

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

**DECEMBER 8, 2025**

**MINUTES**

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 + \$ 14,647.05 = \$87,151.12

***Motion by Begeman, seconded by Daniel to approve Consent Agenda Items 1 and 2. Approved without objection.***
7. ADDITIONS TO AGENDA *None*
8. APPROVAL OF THE AGENDA  
***Motion by McLean, seconded by Daniel to approve the agenda as presented. All members voted in favor. Motion carried.***
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM *None*
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 COMMITTEE – 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 discussed his report.*
  - B. MANAGER’S REPORT – *Manager McGrew reviewed his report*
  - C. ENGINEER’S REPORT - *Engineer Woodhams discussed Concord Farms phases continuing, School watermain connections, and MDOT Easements.*
  - D. ATTORNEY’S REPORT – *Attorney Graham discussed investigating other assessors completing the MDOT easements and his investigation into AMTRAK bridge project questions.*
12. UNFINISHED BUSINESS
- A. EMPLOYEE REVIEW FORMS  
*Committee recommends 3-0 that council approve the employee and department head review forms.*  
***Motion by McLean, seconded by Streeter to approve the employee and department head review forms. All members voted in favor. Motion carried.***
  - B. VILLAGE MANAGER TIME OFF NOTIFICATION POLICY  
*Committee recommends 3-0 that council approve the Village Manager time off notification policy.*  
Discussion took place.  
***Motion by Daniel, seconded by Begeman to send the village manager time off notification policy back to the policy and personnel committee for further review and revision. All members voted in favor. Motion carried.***
  - C. EMPLOYEE TIME OFF NOTIFICATION FORMS  
*Committee recommends 3-0 that council approve the Village Manager and employee time off request forms.*  
Discussion took place.  
***Motion by Begeman, seconded by Daniel to approve the time off request forms. All members voted in favor. Motion carried.***
  - 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.”*

*Motion by McLean, seconded by Streeter to approve the change to section 3.10 B to allow for vacation time to be used in fifteen (15) minute increments. All members voted in favor. Motion carried.*

- E. APPROVE POLC LOA FOR VACATION INCREMENT USAGE CHANGE  
*Motion by Daniel, seconded by Monroe to approve the POLC LOA for change in vacation increment usage. All members voted in favor. Motion carried.*

- F. 2025 HOLIDAY DATE CHANGES – *Manager McGrew*  
Discussion took place.  
*Motion by Streeter, seconded by Gurley to approve the change of 2025 holiday observances of Christmas Eve from December 24, 2025 to December 26, 2025 and New Years Eve from December 31, 2025 to January 2, 2026 with any employee being allowed to use any available PTO to request December 24, 2025 and/or December 31, 2025 off. All members voted in favor. Motion carried.*

13. NEW BUSINESS

- A. SEWER FUND CD CHANGE – *Manager McGrew*  
Discussion took place.  
*Motion by McLean, seconded by Stuut to approve the CD change from Sewer Fund to the Village Hall Building Project Fund. Roll call vote taken. Begeman, Daniel, Gurley, McLean, Monroe, Streeter, and Stuut voted yes. Motion carried 7-0.*
- B. GENERAL FUND CD REINVESTMENT WITH KCSB AT 3.21% - *Clerk Storm-Artis*  
Discussion took place.  
*Motion by McLean, supported by Monroe to reinvest the General Fund CD with KCSB at a 3.21% APY. Roll call vote taken. Begeman, Daniel, Gurley, McLean, Monroe, Streeter, and Stuut voted yes. Motion carried 7-0.*
- C. WATER MEDIA TANK PAINTING ESTIMATE FROM KURITA/TONKA WATER IN THE AMOUNT OF \$198,000.00 - *Manager McGrew and Superintendent Anthony*  
Discussion took place.  
*Motion by Begeman, seconded by Stuut to postpone item until the next regular council meeting on December 22, 2025. Voice vote taken. Begeman, Daniel, Gurley, McLean, Monroe and Stuut voted yes. Streeter voted no. Motion carried 6-1.*
- D. MIDWEST STORAGE QUOTE IN THE AMOUNT OF \$5,290.00 – *Manager McGrew and Superintendent Anthony*  
Discussion took place.  
*Motion by McLean, seconded by Streeter to purchase storage containers from Midwest Storage in the amount of \$5,290.00. Roll call vote taken. Begeman, Daniel, Gurley, McLean, Monroe, Streeter and Stuut voted yes. Motion carried 7-0.*

E. CHANGE ORDER #3 - \$29,511.84

Discussion took place.

***Motion by McLean, seconded by Stuut to approve change order #3. Roll call vote taken. Begeman, Daniel, Gurley, McLean, Monroe, Streeter, and Stuut voted yes. Motion carried 7-0.***

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

***Motion by McLean, seconded by Stuut to approve the Civica Engineering invoice in the amount of \$27,370.15. Roll call vote taken. Begeman, Daniel, Gurley, McLean, Monroe, Streeter, and Stuut voted yes. Motion carried 7-0.***

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

USDA Funds \$ 72,351.18

DDA 60,660.35

Local Street 165,601.38

***Motion by Daniel, seconded by Monroe to approve the invoice from SWT in the amount of \$298,612.90. Roll call vote taken. Begeman, Daniel, Gurley, McLean, Monroe, Streeter, and Stuut voted yes. Motion carried 7-0.***

14. COMMUNICATIONS

Revenue and Expense Report

Schedule MPD Special Assessment Workshop

Holiday Event – see comments below

Road Line Painting will now take place in the spring due to winter weather

Supervisor Weekly Memo's to Council will begin in the next few weeks

15. COMMENTS FROM VISITORS

Superintendent Anthony stated he would be off work for 6-8 weeks beginning in January. He also stated that the MRWA was going to assist office staff with an independent rate study and he would be keeping up on major projects within the Village while off work.

Rob Brooks stated he would like to see the Main St. Bridge closed during park and holiday events for pedestrian crossing safety, as multiple families and children were seen running across the street from the church parking lot. He also stated that getting plexiglass on the nativity scene may be needed to prevent damage of the newly purchased statues.

16. COMMENTS FROM COUNCIL

President Stuut spoke about the success of the holiday event.

Member Streeter commented about positive comment from the Silvergrass neighborhood regarding sidewalk clearing.

17. ADJOURNMENT @ 8:30 PM

***Adjourned without objection.***