow and creates jobs.
- Business and industrial acquisitions when the loan will maintain business operations and create or save jobs.

Guaranteed loan funds may NOT be used for:

- Lines of credit.
- Owner-occupied and rental housing.
- Golf courses or golf course infrastructure.
- Racetracks or gambling facilities.
- Churches or church-controlled organizations.
- Fraternal organizations.
- Lending, investment, and insurance companies.
- Agricultural production, with certain exceptions (1).
- Distribution or payment to a beneficiary of the borrower or an individual or entity that will retain an ownership interest in the borrower.

What Collateral Is Required?

Collateral must have documented value sufficient to protect the interest of the lender and the Agency. Lenders will discount collateral consistent with sound loan-to-value policy with the discounted collateral value at least equal to the loan amount. The lender must provide satisfactory justification of the discounts being used. Hazard insurance is required on collateral (equal to the loan amount or depreciated replacement value, whichever is less).

What is the maximum amount of a loan guarantee?

The loan guarantee percentage is published annually in a Federal Register notice. B&I loans approved in Fiscal Year 2025 (https://www.federalregister.gov/documents/2024/06/25/2024-13895/onerd-annual-notice-of-guarantee-fee-rates-periodic-retention-fee-rates-loan-guarantee-percentage) will receive an 80 percent guarantee

What are the loan terms?

The lender, with Agency concurrence, will establish and justify the guaranteed loan term based on the use of guaranteed loan funds, the useful economic life of the assets being financed and those used as collateral, and the borrower's repayment ability. The loan term will not exceed 40 years.

What are the interest rates?

- Interest rates are negotiated between the lender and borrower.
- Rates may be fixed or variable.
- Variable interest rates may not be adjusted more often than quarterly.

What are the applicable fees?

- There is an initial guarantee fee, currently 3 percent of the guaranteed amount.
- There is a guarantee retention fee, currently 0.55 percent of the guaranteed portion of the outstanding principal balance, paid annually (2).
- Reasonable and customary fees for loan origination are negotiated between the borrower and lender.

- Qualifying projects may receive a reduced fee of 1 percent.

What are the underwriting requirements?

- The lender will conduct a credit evaluation using credit documentation procedures and underwriting processes that are consistent with generally accepted prudent lending practices and, also consistent with the lender's own policies, procedures, and lending practices.
- The lender's evaluation must address any financial or other credit weaknesses of the borrower and project and discuss risk mitigation requirements.
- The lender must analyze all credit factors to determine that the credit factors and guaranteed loan terms and conditions ensure guaranteed loan repayment.
- Credit factors to be analyzed include but are not limited to character, capacity, capital, collateral, and conditions.

How do we get started?

- Applications are accepted from lenders through USDA local offices (https://www.rd.usda.gov/contact-us/state-offices) year-round.
- Interested borrowers should inquire about the program with their lender.
- Lenders interested in participating in this program should contact the USDA Rural Development Business Programs Director in the state (https://www.rd.usda.gov/contact-us/state-offices) where the project is located.

Who can answer my questions?

Contact the local Rural Development office (/about-rd/state-offices) that serves your area.

What law governs this program?

- Code of Federal Regulations, 7 CFR 5001 (https://www.ecfr.gov/cgi-bin/text-idx?

SID=7042cbedc634de6b581b41385370fc9e&mc=true&node=pt7.15.5

- This program is authorized by the Consolidated Farm and Rural Development Act, 7 U.S.C. 1932 (https://www.govinfo.gov/content/pkg/USCODE-2020-title7/pdf/USCODE-2020-title7-chap50-subchapI-sec1932.pdf).

Why does USDA Rural Development do this?

This program improves the economic health of rural communities by increasing access to business capital through loan guarantees. This enables commercial lenders to provide affordable financing for rural businesses.

NOTE: Because information on this page may change, please always consult the program instructions listed in the section above titled "What law governs this program?" You may also contact your local office (https://www.rd.usda.gov/contact-us/state-offices) for assistance.

(1) Agricultural production is eligible only if the project is vertically integrated, ineligible for USDA Farm Service Agency (FSA) farm loan programs assistance, and it is part of an integrated business also involved in the processing of agricultural products. Commercial nurseries, forestry, and aquaculture operations are eligible without these restrictions.

(2) The annual renewal fee is currently 0.55% of the outstanding principal loan balance as of December 31. The renewal fee rate is set annually by Rural Development in a notice published in the Federal Register (https://www.federalregister.gov/d/2023-14130). The rate, in effect at the time the loan is made, will remain in effect for the life of the loan. Annual renewal fees are paid by the lender and due on January 31. Payments not received by April 1 are considered delinquent and, at the Agency's discretion, may result in cancellation of the guarantee to the lender.

Holders' rights will continue in effect as specified in the loan note guarantee and assignment guarantee agreement. Any delinquent annual renewal fees will bear interest at the note rate and will be deducted from any loss payment due the lender. For loans where the loan note guarantee is issued between October 1 and December 31, the first annual renewal fee payment will be due January 31 of the second year following the date the loan note guarantee was issued.

To Apply

Rural Development has implemented the OneRD Guarantee Loan Initiative program (/onerdguarantee). Visit the site for additional program information, to include forms, and sample documents (https://www.rd.usda.gov/onerdguarantee#apply).

NOTE: Please speak to your local program specialist (/find-your-local-area-office) before attempting to fill out any forms or applications. This will save you time in completing your application.

Interest Rates:

Interest rates are negotiated between the lender and borrower, subject to Agency review. They may be fixed, or variable, and variable interest rates may not be adjusted more often than quarterly.

Other Requirements

There are no engineering requirements at the national level.

Rural Development environmental requirements: RD 1970 Environmental Policies and Procedures (http://www.ecfr.gov/cgi-bin/text-idx?SID=2d8457de87c022d0e240337e369f665f&mc=true&node=pt7.14.1970

Contact

Please select your state in the dropdown menu above to find your local contact for this program.

Persons with disabilities that require alternative means for communication should contact the U.S. Department of Agriculture (USDA) Target Center at (202) 720-2600 (voice).

Events

Village Manager McGrew Report

To: Village Council
Date: November 2025

Overview

This report summarizes the activities and progress made in November 2025 regarding various projects, maintenance, meetings, and permits within the village.

Village Hall Renovations

- **Status:** Completed.
- **Office and Police Department Renovations:**
  - Still needs to be completed.

Security Updates

- Michigan Security and Lock is replacing all non-compliant cameras in the DPW area and pump house locations to meet government standards.
- Grant notification letters for the new security cameras were emailed on **November 6, 2025.**

Administrative Updates

- Finalized the Supervisor Absence Notification Form and a Village Manager Absence Form to streamline communication during absences.
- Adding Manager Presence and Availability to Section 3.02A to ensure clarity on the management staff's availability.
- **Police Interceptor Update:** Picked up the new SUV and added it to the insurance.

Budget and Meetings

- Currently working on the DPW budget for Sewer & Water.
- Attended various meetings this month:
  - DDA Meetings: **November 18**
  - Council Meeting: **November 10**
  - Seber Tans Audit: **November 12-13**
  - KATS: **November 19**
  - Saginaw Valley Manager Training: **November 21**
  - Council Meeting: **November 24**
  - Parks and Recreation Meeting: **November 24**
  - Policy & Personnel Meeting: **November 25**

Permit List

Permit #	Address	Category	Applicant Name	Date Issued	Date Expires	Amount Billed
B25-0070	24118 Cole Ave	Commercial, Add/Alter/Repair	SPEEDWAY LLC	11/13/2025	05/12/2026	$1,044.00
B25-0071	58427 Swenson St	Res. Single Family Detached	Allen Edwin Home Builders LLC	11/10/2025	05/09/2026	$1,039.00
B25-0072	58481 Swenson St	Res. Single Family Detached	Allen Edwin Home Builders LLC	11/10/2025	05/09/2026	$1,033.00
B25-0073	58964 Swenson St	Res. Single Family Detached	Allen Edwin Home Builders LLC	11/17/2025	05/16/2026	$924.00
E25-0056	22320 E MCGILLEN AVE	Electrical	DEVRIES NATHAN & ABIGAIL	11/06/2025	05/05/2026	$302.00
E25-0058	58481 Swenson St	Electrical	CONSOLIDATED ELECTRICAL	11/20/2025	05/19/2026	$415.00
E25-0059	58427 Swenson St	Electrical	CONSOLIDATED ELECTRICAL	11/20/2025	05/19/2026	$415.00
M25-0051	58532 Swenson St	Mechanical	Williams Distributing	11/20/2025	05/19/2026	$260.00
M25-0052	24244 W MCGILLEN ST	Mechanical	TOM VAUGHN	11/20/2025	05/19/2026	$185.00
M25-0053	25448 PERSHING AVE	Mechanical	BEL AIR HEATING	11/21/2025	05/20/2026	$180.00
M25-0054	55490 N MAIN ST	Mechanical	Pro Services	11/21/2025	05/20/2026	$155.00
P25-0094	58481 Swenson St	Plumbing	BENCHMARK	11/10/2025	05/09/2026	$160.00
P25-0095	58427 Swenson St	Plumbing	BENCHMARK	11/10/2025	05/09/2026	$160.00
P25-0096	58964 Swenson St	Plumbing	BENCHMARK	11/13/2025	05/12/2026	$160.00
P25-0097	58481 Swenson St	Plumbing	SUPERIOR PLUMBING	11/20/2025	05/19/2026	$375.00
P25-0098	58427 Swenson St	Plumbing	SUPERIOR PLUMBING	11/20/2025	05/19/2026	$385.00

Number of Permits: 16

Total Billed: $7,192.00

Population: All Records

Permit.DateIssued Between 11/1/2025 12:00:00 AM AND 11/30/2025 11:59:59 PM

Village of Mattawan Employee Review Form

Employee Information

- **Employee Name:** ______________________
- **Position:** _____________________________
- **Department:** ___________________________
- **Review Period:** _______________________
- **Reviewer Name:** _________________________

Evaluation Criteria

1. **Job Knowledge (1-5)**
   - 1: Poor understanding of job responsibilities
   - 2: Basic understanding requires frequent guidance
   - 3: Competent understanding, works independently
   - 4: Strong understanding, mentors others
   - 5: Expert in job knowledge, innovative in approach
   - **Score:** _____

   Comments:

---

2. **Quality of Work (1-5)**
   - 1: Frequently making errors
   - 2: Quality needs improvement
   - 3: Meets acceptable standards
   - 4: Produces high-quality work
   - 5: Consistently exceeds quality expectations
   - **Score:** _____

   Comments:

---

3. **Communication Skills (1-5)**
   - 1: Poor communication, unclear messages
   - 2: Needs improvement in clarity
   - 3: Communicates effectively
   - 4: Excellent verbal and written skills
   - 5: Inspiring communicator, engages others
   - **Score:** _____

   Comments:

---

4. **Teamwork (1-5)**
   - 1: Struggles to work with others

- 2: Occasionally conflicts with team members
- 3: Works well in a team setting
- 4: Actively contributes to team success
- 5: Fosters collaboration and resolves conflicts
- **Score:** _____

Comments:

---

5. **Dependability (1-5)**
   - 1: Frequently absent or late
   - 2: Occasionally unreliable
   - 3: Generally dependable
   - 4: Highly reliable, meets deadlines
   - 5: Exceptionally trustworthy, goes above and beyond
   - **Score:** _____

   Comments:

Overall Performance Score

- **Total Score:** ____ / 25

Summary Comments

Goals for Next Review Period

1.
2.
3.

Signatures

- **Employee Signature:** ________________________ Date: __________
- **Reviewer Signature:** ________________________ Date: __________

Mattawan Department Heads Employee Review Form

Employee Information

- **Employee Name:** ______________________
- **Position:** ____________________________
- **Department:** __________________________
- **Review Period:** _______________________
- **Reviewer Name:** ________________________

Evaluation Criteria

1. **Leadership Skills (1-5)**
    - 1: Lacks leadership abilities, ineffective
    - 2: Limited leadership, needs significant improvement
    - 3: Competent leader, manages team effectively
    - 4: Strong leadership, inspires and motivates staff
    - 5: Exceptional leader, drives organizational success
    - **Score:** _____

    Comments:

---

2. **Strategic Planning (1-5)**
    - 1: No strategic vision or planning
    - 2: Minimal planning, lacks direction
    - 3: Adequate planning, meets departmental goals
    - 4: Strong strategic thinker, aligns goals with organization
    - 5: Visionary strategist, anticipates future needs
    - **Score:** _____

    Comments:

---

3. **Budget Management (1-5)**
    - 1: Poor budget oversight, frequent overruns
    - 2: Limited understanding of budget management
    - 3: Manages budget effectively
    - 4: Excellent budget management, stays within limits
    - 5: Exceptional in optimizing resources and cost-saving
    - **Score:** _____

Comments:

---

4. **Communication and Interpersonal Skills (1-5)**
    - 1: Poor communicator, creates misunderstandings
    - 2: Needs improvement in communication
    - 3: Communicates effectively with staff and stakeholders
    - 4: Excellent interpersonal skills, fosters collaboration
    - 5: Inspiring communicator, engages community and staff
    - **Score:** _____

Comments:

---

5. **Performance Management (1-5)**
    - 1: Fails to manage performance effectively
    - 2: Limited performance evaluation processes
    - 3: Adequate performance management
    - 4: Strong performance management, develops staff
    - 5: Exceptional in fostering growth and accountability
    - **Score:** _____

Comments:

Overall Performance Score

- **Total Score:** ____ / 25

Summary Comments

Goals for Next Review Period

1. ____________________
2. ____________________
3. ____________________

Signatures

- **Employee Signature:** ___________________________ Date: ___________
- **Reviewer Signature:** ___________________________ Date: ___________

Section 3.02(A) – Village Manager Presence, Availability, and Absences

A. Purpose

To ensure continuous and effective operations of the Village when the Village Manager is unavailable.

B. Full-time Commitment

- The Village Manager is expected to work a minimum of 40 hours per week, plus additional hours as needed.
- This section supplements Section 3.02 (Hours of Work) and aligns with the Village Manager's contractual obligations.

C. Routine Off-site Duties / Short-term Absences (<1 Business Day)

- No formal approval is required.
- The Manager must remain reachable by phone/email and inform staff on how to contact him/her.
- Exceptions apply for court, trial, or meetings where phone contact is not available.

D. Extended Absences (≥1 and ≤3 Consecutive Calendar Days)

- **Notice Required:** Written notice (email is acceptable) to the Village President and Village Clerk at least one business day in advance.
- **Details to Include:** Dates, purpose, acting contact, and contact method.
- The Village Clerk shall retain the notice for administrative continuity.

E. Extended Absences (≥4 and ≤10 Consecutive Calendar Days)

- **Notice Required:** Written notice (email is acceptable) to the Village President, Council members, and Village Clerk at least five business days in advance.
- **Details to Include:** Dates, purpose, acting contact, and contact method.
- The Village Clerk shall retain the notice for administrative continuity.

F. Prolonged Absences (>10 Consecutive Calendar Days)

- **Notice Required:** Written notice to the Village President and Council via the Clerk.
- The Village President may confirm an Acting Manager or convene the Council to designate one by motion.

G. Department Head Notice

- For any absence of ≥1 business day, the Manager must notify department heads, identify the acting contact, and highlight pending items that require attention.

H. Emergency/Unplanned Absences

- The Manager (or designee/family member) must notify the Village Clerk or President as soon as practicable.
- The Clerk will inform the President and maintain administrative continuity until the Council or Manager designates acting authority.

I. Accessibility

- Unless on approved leave, the Manager shall maintain reasonable phone/email availability during business hours while absent.

J. Contract-Neutral Applicability

- This section applies to any individual serving as Manager or Acting Manager, regardless of changes to any employment agreement.

Village Manager Absence Notification Form

Purpose: To notify the appropriate parties of the Village Manager's absence and ensure continuity of operations.

Section 1: General Information

- **Name of Village Manager:** ____
- **Department:** ____
- **Date of Notification:** ____

Section 2: Absence Details

- **Type of Absence:**
    - Routine Off-site Duty / Short-term Absence (<1 Business Day)
    - Extended Absence (≥1 and ≤3 Consecutive Calendar Days)
    - Extended Absence (≥4 and ≤10 Consecutive Calendar Days)
    - Prolonged Absence (>10 Consecutive Calendar Days)
- **Dates of Absence:** From ______________ to ______________
- **Purpose of Absence:** ____
- **Acting Contact:** ____
- **Contact Method for Acting Contact:** _____________________________

Section 3: Notification Recipients

For Extended Absences (≥1 Day):

- **Notice Required:**
    - **Recipient(s) Notified:**
        - Village President: [ ] Yes [ ] No
        - Village Clerk: [ ] Yes [ ] No
        - Council Members (if applicable): [ ] Yes [ ] No

Section 4: Additional Information

- **Pending Items Requiring Attention:**

- **Additional Notes:**

Section 5: Signature

- **Signature of Village Manager:** ______________________________
- **Date:** ____

Instructions:

- Please complete this form and submit it at least one business day in advance for absences of 1-3 days, five business days in advance for absences of 4-10 days, and as soon as practicable for prolonged absences.
- Retain a copy of this form for your records and ensure the Village Clerk retains a copy for administrative continuity.

Supervisor's Absence Notification Form

Purpose: To inform the Village Manager of employee absences and ensure proper management of operations.

Section 1: General Information

- **Employee Name:** ______________________________
- **Department:** ______________________________
- **Supervisor Name:** ______________________________
- **Date of Notification:** ______________________________

Section 2: Absence Details

- **Type of Absence:**
  - Routine Off-site Duty / Short-term Absence (<1 Business Day)
  - Extended Absence (≥1 and ≤3 Consecutive Calendar Days)
  - Extended Absence (≥4 and ≤10 Consecutive Calendar Days)
  - Prolonged Absence (>10 Consecutive Calendar Days)
- **Dates of Absence:** From ____________ to ____________
- **Purpose of Absence:** ______________________________
- **Acting Contact (if applicable):** ______________________________
- **Contact Method for Acting Contact:** ______________________________

Section 3: Notification Recipients

For Extended Absences (≥1 Day):

- **Notice Required:**
  - **Recipient(s) Notified:**
    - Village Manager: [ ] Yes [ ] No
    - Village Clerk: [ ] Yes [ ] No
    - Other Department Heads (if applicable): [ ] Yes [ ] No

Section 4: Additional Information

- **Pending Items Requiring Attention:**

- **Additional Notes:**

Section 5: Signature

- **Signature of Supervisor:** ____
- **Date:** ____

Instructions:

- Complete this form and submit it to the Village Manager as soon as the absence is known.
- Ensure that the Village Clerk retains a copy for administrative continuity.

Section 3.10
Vacation

A. Full-time employees shall earn and be credited with annual vacation leave according to their number of years of service to the Village as follows:

After 90 Days of Employment	1 week of vacation (40 hours)
After one year of employment	2 weeks of vacation (80 Hours)
Three to five years of continuous employment	3 weeks of vacation (120 Hours)
Five to ten years of continuous employment	4 weeks of vacation (160 Hours)
Ten to twenty years of continuous employment	5 weeks of vacation (200 Hours)
20 years or more of continuous employment	6 weeks of vacation (240 Hours)

B. Vacation leave is available for use by the employee after their 90-day probationary period. Vacation shall be planned in advance so as not to interfere with the efficient operation of the Village. The Village Manager, or proper Appointing Authority, reserves the right to deny vacation requests if workload requirements so mandate. Vacation leave not used shall not be accumulated but will be forfeited by the employee except as described below. Vacation leave shall be charged in a minimum of fifteen (15) minute increments.

C. Should an employee be unable to use vacation leave due to work constraints, the Village Manager may permit an employee to carry over up to 2 weeks (80 Hours) of vacation from year to year, upon written request by the employee. Requests to carryover vacation must be submitted two weeks prior to the end of the anniversary year during which the vacation is to be used.

D. Upon separation, an employee shall receive compensation for earned but unused vacation leave at the employee's current pay rate. In the case of death of an employee, earned but unused vacation time shall be paid to the deceased employee's spouse or to the estate if there is no surviving spouse.

E. If vacation leave is unused at the end of the anniversary year and the employee does not submit a request to carryover his/her accumulated vacation time, payment will be made to the employee in the amount equal to the number of vacation hours.

F. Vacation leave is counted as credited service for the purpose of calculating length of service.

LETTER OF AGREEMENT
BETWEEN THE VILLAGE OF MATTAWAN AND
POLICE OFFICERS LABOR COUNCI, MATTAWAN POLICY UNIT

This Letter of Agreement (the "LOA") is entered between the Village of Mattawan (Village) and the Police Officers Labor Council representing the Mattawan Police Officer ("Union"). The Village and the Union are collectively referred to as the "Parties." The Parties herby agree as follows:

Background

A. The Village and the Union are parties to a collective bargaining agreement ("CBA") that is in effect from March 12, 2025, through June 30, 2027

B. The parties agreed to "Vacation leave shall be charged in a minimum of four (4) hour increments."

Terms and Conditions

The parties agree to the following:

1. The language in Article 13 Section 3 changing to: "Vacation leave shall be charged in a minimum of fifteen (15) minute increments"

This Letter of Agreement will become effective when ratified and approved by both parties and will remain in effect until the agreement is incorporated into a successor collective bargaining agreement.

FOR THE VILLAGE:

____
Richard McGrew
Village Manager
Dated: __________________

____
Jessalyn Stuut
Council President
Dated: __________________

FOR THE UNION:

____
Lacey Ryan
POLC Mattawan Police Department
Dated: __________________

____
Scott Eager
POLC Labor Representative
Dated: __________________

Memo

To: Village Council
From: Manager McGrew
Date: November 4, 2025
Subject: Proposed Holiday Schedule for Christmas and New Year

Dear Village Council Members,

I would like to propose a modification to our holiday schedule for this year in light of the upcoming Christmas and New Year celebrations. This proposal pertains to the Village Hall administrative staff and the DPW department, while noting that the Police Department operates 24/7, with all holidays governed by the union contract.

Proposed Schedule:

- **Christmas Eve:** Employees will work on Wednesday, December 24.
- **Christmas Day:** The office will be closed on Thursday, December 25, and Friday, December 26.
- **New Year's Eve:** Employees will work on Wednesday, December 31.
- **New Year's Day:** The office will be closed on Thursday, January 1, and Friday, January 2.

Additionally, employees will have the option to take paid time off (PTO) or approved time off for the day after Christmas if they choose.

I believe this adjustment provides greater flexibility for our employees while maintaining productivity during the holiday season. I've also discussed this proposal with all affected employees, and they express their support, as they feel that working on Wednesday rather than Friday would be more beneficial for everyone.

Please let me know your thoughts or if you have any concerns regarding this proposal.

Thank you for your consideration.

Rich McGrew, Village Manager

Memorandum

To: Village Council
From: Manager McGrew and Clerk Storm-Artis
Date: December 3, 2025
Re: Change CD From Sewer to Building

After reviewing the current financial status of the sewer fund, we find the following:

- **Sewer Fund Balance:** $324,732.29
- **Current Cash (Liquidity) Balance:** -$316,383.05 (before processing this batch of invoices and accrued payroll)
- **Long-term Investments in Sewer CDs:** $652,692.69

Mandatory Annual Expenses:

1. **Bond Payments:**
   - **Truist/BB&T:** Sewer Improvement Rev Ref Bond 2017 - **$435,000** (Paid in January and July)
   - **Truist/BB&T:** Sanitary Sewer System Improvements - **$85,000** (Paid in May and November)
2. **Monthly Wastewater Treatment Costs:** $36,500 (Totaling **$438,000** annually)

Total Annual Expenditures: $958,000

Given the negative cash balance, we must explore immediate solutions. A straightforward option is to convert one of the Sewer CDs ($344,198.21) to a different project or fund. Additionally, we currently hold **$352,503.87** in our building/village project fund, which could be invested in a CD for interest accumulation towards a new Village Office Building.

Another possible remedy may involve refinancing the Sewer Improvement Rev Ref Bond 2017 to extend the term and reduce payments. A comprehensive review of sewer revenue over the coming years will help determine if both actions are necessary to ensure the long-term solvency of the sewer fund.

Clerk Storm-Artis and Manager McGrew

Memorandum

To: Manager McGrew, Village Council

From: Clerk Storm-Artis

Date: 12/3/2025

Re: General Fund CD Reinvestment

We have one General Fund CD that reaches maturity on December 8, 2025 with a current value of $67,050.64 prior to the addition of accrued interest. I have contacted Kalamazoo County State Bank to discuss increasing the APR/APY upon reinvestment. They have offered a 30-month at 3.21% with a simple renewal.

I have investigated other local investment options, but these will require application for membership, opening of checking/saving accounts at the other institution. This in turn would require additional time spent (and billed by the accountants for) reconciliations, documentation for annual continuing disclosure, and audit.

Consumers Credit Union Rates as of 12/3/2025 (per website)

6-Month	0.15%	12-Month	0.35%	24-Month	0.50%
36-Month	0.74%	60-Month	1.10%		

Advia Credit Union Rates as of 12/3/2025 (per website)

3-Month	1.292%	6-Month	1.49%	7-Month Promo 3.687%
12-Month	1.736%	24-Month	1.982%	28-Month Promo 3.687%
36-Month	2.472%	48-Month	2.716%	60-Month 2.716%

My recommendation is to proceed with reinvestment of this CD with KCBS at 3.21% as the delay to move to a different financial institution, and additional costs of accounting for separate accounts would be more than the 0.477%, approximately $330 annually would accrue.

Jolie Storm-Artis
Village Clerk

KURITA

11/18/2025

Mr. Tom Anthony
Village of Mattawan
24221 Front Ave
Mattawan, WI 49071

RE: Change Order request #1 for Painting the Interior of Vessels at Main Street Facility

Dear Mr. Tom Anthony:

Per request and previous discussions we have investigated the costs associated with providing the interior repainting of the 4 vessels at the Main Street Facility as you requested and summarized them below.

Tonka Water, a Kurita Brand, will provide sand blast, priming and finish painting to the interiors of the 4 vessels located at your Main Street location. Once sand blasted assessment can be made on the state of the pitting and if appropriate and necessary, AquaPox filling may be provided at time and material.

The cost to provide the above labor and materials at the Main Street location is $198,000.00 and includes the costs to order, ship and redesign and update any Tonka Water drawings, BOM and other relevant documents to reflect this change in work scope.

In order to keep progress moving forward and get materials to site we will need a written confirmation/signature with the return of this letter or before 11/21/25. The price for this change is $198000.00 and will be invoiced in accordance with the contract payment terms.

This order cannot be initiated until confirmation of this change is received. Signing below and returning this change order request will be deemed as acceptance, a formal change to the contract can follow. Please be advised that the existing contractual terms and conditions will apply to this change order.

Sincerely,

Nina McGrath

Nina McGrath
Project Manager

Customer Acceptance

Date

MIDWEST STORAGE CONTAINERS
a division of THE BIG BLUE BOX™

THE BIG BLUE BOX
SIZE. STRENGTH. SECURITY.

YOUR CUSTOM QUOTE

- **Generated** 11/19/2025
- **Reference** 313309

Your Agent Craig Johnson
Contact (612) 315-1258
eMail craig@bigblueboxes.com

CUSTOMER	Village of Mattawan
Address	
City / State / Zip	Mattawan, MI 49071
Contact Number	(269) 668-2300
Contact Email	tom@mattawanmi.com

YOU REQUESTED

ITEM DESCRIPTION	QUANTITY	PRICE	DELIVERY	TOTAL
40' Used High Cube Container Sale. Delivery to Mattawan, MI 49071	2.0	$1,925.00	$720.00	$5,290.00

Subtotal	$5,290.00
Total Tax	$0.00
Total	$5,290.00

NOTES

Ask about our Risk-Free transaction:

- Better Business Bureau: A+ Rating
- Customer Satisfaction Guarantee
- Price Match Guarantee

Click here to see what our customers are saying about us!

CHANGE ORDER NO.: 3

Owner:	Village of Mattawan	Project No.: 1001-26	
Engineer:	Civica Engineering PLLC		
Contractor:	SWT Excavating		
Project:	2023 USDA RD WATERMAIN REPLACEMENT PROJECT		
Contract Name:	2023 USDA RD WATERMAIN REPLACEMENT PROJECT		
Date Issued:	12/08/25	Effective Date of Change Order:	5/08/25

The Contract is modified as follows upon execution of this Change Order:

Description:

CRL work change directive for 12" watermain. Village unable to be shut down line without CRL service interruption. Final Balancing quantities for existing Unit Price Items as part of Pay Application #7.

Attachments:

Unit Price Items for Change Order CO-3 (1) through CO-3 (5) as attached and Pay Application #7 with Balancing Final Quantities for existing Unit Price Contract Items.

Change in Contract Price	**Change in Contract Times** **[State Contract Times as either a specific date or a number of days]**
Original Contract Price: $ 3,705,721.94	Original Contract Times: Substantial Completion: August 29,2025 Ready for final payment: September 19, 2025
[Increase] ~~**[Decrease]**~~ from previously approved Change Orders No. 0 to No. 2 $ $496,194.82	**[Increase] [Decrease]** from previously approved Change Orders No.1 to No. **[Number of previous Change Order]**: Substantial Completion: No Change Ready for final payment: No Change
Contract Price prior to this Change Order: $ 4,201,916.76	Contract Times prior to this Change Order: Substantial Completion: August 29,2025 Ready for final payment: September 19, 2025
[Increase] ~~**[Decrease]**~~ this Change Order: $ $419,459.30	**[Increase] [Decrease]** this Change Order: Substantial Completion: No Change Ready for final payment: No Change
Contract Price incorporating this Change Order: $ 4,621,376.06	Contract Times with all approved Change Orders: Substantial Completion: August 29,2025 Ready for final payment: September 19, 2025

	Recommended by Engineer (if required)	Accepted by Contractor
By:		
Title:		
Date:		
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		

OWNER - VILLAGE OF MATTAWAN Change Order #3
CONTRACTOR - SWT EXCAVATING
ENGINEER - CIVICA ENGINEERING

2023 USDA RD WATERMAIN REPLACEMENT PROJECT
Concord Avenue & 12" LineStop for Charles River on Main Street

ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	ESTIMATE
CO-3 (1)	Work Directive #1 5/08/25 12" CRL Linestop City Services	Lsum	1	$10,400.00	$10,400.00
CO-3 (2)	18" CLV Conc. Storm Sewer	Lft	54	$180.00	$9,720.00
CO-3 (3)	Heavy Natural Rip Rap	Syd	16	$115.24	$1,843.84
CO-3 (4)	4' Conc. Storm Manhole w/Casting	EA	1	$7,548.00	$7,548.00
CO-3 (5)	2' Conc. Storm Catch Basin w/Casting	EA	1	$7,548.00	$7,548.00
					$29,511.84

INVOICE

Civica Engineering PLLC
1503 East Centre, Suite C
Portage, MI 49002
Phone: (269) 760-6688

INVOICE #1001-26
DATE: DECEMBER 8, 2025

TO:
Village of Mattawan
24221 Front Avenue
Mattawan, MI 49071
(269) 668-2128

FOR:
USDA Rural Development Watermain Project

DESCRIPTION:

On-Site Resident Project Representative and Construction Administration of watermain, project restoration, community outreach and contractor final clean up.

Contract Amount	*Completed to Date*	*Percent Billed*	*Previously Billed*	*Amount Due*
Construction Administration $52,500.00	$48,300.00	92%	$44,625.00	$7,875.00
Resident Project Representative $313,000.00	$287,960.00	92%	$266,050.00	$21,910.00
Additional Services $100,000.00	$40,283.13	38.5%	$38,497.98	$1,785.15

Reimbursable Expenses

Printing / Mailing	$0.00
Field Mileage (300@IRS rate $0.70/mile)	$210.00

TOTAL DUE $27,370.15

Contractor's Application for Payment

Owner:	Village of Mattawan	**Owner's Project No.:**	1001-26
Engineer:	Civica Engineering PLLC	**Engineer's Project No.:**	1001-26
Contractor:	SWT Excavating	**Contractor's Project No.:**	1001-26
Project:	USDA RURAL DEVELOPMENT 2023 Watermain Utility Improvement Projects		
Contract:	2023 Watermain Utility Improvement Projects		

Application No.: 7 **Application Date:** 12/8/2025

Application Period: From 10/31/2025 to 12/1/2025

1. Original Contract Price	$	3,705,721.94
2. Participating Net change by Change Orders/Balancing Quantities	$	332,419.93
2. Non-Participating Net change by Change Orders	$	583,234.19
3. Current Total Contract Price (Line 1 + Line 2+Line 3)	$	4,621,376.06
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	$	4,622,090.71
5. Retainage		
a. 5% X $ 4,621,376.06 Work Completed	$	231,068.80
b. 5% X $ 714.65 Remaining Stored Materials	$	35.73
c. Total Retainage (Line 5.a + Line 5.b)	$	231,104.53
6. Amount eligible to date (Line 4 - Line 5.c)	$	4,390,986.18
7. Less previous payments (Line 6 from prior application)	$	4,092,373.28
8. Amount due this application	$	298,612.90
9. Balance to finish, including retainage (Line 3 - Line 4)	$	(714.65)

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: ______________________

Signature: ______________________ **Date:** 12/8/2025

Recommended by Engineer

By: ______________________

Title: ______________________

Date: ______________________

Approved by Owner

By: ______________________

Title: ______________________

Date: ______________________

Approved by Funding Agency

By: ______________________

Title: ______________________

Date: ______________________

By: ______________________

Title: ______________________

Date: ______________________

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - OPERATING REVENUE						
101-000-40200	Current Real Tax	650,000.00	666,519.02	528.95	(16,519.02)	102.54
101-000-40300	Current Real Tax - Police SA	725,000.00	749,525.01	620.17	(24,525.01)	103.38
101-000-40500	Street Lights SA - Silvergrass	1,800.00	1,915.98	0.00	(115.98)	106.44
101-000-42000	Delinquent Personal Property	0.00	551.40	0.00	(551.40)	100.00
101-000-43400	Manufacture Home School Tax Rev.	1,500.00	826.00	206.50	674.00	55.07
101-000-45100	Permit Fees	250.00	270.00	50.00	(20.00)	108.00
101-000-47700	Building Permit Fees	80,000.00	(568.90)	0.00	80,568.90	(0.71)
101-000-47800	Driveway Permits	1,500.00	525.00	105.00	975.00	35.00
101-000-47900	Plumbing Permits	20,000.00	(45.00)	0.00	20,045.00	(0.23)
101-000-48000	Site Plan/Variance Review	1,500.00	0.00	0.00	1,500.00	0.00
101-000-48100	Special Event Fee	600.00	500.00	0.00	100.00	83.33
101-000-48200	Site Plan/Eng. Review	2,500.00	0.00	0.00	2,500.00	0.00
101-000-48300	Zoning/Variance/SLU Fees	1,500.00	800.00	0.00	700.00	53.33
101-000-56800	State Reveue Sharing	270,000.00	142,544.00	50,237.00	127,456.00	52.79
101-000-56900	Metro Act Revenue	0.00	947.48	0.00	(947.48)	100.00
101-000-57000	Liquor License	1,500.00	1,528.45	0.00	(28.45)	101.90
101-000-57100	Cable Franchise Fees	2,500.00	289.99	0.00	2,210.01	11.60
101-000-62800	Other	0.00	1,065.33	1,065.33	(1,065.33)	100.00
101-000-65600	Ordinance Fines	10,500.00	1,562.35	63.09	8,937.65	14.88
101-000-66500	Interest Earned	3,500.00	1,738.03	0.00	1,761.97	49.66
Total Dept 000 - OPERATING REVENUE		1,774,150.00	1,570,494.14	52,876.04	203,655.86	88.52
Dept 301 - POLICE DEPARTMENT						
101-301-67100	Donations	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 301 - POLICE DEPARTMENT		1,500.00	0.00	0.00	1,500.00	0.00
TOTAL REVENUES		1,775,650.00	1,570,494.14	52,876.04	205,155.86	88.45
Expenditures						
Dept 101 - LEGISLATION						
101-101-70500	Council Wages	5,000.00	1,365.00	370.00	3,635.00	27.30
101-101-71500	Payroll Taxes	500.00	104.44	28.31	395.56	20.89
101-101-96000	Education/Training	2,500.00	2,880.40	880.40	(380.40)	115.22
Total Dept 101 - LEGISLATION		8,000.00	4,349.84	1,278.71	3,650.16	54.37
Dept 172 - ADMINISTRATION						
101-172-71500	Payroll Taxes	5,000.00	420.74	210.37	4,579.26	8.41
101-172-71800	HSA employer contribution	45,000.00	5,500.00	2,750.00	39,500.00	12.22
101-172-72600	Supplies	2,500.00	741.13	73.80	1,758.87	29.65
101-172-81800	Contractual Services	9,000.00	6,167.93	1,644.84	2,832.07	68.53
101-172-81910	CONTRACTUAL IT	15,000.00	3,135.30	491.90	11,864.70	20.90
101-172-82600	Professional Fees	60,000.00	20,250.00	5,175.00	39,750.00	33.75
101-172-86000	Meals/Mileage	1,000.00	892.19	299.19	107.81	89.22
101-172-91000	Liability/Bonding Ins.	65,000.00	75,033.80	3,152.00	(10,033.80)	115.44
101-172-91100	Worker's Comp.	1,500.00	593.78	404.85	906.22	39.59
101-172-95600	Miscellaneous	3,000.00	47.88	0.00	2,952.12	1.60
101-172-96000	Education/Training	4,000.00	5,329.23	79.18	(1,329.23)	133.23

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 172 - ADMINISTRATION		211,000.00	118,111.98	14,281.13	92,888.02	55.98
Dept 215 - CLERK - GENERAL OFFICE						
101-215-70500	Wages	96,500.00	38,017.56	7,555.04	58,482.44	39.40
101-215-71500	Payroll Taxes	8,000.00	2,809.82	558.25	5,190.18	35.12
101-215-71900	Health/Dental/Vision Ins	29,000.00	13,122.78	2,223.33	15,877.22	45.25
101-215-72000	Disability/Life/AD&D Ins	2,500.00	550.06	0.00	1,949.94	22.00
101-215-72400	Retirement Contrib.	6,000.00	2,279.30	453.29	3,720.70	37.99
101-215-72600	Office Supplies	7,000.00	2,395.59	754.12	4,604.41	34.22
101-215-73000	Postage/Meter Rental	3,000.00	867.25	178.57	2,132.75	28.91
101-215-77800	Equip. Repair/Maint.	6,500.00	2,601.95	543.07	3,898.05	40.03
101-215-80200	Accounting	6,100.00	1,582.25	465.00	4,517.75	25.94
101-215-80700	Audit	8,000.00	4,551.53	1,068.10	3,448.47	56.89
101-215-85300	Telephone	8,000.00	4,015.88	681.79	3,984.12	50.20
101-215-90000	Printing/Publishing	2,500.00	630.00	0.00	1,870.00	25.20
101-215-95800	Due/Mmbrshps/Sbscrptns	1,500.00	695.00	500.00	805.00	46.33
101-215-96000	Education/Training	7,000.00	1,238.12	0.00	5,761.88	17.69
101-215-97000	Capital Outlay	30,000.00	8,645.00	0.00	21,355.00	28.82
101-215-99900	Transfers Out	29,529.00	0.00	0.00	29,529.00	0.00
Total Dept 215 - CLERK - GENERAL OFFICE		251,129.00	84,002.09	14,980.56	167,126.91	33.45
Dept 265 - BUILDING & GROUNDS						
101-265-70500	Wages	18,150.00	5,318.29	1,436.51	12,831.71	29.30
101-265-71500	Payroll Taxes	1,240.00	401.55	108.41	838.45	32.38
101-265-71900	Health/Dental/Vision Ins	2,400.00	1,507.33	299.78	892.67	62.81
101-265-72000	Disability/Life/AD&D Ins	260.00	104.50	0.00	155.50	40.19
101-265-72100	Employee Flexible Spending Act	520.00	0.00	0.00	520.00	0.00
101-265-72400	Retirement Contrib.	850.00	319.03	86.17	530.97	37.53
101-265-72600	Supplies	3,000.00	1,757.55	1,438.80	1,242.45	58.59
101-265-81800	Contractual Services	44,000.00	6,684.07	1,358.92	37,315.93	15.19
101-265-92100	Electric/Utilities	12,000.00	3,697.30	669.51	8,302.70	30.81
101-265-92700	Water	5,000.00	591.18	158.09	4,408.82	11.82
101-265-93000	Building/Maintenance	3,000.00	1,452.59	362.65	1,547.41	48.42
101-265-94300	Equipment Rental-INTERNAL USE ONLY	11,000.00	1,397.75	0.00	9,602.25	12.71
101-265-94400	DPW Building Rental	6,000.00	1,199.30	0.00	4,800.70	19.99
101-265-97000	Capital Outlay	35,500.00	10,352.55	0.00	25,147.45	29.16
101-265-97500	Motor Pool	3,888.00	3,888.00	0.00	0.00	100.00
Total Dept 265 - BUILDING & GROUNDS		146,808.00	38,670.99	5,918.84	108,137.01	26.34
Dept 301 - POLICE DEPARTMENT						
101-301-70500	Wages	479,493.00	137,792.03	29,313.92	341,700.97	28.74
101-301-71000	Overtime Wages	80,354.00	21,248.79	6,023.36	59,105.21	26.44
101-301-71500	Payroll Taxes	57,317.00	12,050.71	2,674.77	45,266.29	21.02
101-301-71900	Health/Dental/Vision Ins	65,000.00	13,119.08	4,395.23	51,880.92	20.18
101-301-72000	Disability/Life/AD&D Ins	10,500.00	1,325.24	0.00	9,174.76	12.62
101-301-72300	Police medical account	11,500.00	680.00	0.00	10,820.00	5.91
101-301-72400	Retirement Contribution	38,211.00	7,593.13	2,120.23	30,617.87	19.87
101-301-72600	Operating Supplies & Expense	19,431.00	3,943.32	318.54	15,487.68	20.29
101-301-75100	Gas & Oil	32,000.00	5,655.46	2,416.67	26,344.54	17.67
101-301-76800	Uniform Allowance	5,000.00	1,935.95	0.00	3,064.05	38.72
101-301-77800	Equipment Repairs & Maint.	10,000.00	806.35	290.68	9,193.65	8.06
101-301-81910	CONTRACTUAL IT	10,000.00	498.62	0.00	9,501.38	4.99

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-301-82600	Legal	16,000.00	325.00	0.00	15,675.00	2.03
101-301-85300	Telephone	5,500.00	2,428.65	305.96	3,071.35	44.16
101-301-90000	Printing	1,000.00	132.95	0.00	867.05	13.30
101-301-91100	Workers Compensation	5,000.00	2,699.00	1,349.50	2,301.00	53.98
101-301-93300	Repairs and Maintenance	11,000.00	5,582.65	915.69	5,417.35	50.75
101-301-94300	Cont Capital Improvement Fund	46,000.00	46,000.00	0.00	0.00	100.00
101-301-95400	Donation Expenses	1,500.00	0.00	0.00	1,500.00	0.00
101-301-95500	Community Promotions	2,000.00	882.39	154.03	1,117.61	44.12
101-301-95800	Dues & Memberships	2,300.00	110.00	0.00	2,190.00	4.78
101-301-96000	Education	10,000.00	3,163.87	2,144.60	6,836.13	31.64
101-301-97000	Capital Outlay	13,500.00	5,707.32	2,294.06	7,792.68	42.28
Total Dept 301 - POLICE DEPARTMENT		932,606.00	273,680.51	54,717.24	658,925.49	29.35
Dept 302 - SRO GRANT						
101-302-91100	Workers Compensation	0.00	215.92	0.00	(215.92)	100.00
Total Dept 302 - SRO GRANT		0.00	215.92	0.00	(215.92)	100.00
Dept 380 - BUILDING INSPECTION						
101-380-80100	Plumbing Inspector	18,000.00	7,204.50	1,156.50	10,795.50	40.03
101-380-80200	Bldg./Elect/Mech. Inspector	72,000.00	10,874.70	2,215.80	61,125.30	15.10
Total Dept 380 - BUILDING INSPECTION		90,000.00	18,079.20	3,372.30	71,920.80	20.09
Dept 400 - PLANNING COMMISSION						
101-400-71500	Payroll Taxes	60.00	6.90	0.00	53.10	11.50
101-400-72500	Wages	800.00	90.00	0.00	710.00	11.25
101-400-82000	Site Plan/Eng. Fees	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 400 - PLANNING COMMISSION		5,860.00	96.90	0.00	5,763.10	1.65
Dept 441 - PUBLIC WORKS						
101-441-70500	Wages	19,475.00	4,415.04	1,830.47	15,059.96	22.67
101-441-71500	Payroll Taxes	1,550.00	331.63	137.29	1,218.37	21.40
101-441-71900	Health/Dental/Vision Ins	4,100.00	1,745.44	346.80	2,354.56	42.57
101-441-72000	Disability/Life/AD&D Ins	310.00	120.75	0.00	189.25	38.95
101-441-72400	Retirement Contribution	1,040.00	264.89	109.82	775.11	25.47
101-441-72600	Supplies	4,000.00	868.98	132.44	3,131.02	21.72
101-441-76300	Village Clean Up-INTERNAL USE ONLY	5,500.00	276.19	0.00	5,223.81	5.02
101-441-76400	Building Rental	6,000.00	4,282.29	0.00	1,717.71	71.37
101-441-76500	Motor Pool	6,500.00	6,472.00	0.00	28.00	99.57
101-441-92600	Street Lights	15,000.00	6,700.88	1,634.14	8,299.12	44.67
Total Dept 441 - PUBLIC WORKS		63,475.00	25,478.09	4,190.96	37,996.91	40.14
Dept 751 - PARKS & RECREATION						
101-751-70500	Wages	25,062.00	3,286.92	668.20	21,775.08	13.12
101-751-71000	Overtime Wages	1,500.00	83.79	0.00	1,416.21	5.59
101-751-71500	Payroll Taxes	1,500.00	254.76	50.77	1,245.24	16.98
101-751-71900	Health/Dental/Vision Ins	4,250.00	2,082.13	414.39	2,167.87	48.99

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-751-72000	Disability/Life/AD&D Ins	420.00	143.86	0.00	276.14	34.25
101-751-72400	Retirement Contrib.	1,040.00	202.26	40.10	837.74	19.45
101-751-72700	Supplies	3,000.00	710.90	566.98	2,289.10	23.70
101-751-77800	Equipment Rental-INTERNAL USE ONLY	8,000.00	3,759.51	0.00	4,240.49	46.99
101-751-77900	DPW Building Rental	7,000.00	2,987.26	0.00	4,012.74	42.68
101-751-81800	Contractual Serv.	5,000.00	1,050.00	0.00	3,950.00	21.00
101-751-97000	Capital Outlay	10,000.00	3,560.00	0.00	6,440.00	35.60
Total Dept 751 - PARKS & RECREATION		66,772.00	18,121.39	1,740.44	48,650.61	27.14
TOTAL EXPENDITURES		1,775,650.00	580,806.91	100,480.18	1,194,843.09	32.71
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,775,650.00	1,570,494.14	52,876.04	205,155.86	88.45
TOTAL EXPENDITURES		1,775,650.00	580,806.91	100,480.18	1,194,843.09	32.71
NET OF REVENUES & EXPENDITURES		0.00	989,687.23	(47,604.14)	(989,687.23)	100.00
BEG. FUND BALANCE		297,433.68	297,433.68			
NET OF REVENUES/EXPENDITURES - 2024-25			312,503.39		312,503.39	
END FUND BALANCE		297,433.68	1,599,624.30			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET						
Revenues						
Dept 000 - OPERATING REVENUE						
202-000-54600	Act 51 Revenue	340,000.00	151,834.35	30,188.32	188,165.65	44.66
202-000-54700	Act 51 - Local Agency Disbursement	0.00	67,880.64	74.25	(67,880.64)	100.00
202-000-58400	Contribution from DDA	230,245.00	0.00	0.00	230,245.00	0.00
202-000-66500	Interest Earned	1,600.00	772.37	0.00	827.63	48.27
Total Dept 000 - OPERATING REVENUE		571,845.00	220,487.36	30,262.57	351,357.64	38.56
TOTAL REVENUES		571,845.00	220,487.36	30,262.57	351,357.64	38.56
Expenditures						
Dept 172 - ADMINISTRATION						
202-172-70500	Wages	13,840.00	5,940.21	1,180.47	7,899.79	42.92
202-172-71500	Payroll Taxes	880.00	438.96	87.22	441.04	49.88
202-172-71900	Hlth/Dental/Vision Ins	1,900.00	2,047.47	346.80	(147.47)	107.76
202-172-72000	Disability/Life/AD&D Ins	200.00	85.94	0.00	114.06	42.97
202-172-72400	Retirement Contrib.	730.00	356.19	70.84	373.81	48.79
202-172-80200	Accounting	1,700.00	593.34	174.37	1,106.66	34.90
202-172-80700	Audit	2,400.00	2,068.87	485.50	331.13	86.20
202-172-89000	Licenses and Fees	2,100.00	60.00	60.00	2,040.00	2.86
202-172-95600	Miscellaneous	1,300.00	0.00	0.00	1,300.00	0.00
Total Dept 172 - ADMINISTRATION		25,050.00	11,590.98	2,405.20	13,459.02	46.27
Dept 451 - CONSTRUCTION						
202-451-81800	Chip Seal	166,500.00	161,575.16	0.00	4,924.84	97.04
202-451-81820	Crack Seal	10,000.00	10,000.00	0.00	0.00	100.00
202-451-81830	Pavement Striping	10,000.00	0.00	0.00	10,000.00	0.00
202-451-82010	Concord	180,000.00	0.00	0.00	180,000.00	0.00
202-451-82020	Motor Pool	13,180.00	13,177.00	0.00	3.00	99.98
202-451-97000	AMTARK BRIDGE PROJECT	0.00	20,680.00	0.00	(20,680.00)	100.00
Total Dept 451 - CONSTRUCTION		379,680.00	205,432.16	0.00	174,247.84	54.11
Dept 463 - MAINTENANCE						
202-463-70500	Wages	33,930.00	8,625.72	2,238.90	25,304.28	25.42
202-463-71000	Overtime Wages	1,550.00	0.00	0.00	1,550.00	0.00
202-463-71500	Payroll Taxes	2,400.00	644.27	167.41	1,755.73	26.84
202-463-71900	Health/Dental/Vision Ins	5,000.00	3,062.87	609.84	1,937.13	61.26
202-463-72000	Disability/Life/AD&D Ins	710.00	212.07	0.00	497.93	29.87
202-463-72400	Retirmnt Contrib	1,700.00	517.61	134.35	1,182.39	30.45
202-463-72600	Operating Supplies	13,000.00	1,064.60	163.15	11,935.40	8.19
202-463-81800	Contractual	14,500.00	6,750.00	900.00	7,750.00	46.55
202-463-91100	Workers Comp.	700.00	431.84	215.92	268.16	61.69
202-463-92500	Flasher Light	1,200.00	442.70	90.99	757.30	36.89
202-463-94300	Equipment Rental-INTERNAL USE ONLY	15,000.00	6,457.77	0.00	8,542.23	43.05
202-463-94400	DPW Building Rental	20,000.00	7,825.00	0.00	12,175.00	39.13
202-463-96000	Education/Training	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 463 - MAINTENANCE		110,690.00	36,034.45	4,520.56	74,655.55	32.55

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET						
Expenditures						
Dept 478 - WINTER MAINTENANCE						
202-478-70500	Wages	10,350.00	975.19	315.99	9,374.81	9.42
202-478-71000	Overtime Wages	3,700.00	41.90	41.90	3,658.10	1.13
202-478-71500	Payroll Taxes	970.00	76.02	27.10	893.98	7.84
202-478-71900	Health/Dental/Vision Ins	2,000.00	1,017.99	202.79	982.01	50.90
202-478-72000	Disability/Life/AD&D Ins	155.00	66.28	0.00	88.72	42.76
202-478-72400	Retir. Contrib.	550.00	61.02	21.47	488.98	11.09
202-478-72600	Oper. Supplies	20,000.00	15,658.22	0.00	4,341.78	78.29
202-478-81800	Contractual	0.00	4,700.00	0.00	(4,700.00)	100.00
202-478-94300	Equipment Rental-INTERNAL USE ONLY	9,500.00	1,073.27	0.00	8,426.73	11.30
202-478-94400	DPW Building Rental	8,000.00	6,125.74	0.00	1,874.26	76.57
Total Dept 478 - WINTER MAINTENANCE		55,225.00	29,795.63	609.25	25,429.37	53.95
Dept 480 - TRAFFIC SERVICES						
202-480-72800	Traffic Signs	1,200.00	1,034.24	962.24	165.76	86.19
Total Dept 480 - TRAFFIC SERVICES		1,200.00	1,034.24	962.24	165.76	86.19
TOTAL EXPENDITURES		571,845.00	283,887.46	8,497.25	287,957.54	49.64
Fund 202 - MAJOR STREET:						
TOTAL REVENUES		571,845.00	220,487.36	30,262.57	351,357.64	38.56
TOTAL EXPENDITURES		571,845.00	283,887.46	8,497.25	287,957.54	49.64
NET OF REVENUES & EXPENDITURES		0.00	(63,400.10)	21,765.32	63,400.10	100.00
BEG. FUND BALANCE		759,667.51	759,667.51			
NET OF REVENUES/EXPENDITURES - 2024-25			258,540.95		258,540.95	
END FUND BALANCE		759,667.51	954,808.36			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET						
Revenues						
Dept 000 - OPERATING REVENUE						
203-000-54600	Act 51 Revenue	119,000.00	52,019.34	10,381.60	66,980.66	43.71
203-000-55000	County Road Revenue Sharing	110,000.00	0.00	0.00	110,000.00	0.00
203-000-66500	Interest Earned	1,000.00	317.66	0.00	682.34	31.77
203-000-69900	Prior Year Fund Balance	228,775.00	0.00	0.00	228,775.00	0.00
Total Dept 000 - OPERATING REVENUE		458,775.00	52,337.00	10,381.60	406,438.00	11.41
TOTAL REVENUES		458,775.00	52,337.00	10,381.60	406,438.00	11.41
Expenditures						
Dept 172 - ADMINISTRATION						
203-172-70500	Wages	10,550.00	3,564.27	708.27	6,985.73	33.78
203-172-71500	Payroll Taxes	725.00	263.51	52.36	461.49	36.35
203-172-71900	Hlth/Dental/Vision Ins	1,300.00	1,228.60	207.20	71.40	94.51
203-172-72000	Disability/Life/AD&D Ins	160.00	51.63	0.00	108.37	32.27
203-172-72400	Retrmnt Contrib.	410.00	213.69	42.52	196.31	52.12
203-172-80200	Accounting	1,100.00	356.01	104.63	743.99	32.36
203-172-80700	Audit	1,500.00	1,655.10	388.40	(155.10)	110.34
203-172-82600	Legal	2,000.00	0.00	0.00	2,000.00	0.00
203-172-89000	Licenses/Fees	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 172 - ADMINISTRATION		19,745.00	7,332.81	1,503.38	12,412.19	37.14
Dept 451 - CONSTRUCTION						
203-451-81800	Motor Pool	9,100.00	9,060.00	0.00	40.00	99.56
203-451-81810	CRACK SEAL	25,000.00	25,000.00	0.00	0.00	100.00
203-451-82000	CHIP SEAL	271,000.00	102,245.47	0.00	168,754.53	37.73
Total Dept 451 - CONSTRUCTION		305,100.00	136,305.47	0.00	168,794.53	44.68
Dept 463 - MAINTENANCE						
203-463-70500	Wages	17,010.00	3,802.20	786.35	13,207.80	22.35
203-463-71000	Overtime Wages	340.00	83.79	0.00	256.21	24.64
203-463-71500	Payroll Taxes	1,500.00	289.40	59.27	1,210.60	19.29
203-463-71900	Health/Dental/Vision Ins	2,700.00	1,541.22	307.12	1,158.78	57.08
203-463-72000	Disability/Life/AD&D Ins	260.00	106.62	0.00	153.38	41.01
203-463-72400	Retrmnt Contrib.	930.00	233.17	47.19	696.83	25.07
203-463-72600	Opererating Supplies	12,000.00	1,242.22	16.98	10,757.78	10.35
203-463-81800	Contractual	40,500.00	0.00	0.00	40,500.00	0.00
203-463-91100	Workers Comp.	1,200.00	431.84	215.92	768.16	35.99
203-463-94300	Equipment Rental-INTERNAL USE ONLY	5,000.00	1,808.36	0.00	3,191.64	36.17
203-463-94305	EQUIPMENT RENTAL-EXTERNAL	7,500.00	0.00	0.00	7,500.00	0.00
203-463-94400	DPW Building Rental	8,000.00	5,012.72	0.00	2,987.28	62.66
203-463-96000	Education/Training	500.00	0.00	0.00	500.00	0.00
Total Dept 463 - MAINTENANCE		97,440.00	14,551.54	1,432.83	82,888.46	14.93
Dept 478 - WINTER MAINTENANCE						
203-478-70500	Wages	7,430.00	706.31	237.25	6,723.69	9.51
203-478-71000	Overtime Wages	1,450.00	41.90	41.90	1,408.10	2.89

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET						
Expenditures						
203-478-71500	Payroll Taxes	575.00	55.87	21.12	519.13	9.72
203-478-71900	Health/Dental/Vision Ins	2,280.00	670.52	133.72	1,609.48	29.41
203-478-72000	Disability/Life/AD&D Ins	115.00	46.14	0.00	68.86	40.12
203-478-72400	Retirement Contrib.	440.00	44.86	16.73	395.14	10.20
203-478-78200	Operating Supplies	9,000.00	12,768.24	0.00	(3,768.24)	141.87
203-478-81800	Contractual	0.00	1,800.00	0.00	(1,800.00)	100.00
203-478-94300	Equipment Rental-INTERNAL USE ONLY	6,000.00	0.00	0.00	6,000.00	0.00
203-478-94400	DPW Building Rental	8,000.00	4,839.65	0.00	3,160.35	60.50
Total Dept 478 - WINTER MAINTENANCE		35,290.00	20,973.49	450.72	14,316.51	59.43
Dept 480 - TRAFFIC SERVICES						
203-480-72800	Signs	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 480 - TRAFFIC SERVICES		1,200.00	0.00	0.00	1,200.00	0.00
TOTAL EXPENDITURES		458,775.00	179,163.31	3,386.93	279,611.69	39.05
Fund 203 - LOCAL STREET:						
TOTAL REVENUES		458,775.00	52,337.00	10,381.60	406,438.00	11.41
TOTAL EXPENDITURES		458,775.00	179,163.31	3,386.93	279,611.69	39.05
NET OF REVENUES & EXPENDITURES		0.00	(126,826.31)	6,994.67	126,826.31	100.00
BEG. FUND BALANCE		581,555.32	581,555.32			
NET OF REVENUES/EXPENDITURES - 2024-25			(111,578.48)		(111,578.48)	
END FUND BALANCE		581,555.32	343,150.53			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DDA						
Revenues						
Dept 000 - OPERATING REVENUE						
248-000-40200	Current Real Taxes	61,000.00	0.00	0.00	61,000.00	0.00
248-000-66500	Interest Earned	1,500.00	14,362.67	0.00	(12,862.67)	957.51
248-000-69900	Prior Year Fund Balance	742,000.00	0.00	0.00	742,000.00	0.00
Total Dept 000 - OPERATING REVENUE		804,500.00	14,362.67	0.00	790,137.33	1.79
TOTAL REVENUES		804,500.00	14,362.67	0.00	790,137.33	1.79
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-82610	DDA Legal	5,000.00	0.00	0.00	5,000.00	0.00
248-728-82620	DDA Consulting	14,500.00	0.00	0.00	14,500.00	0.00
248-728-88000	Community Promotion	30,000.00	17,880.97	13,681.50	12,119.03	59.60
248-728-88400	LANDSCAPRE MAINT FOR FRONT AVE PARKING	5,000.00	1,718.68	0.00	3,281.32	34.37
248-728-97000	Capital Outlay	750,000.00	21,877.81	16,977.80	728,122.19	2.92
Total Dept 728 - ECONOMIC DEVELOPMENT		804,500.00	41,477.46	30,659.30	763,022.54	5.16
TOTAL EXPENDITURES		804,500.00	41,477.46	30,659.30	763,022.54	5.16
Fund 248 - DDA:						
TOTAL REVENUES		804,500.00	14,362.67	0.00	790,137.33	1.79
TOTAL EXPENDITURES		804,500.00	41,477.46	30,659.30	763,022.54	5.16
NET OF REVENUES & EXPENDITURES		0.00	(27,114.79)	(30,659.30)	27,114.79	100.00
BEG. FUND BALANCE		1,014,187.30	1,014,187.30			
NET OF REVENUES/EXPENDITURES - 2024-25			(229,486.29)		(229,486.29)	
END FUND BALANCE		1,014,187.30	757,586.22			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 249 - BUILDING INSPECTION FUND						
Revenues						
Dept 000 - OPERATING REVENUE						
249-000-47700	Building Permit Fees	0.00	20,139.00	4,040.00	(20,139.00)	100.00
249-000-47710	Electrical Permit Fees	0.00	6,615.60	1,322.00	(6,615.60)	100.00
249-000-47720	Mechanical Permit Fees	0.00	4,645.00	580.00	(4,645.00)	100.00
249-000-47730	Application/Admin Fees	0.00	750.00	750.00	(750.00)	100.00
249-000-47900	Plumbing Permits	0.00	9,677.00	1,015.00	(9,677.00)	100.00
249-000-66500	Interest Earned	0.00	10.64	0.00	(10.64)	100.00
Total Dept 000 - OPERATING REVENUE		0.00	41,837.24	7,707.00	(41,837.24)	100.00
TOTAL REVENUES		0.00	41,837.24	7,707.00	(41,837.24)	100.00
Expenditures						
Dept 627 - BUILDING INSPECTIONS						
249-627-80100	Plumbing Inspector	0.00	1,057.00	657.00	(1,057.00)	100.00
249-627-80110	BUILDING INSPECTIONS	0.00	18,345.60	5,045.00	(18,345.60)	100.00
249-627-80120	MECHANICAL INSPECTIONS	0.00	661.50	661.50	(661.50)	100.00
249-627-80130	ELECTRICAL INSPECTIONS	0.00	394.20	394.20	(394.20)	100.00
Total Dept 627 - BUILDING INSPECTIONS		0.00	20,458.30	6,757.70	(20,458.30)	100.00
TOTAL EXPENDITURES		0.00	20,458.30	6,757.70	(20,458.30)	100.00
Fund 249 - BUILDING INSPECTION FUND:						
TOTAL REVENUES		0.00	41,837.24	7,707.00	(41,837.24)	100.00
TOTAL EXPENDITURES		0.00	20,458.30	6,757.70	(20,458.30)	100.00
NET OF REVENUES & EXPENDITURES		0.00	21,378.94	949.30	(21,378.94)	100.00
BEG. FUND BALANCE						
END FUND BALANCE			21,378.94			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 250 - VILLAGE PROJECT						
Revenues						
Dept 000 - OPERATING REVENUE						
250-000-66500	Interest Earned	0.00	347.52	0.00	(347.52)	100.00
Total Dept 000 - OPERATING REVENUE		0.00	347.52	0.00	(347.52)	100.00
TOTAL REVENUES		0.00	347.52	0.00	(347.52)	100.00
Fund 250 - VILLAGE PROJECT:						
TOTAL REVENUES		0.00	347.52	0.00	(347.52)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	347.52	0.00	(347.52)	100.00
BEG. FUND BALANCE		351,286.02	351,286.02			
NET OF REVENUES/EXPENDITURES - 2024-25			870.33		870.33	
END FUND BALANCE		351,286.02	352,503.87			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 265 - FORFEITURE FUND						
Revenues						
Dept 000 - OPERATING REVENUE						
265-000-66500	Interest Earned	0.00	0.17	0.00	(0.17)	100.00
Total Dept 000 - OPERATING REVENUE		0.00	0.17	0.00	(0.17)	100.00
TOTAL REVENUES		0.00	0.17	0.00	(0.17)	100.00
Fund 265 - FORFEITURE FUND:						
TOTAL REVENUES		0.00	0.17	0.00	(0.17)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.17	0.00	(0.17)	100.00
BEG. FUND BALANCE		1,048.55	1,048.55			
NET OF REVENUES/EXPENDITURES - 2024-25			0.50		0.50	
END FUND BALANCE		1,048.55	1,049.22			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 273 - POLICE CONTINUING EDUCATION FUND						
Revenues						
Dept 000 - OPERATING REVENUE						
273-000-54400	Grant Funds	5,000.00	0.00	0.00	5,000.00	0.00
273-000-66500	Interest Earned	0.00	6.14	0.00	(6.14)	100.00
273-000-69900	Prior Year Fund Balance	7,506.00	0.00	0.00	7,506.00	0.00
Total Dept 000 - OPERATING REVENUE		12,506.00	6.14	0.00	12,499.86	0.05
TOTAL REVENUES		12,506.00	6.14	0.00	12,499.86	0.05
Expenditures						
Dept 320 - ADMINISTRATION						
273-320-95801	Training - Travel	0.00	1,181.56	0.00	(1,181.56)	100.00
273-320-95802	Other Training Costs	12,506.00	1,096.29	0.00	11,409.71	8.77
Total Dept 320 - ADMINISTRATION		12,506.00	2,277.85	0.00	10,228.15	18.21
TOTAL EXPENDITURES		12,506.00	2,277.85	0.00	10,228.15	18.21
Fund 273 - POLICE CONTINUING EDUCATION FUND:						
TOTAL REVENUES		12,506.00	6.14	0.00	12,499.86	0.05
TOTAL EXPENDITURES		12,506.00	2,277.85	0.00	10,228.15	18.21
NET OF REVENUES & EXPENDITURES		0.00	(2,271.71)	0.00	2,271.71	100.00
BEG. FUND BALANCE		2,500.41	2,500.41			
NET OF REVENUES/EXPENDITURES - 2024-25			5,013.71		5,013.71	
END FUND BALANCE		2,500.41	5,242.41			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 274 - JUSTICE TRAINING						
Revenues						
Dept 000 - OPERATING REVENUE						
274-000-54400	302 Fund Revenue	995.00	838.40	0.00	156.60	84.26
274-000-69900	Prior Year Fund Balance	1,811.00	0.00	0.00	1,811.00	0.00
Total Dept 000 - OPERATING REVENUE		2,806.00	838.40	0.00	1,967.60	29.88
TOTAL REVENUES		2,806.00	838.40	0.00	1,967.60	29.88
Expenditures						
Dept 320 - ADMINISTRATION						
274-320-95800	Training	2,806.00	999.67	100.00	1,806.33	35.63
Total Dept 320 - ADMINISTRATION		2,806.00	999.67	100.00	1,806.33	35.63
TOTAL EXPENDITURES		2,806.00	999.67	100.00	1,806.33	35.63
Fund 274 - JUSTICE TRAINING:						
TOTAL REVENUES		2,806.00	838.40	0.00	1,967.60	29.88
TOTAL EXPENDITURES		2,806.00	999.67	100.00	1,806.33	35.63
NET OF REVENUES & EXPENDITURES		0.00	(161.27)	(100.00)	161.27	100.00
BEG. FUND BALANCE		1,163.06	1,163.06			
NET OF REVENUES/EXPENDITURES - 2024-25			1,100.68		1,100.68	
END FUND BALANCE		1,163.06	2,102.47			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN

PERIOD ENDING 11/30/2025

% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 275 - METRO ACT						
Revenues						
Dept 000 - OPERATING REVENUE						
275-000-54400	Metro Act Revenue	14,200.00	1,750.00	0.00	12,450.00	12.32
275-000-66500	Interest Earned	150.00	89.29	0.00	60.71	59.53
Total Dept 000 - OPERATING REVENUE		14,350.00	1,839.29	0.00	12,510.71	12.82
TOTAL REVENUES		14,350.00	1,839.29	0.00	12,510.71	12.82
Expenditures						
Dept 580 - Dept						
275-580-72600	Supplies	5,350.00	1,857.93	0.00	3,492.07	34.73
275-580-80100	Contractual	9,000.00	2,400.00	0.00	6,600.00	26.67
Total Dept 580 - Dept		14,350.00	4,257.93	0.00	10,092.07	29.67
TOTAL EXPENDITURES		14,350.00	4,257.93	0.00	10,092.07	29.67
Fund 275 - METRO ACT:						
TOTAL REVENUES		14,350.00	1,839.29	0.00	12,510.71	12.82
TOTAL EXPENDITURES		14,350.00	4,257.93	0.00	10,092.07	29.67
NET OF REVENUES & EXPENDITURES		0.00	(2,418.64)	0.00	2,418.64	100.00
BEG. FUND BALANCE		98,633.60	98,633.60			
NET OF REVENUES/EXPENDITURES - 2024-25			(9,243.67)		(9,243.67)	
END FUND BALANCE		98,633.60	86,971.29			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 282 - ARPA Fund						
Revenues						
Dept 000 - OPERATING REVENUE						
282-000-66500	Interest Earned	0.00	117.71	0.00	(117.71)	100.00
Total Dept 000 - OPERATING REVENUE		0.00	117.71	0.00	(117.71)	100.00
TOTAL REVENUES		0.00	117.71	0.00	(117.71)	100.00
Fund 282 - ARPA Fund:						
TOTAL REVENUES		0.00	117.71	0.00	(117.71)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	117.71	0.00	(117.71)	100.00
BEG. FUND BALANCE		932.03	932.03			
NET OF REVENUES/EXPENDITURES - 2024-25			419.83		419.83	
END FUND BALANCE		932.03	1,469.57			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 410 - 2020 G/O Note Construction Fund						
Revenues						
Dept 000 - OPERATING REVENUE						
410-000-66500	Interest Earned	0.00	0.12	0.00	(0.12)	100.00
Total Dept 000 - OPERATING REVENUE		0.00	0.12	0.00	(0.12)	100.00
TOTAL REVENUES		0.00	0.12	0.00	(0.12)	100.00
Fund 410 - 2020 G/O Note Construction Fund:						
TOTAL REVENUES		0.00	0.12	0.00	(0.12)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.12	0.00	(0.12)	100.00
BEG. FUND BALANCE		521,469.07	521,469.07			
NET OF REVENUES/EXPENDITURES - 2024-25			(521,346.36)		(521,346.36)	
END FUND BALANCE		521,469.07	122.83			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000 - OPERATING REVENUE						
590-000-63100	Connection Fees	50,000.00	35,376.91	6,438.08	14,623.09	70.75
590-000-64200	Usage Fees	1,334,900.00	537,443.60	100,505.18	797,456.40	40.26
590-000-66200	Penalites	7,000.00	2,829.43	518.99	4,170.57	40.42
590-000-66500	Interest Construct. Acct	3,000.00	0.00	0.00	3,000.00	0.00
590-000-69400	Installation Income	1,460.00	0.00	0.00	1,460.00	0.00
590-000-69900	Prior Year Fund Balance	256,005.00	0.00	0.00	256,005.00	0.00
Total Dept 000 - OPERATING REVENUE		1,652,365.00	575,649.94	107,462.25	1,076,715.06	34.84
TOTAL REVENUES		1,652,365.00	575,649.94	107,462.25	1,076,715.06	34.84
Expenditures						
Dept 551 - ADMINISTRATION						
590-551-70500	Wages	36,900.00	15,840.79	3,147.95	21,059.21	42.93
590-551-71400	Unempl. Contrib.	1,160.00	0.00	0.00	1,160.00	0.00
590-551-71500	Payroll Taxes	2,360.00	1,170.73	232.59	1,189.27	49.61
590-551-71900	Health/Dental/Vision Ins	5,800.00	5,464.85	925.78	335.15	94.22
590-551-72000	Disability/Life/AD&D Ins	600.00	229.04	0.00	370.96	38.17
590-551-72400	Retrmnt Contrib.	2,230.00	949.73	188.85	1,280.27	42.59
590-551-72600	Supplies	4,000.00	32.74	0.00	3,967.26	0.82
590-551-73000	Postage	2,400.00	833.30	166.66	1,566.70	34.72
590-551-80200	Accounting	8,000.00	2,689.83	790.50	5,310.17	33.62
590-551-80700	Audit	7,200.00	6,206.63	1,456.50	993.37	86.20
590-551-82600	Legal	15,000.00	0.00	0.00	15,000.00	0.00
590-551-85300	Telephone-Emergncy	6,000.00	1,420.14	141.11	4,579.86	23.67
590-551-89000	Licenses/Fees	6,000.00	1,500.51	1,500.51	4,499.49	25.01
590-551-90000	Printing/Publish.	0.00	230.00	0.00	(230.00)	100.00
590-551-91000	Fidelity Bond Insurance	1,000.00	0.00	0.00	1,000.00	0.00
590-551-91100	Workers Comp.	900.00	323.88	161.94	576.12	35.99
590-551-95700	Invoice Cloud Fees	1,800.00	597.59	0.00	1,202.41	33.20
590-551-95800	Dues/Subscriptions	1,080.00	0.00	0.00	1,080.00	0.00
590-551-96000	Educ./Training	7,000.00	235.00	0.00	6,765.00	3.36
Total Dept 551 - ADMINISTRATION		109,430.00	37,724.76	8,712.39	71,705.24	34.47
Dept 552 - DISTRIBUTION						
590-552-70500	Wages	86,600.00	36,305.16	6,618.83	50,294.84	41.92
590-552-71000	Overtime Wages	5,800.00	6,628.86	968.72	(828.86)	114.29
590-552-71200	On-call Pay	2,600.00	1,000.00	200.00	1,600.00	38.46
590-552-71500	Payroll Taxes	6,000.00	3,290.11	582.31	2,709.89	54.84
590-552-71900	Health/Dental/Vision Ins	9,000.00	4,528.89	900.79	4,471.11	50.32
590-552-72000	Disability/Life/AD&D Ins	880.00	313.49	0.00	566.51	35.62
590-552-72400	Retirement Contrib.	5,000.00	2,636.05	467.26	2,363.95	52.72
590-552-72500	Medical	500.00	0.00	0.00	500.00	0.00
590-552-72600	Supplies	31,000.00	7,863.32	1,859.63	23,136.68	25.37
590-552-76500	Testing/Analysis	300.00	0.00	0.00	300.00	0.00
590-552-76800	Uniform allowance	5,000.00	869.77	267.29	4,130.23	17.40
590-552-78100	Equipment Repair/Maint.	28,000.00	0.00	0.00	28,000.00	0.00
590-552-81800	Treatment Fees	438,000.00	149,500.00	56,500.00	288,500.00	34.13
590-552-81900	Contractual	80,000.00	23,344.93	1,599.33	56,655.07	29.18
590-552-91000	Liability Insurance	4,000.00	0.00	0.00	4,000.00	0.00
590-552-91100	Worker's Comp	120.00	0.00	0.00	120.00	0.00
590-552-92100	Electric/Gas/Utilities	85,000.00	43,584.60	9,346.20	41,415.40	51.28

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
590-552-94300	Equipment Rental-INTERNAL USE ONLY	15,000.00	14,624.25	0.00	375.75	97.50
590-552-94400	DPW Building Rental	15,000.00	6,975.29	0.00	8,024.71	46.50
Total Dept 552 - DISTRIBUTION		817,800.00	301,464.72	79,310.36	516,335.28	36.86
Dept 553 - INSTALLATIONS						
590-553-70500	Wages	800.00	33.55	30.94	766.45	4.19
590-553-71000	Overtime Wages	20.00	0.00	0.00	20.00	0.00
590-553-71500	Payroll Taxes	60.00	2.46	2.35	57.54	4.10
590-553-71900	Health/Dental/Vision Ins	520.00	6.89	1.47	513.11	1.33
590-553-72000	Disability/Life/AD&D Ins	30.00	0.45	0.00	29.55	1.50
590-553-72400	Retirement Contrib.	30.00	1.96	1.85	28.04	6.53
Total Dept 553 - INSTALLATIONS		1,460.00	45.31	36.61	1,414.69	3.10
Dept 554 - CAPITAL IMPROVEMENTS						
590-554-81800	Motor Pool	9,060.00	9,061.00	0.00	(1.00)	100.01
590-554-82000	PUMP 7	50,000.00	6,545.00	6,545.00	43,455.00	13.09
590-554-97700	Lift Station #2	160,000.00	134,531.00	65,600.00	25,469.00	84.08
590-554-97726	BS&A Cloud	15,000.00	3,990.00	0.00	11,010.00	26.60
Total Dept 554 - CAPITAL IMPROVEMENTS		234,060.00	154,127.00	72,145.00	79,933.00	65.85
Dept 556 - DEBT SERVICE						
590-556-99300	Improvements Bond Int	19,074.00	0.00	0.00	19,074.00	0.00
590-556-99400	Improvements Bond Pri	60,000.00	0.00	0.00	60,000.00	0.00
590-556-99600	Interest on Sewer Bonds	75,541.00	44,655.50	9,154.49	30,885.50	59.11
590-556-99700	Principal on Sewer Bond	335,000.00	0.00	0.00	335,000.00	0.00
Total Dept 556 - DEBT SERVICE		489,615.00	44,655.50	9,154.49	444,959.50	9.12
TOTAL EXPENDITURES		1,652,365.00	538,017.29	169,358.85	1,114,347.71	32.56
Fund 590 - SEWER FUND:						
TOTAL REVENUES		1,652,365.00	575,649.94	107,462.25	1,076,715.06	34.84
TOTAL EXPENDITURES		1,652,365.00	538,017.29	169,358.85	1,114,347.71	32.56
NET OF REVENUES & EXPENDITURES		0.00	37,632.65	(61,896.60)	(37,632.65)	100.00
BEG. FUND BALANCE		2,904,585.24	2,904,585.24			
NET OF REVENUES/EXPENDITURES - 2024-25			550,293.54		550,293.54	
END FUND BALANCE		2,904,585.24	3,492,511.43			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
Dept 000 - OPERATING REVENUE						
591-000-63100	Installation	39,510.00	8,932.50	1,887.50	30,577.50	22.61
591-000-64200	Sales	1,068,000.00	452,187.55	72,357.32	615,812.45	42.34
591-000-66200	Penalties	4,000.00	2,649.06	314.20	1,350.94	66.23
591-000-66500	Interest Earned	3,600.00	450.92	0.00	3,149.08	12.53
Total Dept 000 - OPERATING REVENUE		1,115,110.00	464,220.03	74,559.02	650,889.97	41.63
Dept 001 - NON-OPERATING REVENUE						
591-001-69900	Prior Year Fund Balance	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 001 - NON-OPERATING REVENUE		10,000.00	0.00	0.00	10,000.00	0.00
TOTAL REVENUES		1,125,110.00	464,220.03	74,559.02	660,889.97	41.26
Expenditures						
Dept 551 - ADMINISTRATION						
591-551-70500	WAGES/Clerical	45,100.00	15,840.45	3,147.80	29,259.55	35.12
591-551-71400	Unemployment Contrib	600.00	0.00	0.00	600.00	0.00
591-551-71500	Payroll Taxes	3,400.00	1,170.68	232.59	2,229.32	34.43
591-551-71900	Health/Dental/Vision Ins	5,730.00	5,464.85	925.78	265.15	95.37
591-551-72000	Disability/Life/AD&D Ins	530.00	229.17	0.00	300.83	43.24
591-551-72400	Retirement Contrib	2,500.00	949.67	188.86	1,550.33	37.99
591-551-72600	Operating Supplies	3,000.00	32.75	0.00	2,967.25	1.09
591-551-73000	Postage	2,200.00	833.35	166.67	1,366.65	37.88
591-551-80200	Accounting	8,900.00	2,689.82	790.50	6,210.18	30.22
591-551-80700	Audit	6,000.00	6,206.62	1,456.50	(206.62)	103.44
591-551-85300	Telephone-Emergency	1,000.00	784.23	141.11	215.77	78.42
591-551-89000	Licenses & Fees	2,000.00	0.00	0.00	2,000.00	0.00
591-551-90000	Printing/Publishing	100.00	230.00	0.00	(130.00)	230.00
591-551-91000	Fidelity Bond Insurance	800.00	0.00	0.00	800.00	0.00
591-551-91100	Workers Comp	1,000.00	0.00	0.00	1,000.00	0.00
591-551-95600	Miscellaneous	35,872.00	0.00	0.00	35,872.00	0.00
591-551-95700	Invoice Cloud Fees	1,800.00	597.61	0.00	1,202.39	33.20
591-551-95800	Dues & Subscriptns	1,080.00	1,710.30	1,710.30	(630.30)	158.36
591-551-96000	Education/Training	7,000.00	235.00	0.00	6,765.00	3.36
Total Dept 551 - ADMINISTRATION		128,612.00	36,974.50	8,760.11	91,637.50	28.75
Dept 552 - DISTRIBUTION						
591-552-70500	Wages	140,000.00	66,057.52	12,285.29	73,942.48	47.18
591-552-71000	Overtime Wages	3,600.00	2,560.80	507.40	1,039.20	71.13
591-552-71200	On-call Pay	2,600.00	1,000.00	200.00	1,600.00	38.46
591-552-71500	Payroll Taxes	10,000.00	5,204.89	970.19	4,795.11	52.05
591-552-71900	Health/Dental/Vision Ins	20,000.00	10,783.08	2,145.45	9,216.92	53.92
591-552-72000	Disability/Life/AD&D Ins	2,100.00	745.82	0.00	1,354.18	35.52
591-552-72400	Retirement Contribution	7,000.00	3,907.07	779.56	3,092.93	55.82
591-552-72600	Operating Supplies	50,000.00	14,136.96	663.14	35,863.04	28.27
591-552-76500	Testing and Analysis	10,000.00	1,675.00	0.00	8,325.00	16.75
591-552-76800	Uniform allowance	5,000.00	869.78	267.30	4,130.22	17.40
591-552-78100	Equip Repairs and Maint.	4,000.00	0.00	0.00	4,000.00	0.00
591-552-81800	Contractual	130,000.00	39,611.54	2,544.81	90,388.46	30.47
591-552-81810	Wellhead Protection Expense	10,000.00	0.00	0.00	10,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND						
Expenditures						
591-552-81820	Arsenic Removal Program	35,000.00	11,050.65	3,452.20	23,949.35	31.57
591-552-85000	Communication	4,000.00	3,422.13	688.59	577.87	85.55
591-552-91000	Liability Insurance	2,500.00	0.00	0.00	2,500.00	0.00
591-552-91100	Worker's Comp	1,200.00	593.78	296.89	606.22	49.48
591-552-92100	Electric/Gas/Utilities	80,000.00	30,832.49	5,177.08	49,167.51	38.54
591-552-92500	Alarm System	2,000.00	480.79	0.00	1,519.21	24.04
591-552-93000	Building Maintenance	1,500.00	1,522.22	1,522.22	(22.22)	101.48
591-552-94300	Equipment Rental-INTERNAL USE ONLY	32,000.00	12,344.12	0.00	19,655.88	38.58
591-552-94400	DPW Building Rental	20,000.00	10,654.21	0.00	9,345.79	53.27
591-552-97000	Capital Outlay	12,500.00	0.00	0.00	12,500.00	0.00
Total Dept 552 - DISTRIBUTION		585,000.00	217,452.85	31,500.12	367,547.15	37.17
Dept 553 - INSTALLATIONS						
591-553-70500	Wages	1,200.00	632.44	49.44	567.56	52.70
591-553-71000	Overtime Wages	100.00	0.00	0.00	100.00	0.00
591-553-71500	Payroll Taxes	110.00	47.21	3.74	62.79	42.92
591-553-71900	Health/Dental/Vision Ins	3,000.00	183.09	36.74	2,816.91	6.10
591-553-72000	Disability/Life/AD&D Ins	50.00	12.54	0.00	37.46	25.08
591-553-72400	Retirement Contribution	50.00	37.99	2.97	12.01	75.98
591-553-72600	Operating Supplies	25,000.00	968.05	0.00	24,031.95	3.87
591-553-81800	Contractual	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 553 - INSTALLATIONS		39,510.00	1,881.32	92.89	37,628.68	4.76
Dept 554 - CAPITAL IMPROVEMENTS						
591-554-81800	Motor Pool	13,146.00	13,145.00	0.00	1.00	99.99
591-554-81840	Filter Media	414,000.00	377,831.39	0.00	36,168.61	91.26
591-554-81850	WATER MAIN	0.00	2,686,745.11	1,046,298.62	(2,686,745.11)	100.00
591-554-82030	Concord Farms Phase 3	65,000.00	16,278.28	0.00	48,721.72	25.04
591-554-97726	BS&A Cloud	0.00	3,990.00	0.00	(3,990.00)	100.00
Total Dept 554 - CAPITAL IMPROVEMENTS		492,146.00	3,097,989.78	1,046,298.62	(2,605,843.78)	629.49
Dept 556 - DEBT SERVICE						
591-556-99100	Principal Past Bonds	179,500.00	0.00	0.00	179,500.00	0.00
591-556-99641	Interest on Bonds -WTP	11,342.00	0.00	0.00	11,342.00	0.00
591-556-99642	Principal Current Bond - WTP	43,000.00	0.00	0.00	43,000.00	0.00
591-556-99643	Bond Payment in Reserve	60,000.00	0.00	0.00	60,000.00	0.00
Total Dept 556 - DEBT SERVICE		293,842.00	0.00	0.00	293,842.00	0.00
TOTAL EXPENDITURES		1,539,110.00	3,354,298.45	1,086,651.74	(1,815,188.45)	217.94
Fund 591 - WATER FUND:						
TOTAL REVENUES		1,125,110.00	464,220.03	74,559.02	660,889.97	41.26
TOTAL EXPENDITURES		1,539,110.00	3,354,298.45	1,086,651.74	(1,815,188.45)	217.94
NET OF REVENUES & EXPENDITURES		(414,000.00)	(2,890,078.42)	(1,012,092.72)	2,476,078.42	698.09
BEG. FUND BALANCE		4,276,256.12	4,276,256.12			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND						
NET OF REVENUES/EXPENDITURES - 2024-25			(13,615.84)		(13,615.84)	
END FUND BALANCE		3,862,256.12	1,372,561.86			

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
PERIOD ENDING 11/30/2025
% Fiscal Year Completed: 41.92

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - MOTOR VEHICLE POOL						
Revenues						
Dept 000 - OPERATING REVENUE						
661-000-66500	Interest Earned	150.00	286.14	0.00	(136.14)	190.76
661-000-67500	Miscellaneous Income	74,874.00	58,363.00	0.00	16,511.00	77.95
661-000-67600	Equipment Rental	90,000.00	41,741.22	0.00	48,258.78	46.38
661-000-67800	DPW Building Rentals	45,400.00	49,901.46	0.00	(4,501.46)	109.92
661-000-69900	Prior Year Fund Balance	89,190.00	0.00	0.00	89,190.00	0.00
Total Dept 000 - OPERATING REVENUE		299,614.00	150,291.82	0.00	149,322.18	50.16
TOTAL REVENUES		299,614.00	150,291.82	0.00	149,322.18	50.16
Expenditures						
Dept 891 - ADMINISTRATION						
661-891-70500	Wages	15,200.00	4,304.39	1,939.13	10,895.61	28.32
661-891-71000	Overtime Wages	500.00	0.00	0.00	500.00	0.00
661-891-71500	Payroll Taxes	1,040.00	324.20	146.41	715.80	31.17
661-891-71900	Health/Dental/Vision Ins	5,060.00	1,360.56	271.85	3,699.44	26.89
661-891-72000	Disability/Life/AD&D Ins	210.00	94.26	0.00	115.74	44.89
661-891-72400	Retirement Contribution	730.00	258.28	116.35	471.72	35.38
661-891-72600	Supplies	12,000.00	1,827.36	549.89	10,172.64	15.23
661-891-75100	Gas & Oil	30,000.00	10,544.12	5,020.24	19,455.88	35.15
661-891-91000	Liability Insurance	6,500.00	0.00	0.00	6,500.00	0.00
661-891-91100	Workers Comp	100.00	107.96	53.98	(7.96)	107.96
661-891-93100	Repairs & Maintenance	25,000.00	19,615.23	149.98	5,384.77	78.46
661-891-97000	Capital Outlay	97,000.00	45,500.00	0.00	51,500.00	46.91
661-891-99600	Interest Expense - Vehicles	21,000.00	0.00	0.00	21,000.00	0.00
Total Dept 891 - ADMINISTRATION		214,340.00	83,936.36	8,247.83	130,403.64	39.16
Dept 892 - DPW OPERATING EXPENSE						
661-892-72600	Supplies - DPW Building	1,200.00	353.52	0.00	846.48	29.46
661-892-85300	Telephone - DPW Building	3,500.00	195.66	97.83	3,304.34	5.59
661-892-91000	Liability Insurance - DPW Bldg	6,500.00	0.00	0.00	6,500.00	0.00
661-892-92100	Utilities - DPW Building	10,400.00	3,842.32	984.07	6,557.68	36.95
661-892-93100	Repairs & Maint - DPW Bldg	10,000.00	345.00	0.00	9,655.00	3.45
661-892-97000	Capital Outlay - DPW Bldg	10,000.00	3,000.00	0.00	7,000.00	30.00
661-892-99600	Interest Expense - Building	9,674.00	9,289.90	0.00	384.10	96.03
661-892-99700	Principal Payment	34,000.00	0.00	0.00	34,000.00	0.00
Total Dept 892 - DPW OPERATING EXPENSE		85,274.00	17,026.40	1,081.90	68,247.60	19.97
TOTAL EXPENDITURES		299,614.00	100,962.76	9,329.73	198,651.24	33.70
Fund 661 - MOTOR VEHICLE POOL:						
TOTAL REVENUES		299,614.00	150,291.82	0.00	149,322.18	50.16
TOTAL EXPENDITURES		299,614.00	100,962.76	9,329.73	198,651.24	33.70
NET OF REVENUES & EXPENDITURES		0.00	49,329.06	(9,329.73)	(49,329.06)	100.00
BEG. FUND BALANCE		262,973.89	262,973.89			
NET OF REVENUES/EXPENDITURES - 2024-25			76,049.80		76,049.80	
END FUND BALANCE		262,973.89	388,352.75			

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 11/30/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 662 - POLICE CAPITAL PROJECTS FUND						
Revenues						
Dept 000 - OPERATING REVENUE						
662-000-66500	Interest Earned	0.00	183.49	0.00	(183.49)	100.00
662-000-67600	POLICE CAPTITAL FUND	0.00	46,000.00	0.00	(46,000.00)	100.00
662-000-69900	Prior Year Equity	120,000.00	0.00	0.00	120,000.00	0.00
Total Dept 000 - OPERATING REVENUE		120,000.00	46,183.49	0.00	73,816.51	38.49
TOTAL REVENUES		120,000.00	46,183.49	0.00	73,816.51	38.49
Expenditures						
Dept 891 - ADMINISTRATION						
662-891-71500	Payroll Taxes	0.00	420.75	114.75	(420.75)	100.00
662-891-97000	Capital outlay	120,000.00	63,524.74	57,024.74	56,475.26	52.94
Total Dept 891 - ADMINISTRATION		120,000.00	63,945.49	57,139.49	56,054.51	53.29
TOTAL EXPENDITURES		120,000.00	63,945.49	57,139.49	56,054.51	53.29
Fund 662 - POLICE CAPITAL PROJECTS FUND:						
TOTAL REVENUES		120,000.00	46,183.49	0.00	73,816.51	38.49
TOTAL EXPENDITURES		120,000.00	63,945.49	57,139.49	56,054.51	53.29
NET OF REVENUES & EXPENDITURES		0.00	(17,762.00)	(57,139.49)	17,762.00	100.00
BEG. FUND BALANCE		132,203.24	132,203.24			
NET OF REVENUES/EXPENDITURES - 2024-25			48,580.14		48,580.14	
END FUND BALANCE		132,203.24	163,021.38			
TOTAL REVENUES - ALL FUNDS		6,837,521.00	3,139,013.04	283,248.48	3,698,507.96	45.91
TOTAL EXPENDITURES - ALL FUNDS		7,251,521.00	5,170,552.88	1,472,361.17	2,080,968.12	71.30
NET OF REVENUES & EXPENDITURES		(414,000.00)	(2,031,539.84)	(1,189,112.69)	1,617,539.84	490.71
BEG. FUND BALANCE - ALL FUNDS		11,205,895.04	11,205,895.04			
END FUND BALANCE - ALL FUNDS		10,791,895.04	9,542,457.43			