

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

**FEBRUARY 23, 2026**

**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. OPEN PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON THE POLICE SPECIAL ASSESSMENT MILLAGE
7. COMMENTS FROM PUBLIC
8. CLOSE PUBLIC HEARING
9. CONSENT AGENDA
  1. Amended Council Meeting Minutes of January 26, 2026
  2. Regular Council Meeting Minutes of February 9, 2026
  3. Special Council and Closed Session Meeting Minutes of February 16, 2026
  4. Bills in the amount of \$ 56,886.28
10. ADDITIONS TO AGENDA
11. APPROVAL OF THE AGENDA
12. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM
13. BOARD AND COMMITTEE REPORTS
  - A. DDA – Chair Brooks  
*Meeting 2/17/2026 – Minutes included in packet*
  - B. PLANNING COMMISSION – Liaison Streeter  
*Meeting 2/18/2026 – Minutes included in packet*
14. STAFF REPORTS

- A. ENGINEER'S REPORT - *Engineer Woodhams*
- B. ATTORNEY'S REPORT – *Attorney Graham*
- 15. UNFINISHED BUSINESS
  - A. REVIEW HEADLEY OVERRIDE BALLOT PROPOSAL LANGUAGE
  - B. VILLAGE MANAGER AND DEPARTMENT HEAD REQUEST OFF POLICY
- 16. NEW BUSINESS
  - A. ADOPT RESOLUTION APPROVING THE SPECIAL POLICE ASSESSMENT MILLAGE RATE FOR 2026 TO 2027 FISCAL YEAR
  - B. SEWER RELIEF REQUEST FROM DAWN STEINAGEL FOR PROPERTY AT 52484 NORTH POINT DRIVE FOR LEAK
  - C. APPROVAL FOR CIVICA ENGINEERING INVOICE IN THE AMOUNT OF \$5,125.00 FOR USDA WATERMAIN PROJECT
  - D. APPROVAL FOR CIVICA ENGINEERING INVOICE IN THE AMOUNT OF \$7,858.00 FOR CONCORD FARMS PHASE 4
  - E. WORKFORCE HOUSING
- 17. COMMUNICATIONS
  - Petitions for re-election are available at any time at the Antwerp Township Clerk's office. Due date is July 21, 2026 at 4:00 PM
  - Members up for reelection
    - Jon Daniel (4-year term)
    - Mason Monroe (4-year term)
    - Terron McLean (4-year term)
    - Jessalyn Stuu (4-year term)
    - Sarah Gurley (2-year term)
  - DDA approved covering the cost of the invoice to complete Parks and Rec master plan.
- 18. COMMENTS FROM VISITORS
- 19. COMMENTS FROM COUNCIL
- 20. ADJOURNMENT @

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

**JANUARY 26, 2026**

**MINUTES**

1. CALL TO ORDER @ 7:00 PM
2. PLEDGE OF ALLEGIANCE.
3. ATTENDANCE: *Begeman, Daniel, McLean, Monroe, Streeter, Stuit*  
ABSENT: *Gurley*  
OTHERS PRESENT: *Manager McGrew, Clerk Storm-Artis, Attorney Graham*  
*Motion by Daniel, seconded by Begeman to excuse member Gurley. All members voted in favor. Motion carried.*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. CONSENT AGENDA
  1. Regular Council Meeting Minutes of January 12, 2026
  2. Special Council Meeting Minutes of January 23, 2026
  3. Bills in the amount of \$33,374.20 + \$11,856.76 = \$45,230.96*Motion by Stuit, seconded by Daniel to approve all items on the consent agenda. Roll call vote taken. Begeman, Daniel, McLean, Monroe, Streeter, and Stuit voted yes. Motion carried 6-0.*
7. ADDITIONS TO AGENDA  
President Stuit added New Business D – Council Workshops
8. APPROVAL OF THE AGENDA  
*Motion by Begeman, seconded by Daniel to approve the agenda as amended. 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  
*Meeting needs to be scheduled*
- F. POLICY & PERSONNEL COMMITTEE – CHAIR BEGEMAN  
*Meeting scheduled 1/27/26*
- 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  
*No meeting, no report*
- J. KATS – MANAGER MCGREW  
*Meeting scheduled 1/28/26*
11. STAFF REPORTS
- A. ENGINEER’S REPORT - *Engineer Woodhams was not present*
- B. ATTORNEY’S REPORT – *Attorney Graham had no items to discuss*
12. UNFINISHED BUSINESS
- A. WATER MEDIA TANK PAINTING
- |                    |              |
|--------------------|--------------|
| Kurita/Tonka Water | \$198,000.00 |
| Murray Painting    | \$ 76,071.00 |
| OBIC Armor         | \$ 94,810.00 |
- Motion by Daniel, seconded by Begeman to approve the bid from Murray Painting in the amount of \$76,071.00. Roll call vote taken. Begeman, Daniel, McLean, Monroe, Streeter, and Stuut voted yes. Motion carried 6-0.*
13. NEW BUSINESS
- A. AMENDING/REVISION OF THE VILLAGE CHARTER AND/OR HEADLEE OVERRIDE – *Manager McGrew and Clerk Storm-Artis*  
Discussion took place. Additional information requested regarding cost and timeframes for ballot proposals for the November 2026 ballot.  
*Motion by Daniel, seconded by Begeman to postpone this item to the next regular Village Council meeting on February 9, 2026 at 7:00 PM.*
- B. SET PUBLIC HEARING ON FEBRUARY 23, 2026 AT 7:00 PM FOR MPD SPECIAL ASSESSMENT MILLAGE  
*Motion by Streeter to set the public hearing with no increase in the special assessment millage. Motion withdrawn prior to gaining support.*

***Motion by McLean, seconded by Stuut to open discussion on the MPD Special Assessment public hearing proposal. All members voted in favor. Motion carried.***

Extensive discussion took place.

***Motion by Daniel, seconded by Streeter to set the public hearing on February 23, 2026 at 7:00 PM with a proposed 1 mil increase on the current levy of 5.0 mils, for a total special assessment levy of 6.0 mils, with the council considering any appropriate levy during the public hearing. All members voted in favor. Motion carried.***

C. APPROVE QUOTE FROM XYLEM FOR BYPASS PUMP REPAIR IN THE AMOUNT OF \$9,635.91

Discussion took place.

***Motion by Daniel, seconded by Monroe to approve the quote from XYLEM in the amount of \$9,635.91. Roll call vote taken. Begeman, Daniel, McLean, Monroe, Streeter, and Stuut voted yes. Motion carried 6-0.***

D. COUNCIL SPECIAL MEETING WORKSHOPS

Discussion took place.

***Motion by Daniel, seconded by Streeter to send all new and unfinished business on the Policy and Personnel Committee agenda to a special council meeting on February 16, 2026 at 5:00 PM. All members voted in favor. Motion carried.***

***Motion by Monroe, seconded by McLean to send all new and unfinished business on the Parks and Recreation Committee agenda to a special council meeting on February 16, 2026 at 5:00 PM. All members voted in favor. Motion carried.***

14. COMMUNICATIONS      *None*
15. COMMENTS FROM VISITORS      *None*
16. COMMENTS FROM COUNCIL  
Member Streeter discussed the sidewalk plowing.
17. ADJOURNMENT @ 8:33 PM  
***Meeting adjourned without objection.***

Council Approved 2/9/26  
***Amended 2/23/26***

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***Jessalyn Stuut, Council President***

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***Jolie Storm-Artis, Village Clerk***

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

**FEBRUARY 9, 2026**

**MINUTES**

1. CALL TO ORDER @ 7:00 PM
2. PLEDGE OF ALLEGIANCE.
3. ATTENDANCE *Begeman, Daniel, Gurley, McLean, Monroe, Streeter, Stuu*  
OTHERS IN ATTENDANCE *Manager McGrew, Clerk Storm-Artis*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. CONSENT AGENDA
  1. Regular Council Meeting Minutes of January 26, 2026
  2. Bills in the amount of \$78,325.27 + \$9,157.81 = \$87,483.08*Consent agenda items 1 and 2 approved without objection.*
7. ADDITIONS TO AGENDA  
President Stuu added New Business G-Workforce Housing Ordinance
8. APPROVAL OF THE AGENDA  
*Motion by McLean, seconded by Daniel to approve the agenda as amended. All members voted in favor. Motion carried.*
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM
10. BOARD AND COMMITTEE REPORTS *None*
11. STAFF REPORTS
  - A. ENGINEER'S REPORT - *Engineer Woodhams Not present*
  - B. ATTORNEY'S REPORT - *Attorney Graham Not Present*
12. UNFINISHED BUSINESS
  - A. AMENDING/REVISION OF THE VILLAGE CHARTER AND/OR HEADLEE OVERRIDE - *Manager McGrew and Clerk Storm-Artis*  
*-Ballot Language Deadline August 11, 2026*

***Motion by Daniel, seconded by Monroe to add this item to the special council meeting on February 16, 2026 at 5:00 PM. All members voted in favor. Motion carried.***

13. NEW BUSINESS

A. SCHEDULE 1-YEAR EMPLOYMENT REVIEW FOR MANAGER MCGREW  
Review scheduled for February 23, 2026 at 6:00 PM.

B. APPROVE SWT INVOICE IN THE AMOUNT OF \$184,890.77 FOR RELEASE OF  
RETAINAGE

DDA	\$ 20,445.84
Major Streets	\$ 8,715.86
Water	\$155,729.07

***Motion by Daniel, seconded by Streeter to approve payment of the SWT invoice in the amount of \$184,890.77. Roll call vote taken. Begeman, Daniel, McLean, Monroe, Streeter and StuuT voted yes. Gurley abstained. Motion carried 6-0-1.***

C. APPROVE CIVICA INVOICE IN THE AMOUNT OF \$7,858.00 FOR CONCORD  
FARMS PHASE 4 WORK

***Motion by Streeter, seconded by McLean to hold the invoice and get more detailed invoice information. All members voted in favor. Motion carried.***

D. APPROVE QUARTERLY INVOICES FROM ENVIROSAFE LLC FOR LIFT  
STATION TREATMENT IN THE AMOUNT OF \$20,000.00

***Motion by Streeter, seconded by Gurley to approve payment of the invoice from EnviroSafe LLC in the amount of \$20,000.00. Roll call vote taken. Begeman, Daniel, Gurley, McLean, Monroe, Streeter, and StuuT voted yes. Motion carried 7-0.***

E. SEWER RELIEF REQUEST FROM STEVE AUSTIN FOR PROPERTY LOCATED  
AT 24295 SECOND AVE.

***Motion by Daniel, seconded by Streeter to approve sewer relief request from Steve Austin with an amount to be determined by a review of usage during leak period. All members voted in favor. Motion carried.***

F. SEWER RELIEF REQUEST FROM WEST POINT HILLS FOR LEAK AT 25500  
PATTON DR LOT 500

***Motion by McLean, seconded by Daniel to approve sewer relief request from West Point Hills with an amount to be determined by a review of usage during leak period. All members voted in favor. Motion carried.***

G. WORKFORCE HOUSING ORDINANCE

***Motion by McLean, seconded by Streeter to not move forward at this time with a workforce housing ordinance. All members voted in favor. Motion carried.***

14. COMMUNICATIONS

BS&A Cloud Conversion dates February 12<sup>th</sup> through February 16<sup>th</sup>

15. COMMENTS FROM VISITORS *None*

16. COMMENTS FROM COUNCIL

Member McLean spoke about the trailers on Main St. near I94 at the Rossman and Moli Land buildings. He also spoke about the potholes on north Main St.

President Stuut asked about the AMTRAK project.

17. ADJOURNMENT @ **7:57 PM**  
***Meeting adjourned without exception.***

DRAFT

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

**FEBRUARY 16, 2026**

**MINUTES**

1. CALL TO ORDER @ 5:00 PM
2. PLEDGE OF ALLEGIANCE.
3. ATTENDANCE ***Begeman, Daniel, Gurley, McLean, Monroe, Streeter, Stuu***  
OTHERS IN ATTENDANCE: *Manager McGrew, Clerk Storm-Artis, Attorney Graham, Chief Mansfield*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA  
***Motion by McLean, seconded by Begeman to approve the agenda as presented. All members voted in favor. Motion carried.***
8. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEM  
Tim Brooks spoke about his neutral opinion of the 4-day work week.
9. UNFINISHED BUSINESS
  - A. DEPARTMENT HEADS SALARY POSITIONS  
Written requests for closed session were received from Superintendent Anthony and Chief Mansfield to discuss employment contracts.  
***Motion by Begeman, seconded by Gurley to move this item to the end of meeting for closed session. All members voted in favor. Motion carried.***
  - B. TIME OFF NOTIFICATION POLICY  
***Motion by Streeter to postpone item. Motion rescinded.***  
Discussion took place.  
***Motion by Daniel, seconded by Streeter to change title to "Village Manager and Department Heads", item D changed to "≥ 1 and ≤ 2 consecutive calendar days", Item D to include notification to Council members, and item E changed to "≥ 3 and ≤ 10 consecutive calendar days" and represent final draft for council approval at the regular council meeting on February 23, 2026 at 7:00 PM. All members voted in favor. Motion carried.***

C. PARKS MASTER PLAN

*Motion by Daniel, seconded by Begeman to have Manager McGrew get further information regarding survey cost and grant availability for the parks master plan and present this information to Village Council at the first budget workshop yet to be scheduled. All members voted in favor. Motion carried.*

D. AMENDING/REVISION OF THE VILLAGE CHARTER AND/OR HEADLEE OVERRIDE

*Motion by Stuut, seconded by Streeter to have Member Daniel craft language with first year collection numbers from Clerk Storm-Artis for presentation at the next regular council meeting on February 23, 2026 at 7:00 PM. All members voted in favor. Motion carried.*

10. NEW BUSINESS

A. 4-DAY WORK WEEK

*Motion by Daniel, seconded by Streeter that the council determined this is the purview of the department heads and village manager. Voice vote taken. Begeman, Daniel, Gurley, McLean, Streeter, and Stuut voted yes. Monroe voted no. Motion carried.*

14. COMMUNICATIONS  
BS&A Cloud Upgrade

15. COMMENTS FROM VISITORS *None*

16. COMMENTS FROM COUNCIL

Member Begeman spoke about the millage and water/sewer mandatory connection costs to residents.

Member Monroe discussed ideas to increase public attendance at council meetings and informing the public on Village business, finances, and happenings.

*Motion by Stuut, seconded by Begeman to enter closed session for employee contract discussions. All members voted in favor. Motion carried.*

*Entered closed session 6:16 PM.*

*Entered open session 7:23 PM.*

17. ADJOURNMENT @ 7:26 PM

Meeting adjourned without objection.

INVOICE REGISTER FOR VILLAGE OF MATTAWAN  
ALL DATES, UNPOSTED  
OPEN

Invoice Number	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
IX7T-1J4M-VDR9 018618	Amazon Capital Services SMART LOCK KEYPAD DOOR HANDLE/LOCK 101-301-72600	02/18/2026 J.STORMARTIS	03/19/2026	226.31	226.31	Open	N 02/19/2026
IHW-F49Q-NR7L 018619	Amazon Capital Services SMARTLOCK DOOR HANDLE/LOCK 101-301-72600	02/17/2026 J.STORMARTIS	02/01/2026	108.48	108.48	Open	N 02/19/2026
19VC-CH4K-93QF 018620	Amazon Capital Services PACKING TAPE, CARPET CLEANER AND SOAP 101-301-72600	02/11/2026 J.STORMARTIS	03/13/2026	453.97	453.97	Open	N 02/19/2026
007015344-000 M 018621	Blue Cross Blue Shield of Mich Health & Dental Insurance EE 2/1/26-2/28 J.STORMARTIS 101-000-23500	02/05/2026 Health Insurance	02/28/2026	1,100.42	1,100.42	Open	N 02/20/2026
7015344-000 MAR 018622	Blue Cross Blue Shield of Mich Health & Dental Insurance 2/1/26-2/28 J.STORMARTIS 101-301-71900 202-172-71900 203-172-71900 590-551-71900 591-551-71900 101-215-71900 101-751-71900 203-478-71900 591-552-71900 661-891-71900 590-553-71900 202-463-71900 202-478-71900 101-265-71900 591-553-71900 590-552-71900 101-441-71900 203-463-71900	02/05/2026 Health/Dental/Vision Ins Hlth/Dental/Vision Ins Hlth/Dental/Vision Ins Health/Dental/Vision Ins	02/28/2026	14,206.35	14,206.35	Open	N 02/20/2026

INVOICE REGISTER FOR VILLAGE OF MATTAWAN  
 ALL DATES, UNPOSTED  
 OPEN

Invoice Number  
 Inv Ref #  
 Vendor Description  
 GL Distribution

Invoice Date Entered By  
 Due Date  
 Invoice Amount  
 Amount Due  
 Status  
 Posted Post Date

166198  
 018623  
 BS&A Software  
 \*CA BS&A CLOUD ANNUAL SERVICE  
 101-215-97000  
 590-554-97726  
 591-554-97726

4259370181  
 018624  
 CINTAS  
 Mats and pants 2/4/26  
 101-265-81800  
 590-552-76800  
 591-552-76800

2529457  
 018625  
 CLEAN BY DESIGN  
 OFFICE CLEANING 2/16/26  
 101-265-81800

2529456  
 018626  
 CLEAN BY DESIGN  
 OFFICE CLEANING 2/2/26  
 101-265-81800

24816  
 018627  
 Clothes Basket  
 MPD UNIFORM CLEANING 1/1/26-1/31/26  
 101-301-72600

S3-260256190  
 018628  
 Cummins sales & service  
 GENERATOR REPAIR 2/5/26  
 590-552-81900

594724 0001-753  
 018630  
 Interstate Billing Service  
 CARLETON EQUIP CO 1/23/26  
 661-891-72600

649814  
 018629  
 Kennedy Industries, Inc.  
 \*CA 11/10/26 ROOT RD LIFT STATION  
 590-552-78100

INVOICE REGISTER FOR VILLAGE OF MATTAWAN  
ALL DATES, UNPOSTED  
OPEN

Invoice Number Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
94766DAL 10089 018631	Lewis Reed & Allen P.C. ORDINANCE PROSECUTIONS THROUGH 1/31/26 101-301-82600	02/09/2026 J. STORMARTIS	03/09/2026	288.00	288.00	Open	N 02/20/2026
7944700 JAN26 018632	Midwest Energy Communications ELECTRIC-COLE AVE ST LIGHTS 1/1/26-2/1/2 J. STORMARTIS 101-441-92600	02/07/2026 J. STORMARTIS	03/02/2026	87.42	87.42	Open	N 02/20/2026
7103207 018633	MML Workers' Comp Fund Quarterly Workers Compensation 7/1/20XX- J. STORMARTIS 101-172-91100 661-891-91100 203-463-91100 101-301-91100 202-463-91100 590-551-91100 591-552-91100	02/11/2026 J. STORMARTIS	03/15/2026	2,699.00	2,699.00	Open	N 02/20/2026
1243842 018634	MODEL COVERALL SERVICES VILLAGE OFFICE MATS 2/13/26 101-265-81800	02/13/2026 J. STORMARTIS	03/13/2026	37.10	37.10	Open	N 02/20/2026
1028925236 018635	Pitney Bowes RED INK CARTRIDGE 101-215-72600	02/06/2026 J. STORMARTIS	03/08/2026	132.79	132.79	Open	N 02/20/2026
1048030 018636	Rob's Tire & Auto Care LLC TAHOE OIL CHANGE/TIRE SENSORS 101-301-93300	02/05/2026 J. STORMARTIS	02/20/2026	219.90	219.90	Open	N 02/20/2026
329966 018637	Share Corporation PELLET DEICER 101-265-72600	02/09/2026 J. STORMARTIS	03/11/2026	1,405.82	1,405.82	Open	N 02/20/2026

INVOICE REGISTER FOR VILLAGE OF MATTAWAN  
ALL DATES, UNPOSTED  
OPEN

Invoice Number	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date																																																
6134878684	Verizon Wireless DATA CHARGES 1/2/26-2/1/26 591-552-85000	02/01/2026 J.STORMARTIS	02/21/2026	303.64	303.64	Open	N 02/20/2026																																																
018638	Verizon Wireless Cell Phones 12/9/25-1/8/26 590-551-85300 591-551-85300 101-215-85300	02/08/2026 J.STORMARTIS	02/28/2026	366.85	366.85	Open	N 02/20/2026																																																
6135524793	Verizon Wireless Cell Phones 12/9/25-1/8/26 590-551-85300 591-551-85300 101-215-85300	02/08/2026 J.STORMARTIS	02/28/2026	366.85	366.85	Open	N 02/20/2026																																																
018639	Verizon Wireless Cell Phones 12/9/25-1/8/26 590-551-85300 591-551-85300 101-215-85300	02/08/2026 J.STORMARTIS	02/28/2026	366.85	366.85	Open	N 02/20/2026																																																
401475921	Xylem Dewatering Solutions, Inc. SEWER PUMP RENTAL 1/13/26-2/9/26 590-552-78100	02/02/2026 J.STORMARTIS	03/02/2026	3,335.00	3,335.00	Open	N 02/20/2026																																																
018640	Xylem Dewatering Solutions, Inc. SEWER PUMP RENTAL 1/13/26-2/9/26 590-552-78100	02/02/2026 J.STORMARTIS	03/02/2026	3,335.00	3,335.00	Open	N 02/20/2026																																																
<p>--- TOTALS BY FUNDS ---</p> <table border="0"> <tr> <td># of Invoices:</td> <td>23</td> <td># Due:</td> <td>23</td> <td>Totals:</td> <td>56,886.28</td> <td>56,886.28</td> <td></td> </tr> <tr> <td># of Credit Memos:</td> <td>0</td> <td># Due:</td> <td>0</td> <td>Totals:</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>Net of Invoices and Credit Memos:</td> <td></td> <td></td> <td></td> <td></td> <td>56,886.28</td> <td>56,886.28</td> <td></td> </tr> </table>								# of Invoices:	23	# Due:	23	Totals:	56,886.28	56,886.28		# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00		Net of Invoices and Credit Memos:					56,886.28	56,886.28																									
# of Invoices:	23	# Due:	23	Totals:	56,886.28	56,886.28																																																	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00																																																	
Net of Invoices and Credit Memos:					56,886.28	56,886.28																																																	
<p>--- TOTALS BY DEPT/ACTIVITY ---</p> <table border="0"> <tr> <td>000 OPERATING REVENUE</td> <td>1,100.42</td> <td>1,100.42</td> <td></td> </tr> <tr> <td>172 ADMINISTRATION</td> <td>958.90</td> <td>958.90</td> <td></td> </tr> <tr> <td>215 CLERK - GENERAL OFFICE</td> <td>8,402.19</td> <td>8,402.19</td> <td></td> </tr> <tr> <td>265 BUILDING &amp; GROUNDS</td> <td>2,172.39</td> <td>2,172.39</td> <td></td> </tr> <tr> <td>301 POLICE DEPARTMENT</td> <td>6,665.41</td> <td>6,665.41</td> <td></td> </tr> <tr> <td>441 PUBLIC WORKS</td> <td>434.05</td> <td>434.05</td> <td></td> </tr> <tr> <td>463 MAINTENANCE</td> <td>1,349.57</td> <td>1,349.57</td> <td></td> </tr> <tr> <td>478 WINTER MAINTENANCE</td> <td>336.69</td> <td>336.69</td> <td></td> </tr> <tr> <td>551 ADMINISTRATION</td> <td>2,299.60</td> <td>2,299.60</td> <td></td> </tr> <tr> <td>552 DISTRIBUTION</td> <td>26,399.57</td> <td>26,399.57</td> <td></td> </tr> <tr> <td>553 INSTALLATIONS</td> <td>38.36</td> <td>38.36</td> <td></td> </tr> <tr> <td>554 CAPITAL IMPROVEMENTS</td> <td>5,505.60</td> <td>5,505.60</td> <td></td> </tr> </table>								000 OPERATING REVENUE	1,100.42	1,100.42		172 ADMINISTRATION	958.90	958.90		215 CLERK - GENERAL OFFICE	8,402.19	8,402.19		265 BUILDING & GROUNDS	2,172.39	2,172.39		301 POLICE DEPARTMENT	6,665.41	6,665.41		441 PUBLIC WORKS	434.05	434.05		463 MAINTENANCE	1,349.57	1,349.57		478 WINTER MAINTENANCE	336.69	336.69		551 ADMINISTRATION	2,299.60	2,299.60		552 DISTRIBUTION	26,399.57	26,399.57		553 INSTALLATIONS	38.36	38.36		554 CAPITAL IMPROVEMENTS	5,505.60	5,505.60	
000 OPERATING REVENUE	1,100.42	1,100.42																																																					
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265 BUILDING & GROUNDS	2,172.39	2,172.39																																																					
301 POLICE DEPARTMENT	6,665.41	6,665.41																																																					
441 PUBLIC WORKS	434.05	434.05																																																					
463 MAINTENANCE	1,349.57	1,349.57																																																					
478 WINTER MAINTENANCE	336.69	336.69																																																					
551 ADMINISTRATION	2,299.60	2,299.60																																																					
552 DISTRIBUTION	26,399.57	26,399.57																																																					
553 INSTALLATIONS	38.36	38.36																																																					
554 CAPITAL IMPROVEMENTS	5,505.60	5,505.60																																																					

INVOICE REGISTER FOR VILLAGE OF MATTAWAN  
ALL DATES, UNPOSTED  
OPEN

Invoice Number	Vendor Description	GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
	751 PARKS & RECREATION				413.40	413.40		
	891 ADMINISTRATION				810.13	810.13		

**VILLAGE OF MATTAWAN**  
**24221 Front Ave.**  
**Mattawan, MI 49071**  
**DDA MEETING**

**FEBRUARY 17, 2026**

**MINUTES**

1. CALL TO ORDER *8:30 AM*
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE: *Brininger, Brooks, Chipouras, Coy, Crooks, Kalinka, Lauglin, Moyle, Penning, Stuut*  
ABSENT : *Reed*  
OTHERS IN ATTENDANCE: *Manager McGrew, Clerk Storm-Artis, Chief Mansfield*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA  
*Motion by Brooks, seconded by Coy to approve the agenda as presented. All members voted in favor. Motion carried.*
8. APPROVAL OF THE MINUTES OF **DECEMBER 16, 2025**  
*Motion by Moyle, seconded by Brininger to approve the minutes of December 16, 2025. All members voted in favor. Motion carried.*
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS *None*
10. OLD BUSINESS
  - A. SCULPTURE UPDATE – *Manager McGrew gave update on issues with statue and plan for fixes*  
Discussion took place. No action taken.
  - B. HOLIDAY LIGHTING CONTRACTS – *Clerk Storm-Artis updated that there is one more year for the contracts with Twinkle and Hometown Display*  
Discussion took place. No action taken.
11. NEW BUSINESS

- A. LANDSCAPING BIDS OPEN UNTIL MARCH 16, 2026 – *Manager McGrew stated we had only received one interested contact at this time but would present all bids at next regular DDA meeting on March 17, 2026 at 8:30 AM*  
Discussion took place. No action taken.
- B. DDA CD REDEMPTION JANUARY 30, 2026 – *Clerk Storm-Artis*  
Total interest of \$9,258.89 earned  
Discussion took place. No action taken.
- C. DDA REQUEST TO CONTROL 2026 MEMORIAL DAY, MATTAWAN DAYS, AND WINTER HOLIDAY EVENTS – *Clerk Storm-Artis*  
***Motion by Brooks, seconded by Moyle to send request to council to allow DDA to control 2026 Memorial Day, Concert in the Park, Mattawan Days, and Winter Holiday Events. All members voted in favor. Motion carried.***
- D. 2026-2027 FISCAL YEAR DDA BUDGET – *Clerk Storm-Artis presented a proposed budget. Discussion took place.*  
***Motion by Brooks, seconded by Chipouras to approve an amount not to exceed \$5,000.00 for the Parks Master Plan Update.***  
Discussion took place.  
***Brooks rescinded his motion.***  
Discussion took place.  
***Motion by Brooks, seconded by Coy to approve an amount not to exceed \$10,000.00 for the Parks Master Plan Update. Roll call vote taken. Brininger, Brooks, Chipouras, Coy, Crooks, Kalinka, Laughlin, Moyle, Penning, and Stuut voted yes. Motion carried 10-0.***  
  
***Motion by Chipouras, seconded by Brooks to send the amended budget to the Village Council for review and approval with the full Village Budget. Roll call vote taken. Brininger, Brooks, Chipouras, Coy, Crooks, Kalinka, Laughlin, Moyle, Penning, and Stuut voted yes. Motion carried 10-0.***
- E. SMALL URBAN PROJECT UPDATE – *Manager McGrew gave update on the upcoming project*  
Discussion took place. No action taken.
- F. SWT INVOICE FOR RELEASE OF RETAINAGE IN THE AMOUNT OF \$20,445.84  
Discussion took place. No action taken.
- G. CONCERT IN THE PARK  
***Motion by Chipouras, seconded by Crooks to set the Concert in the Park date on July 23, 2026 from 6:00 PM or 8:00 PM and the DDA to pay \$1,000.00 for the band. All members voted in favor. Motion carried.***

12. COMMUNICATIONS

Revenue and Expense Report  
Village Council Discussion on Nativity  
BS&A Conversion to Cloud

13. COMMENTS FROM VISITORS *None*

14. COMMENTS FROM MEMBERS *None*

15. ADJOURN @ 9:37 AM  
*Meeting adjourned without objection.*

DRAFT

**VILLAGE OF MATTAWAN**

24221 Front Ave.  
Mattawan, MI 49071

**PLANNING COMMISSION**

**FEBRUARY 18, 2026**

**MINUTES**

1. CALL TO ORDER @ 7:00 PM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Chipouras, Daniel, Fournier, Lamb, Streeter*  
OTHERS IN ATTENDANCE *Manager McGrew, Clerk Storm-Artis*
4. WELCOME TO THE PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. OPEN PUBLIC HEARING TO RECEIVE COMMENT ON A SPECIAL LAND USE REQUEST APPLICATION SUBMITTED BY PENNZAU LLC FOR PROPERTY LOCATED AT 52650 N MAIN TO ALLOW THE HOSTING OF SMALL WEDDINGS AND PRIVATE EVENTS WITHIN THE EXISTING GREENHOUSE AND OUTDOOR GARDEN SPACES  
*Motion by Lamb, seconded by Daniel to open the public hearing to receive comment on the special land use request by Pennzau LLC. All members voted in favor. Motion carried.*
7. PUBLIC COMMENT  
Jenny Penning spoke about the request from Dragonfly Gardens to use the space for small intimate weddings and private events. There will be no new construction or permanent structures, and all use will be within the existing structures of the greenhouse, outdoor garden spaces, wooded areas, and display gardens. The property will continue to primarily operate at a garden center in the same capacity as it has for the last 15 years. The events will be occasional and limited, aligned with the character of the property. The use would be committed to respectful and responsible with parking and noise.  
Bathroom use would be access to Vintage Inspired through rear access door.  
Parking would be in the regular lot working with the brides as there will be no overflow parking available. The available 53 standard and 3 accessible parking spots are consistent with the event banquet space requirement of 1 space for every 3 guests.  
Event capacity has a maximum of 99 individuals due to occupancy load extra requirements for fire suppression and extinguishers. Additionally, occupancy limits will need to be established for each of the areas based on chair layout, ingresses and egresses. This will be evaluated and set prior to the event by the building official.  
Food trucks would need to comply with all ordinances and permit application requirements. Alcohol would be allowed, with Village approval, if purchased and provided completely by the event to a mobile bartender, with no sales taking place on site, the serving company

would need to hold and maintain their own liability and licensing. All alcohol consumption must remain on the property.

***Motion to vote on the approval was made out of procedure.***

8. CLOSE PUBLIC HEARING

***Motion by Fournier, seconded by Streeter to close the public hearing. All members voted in favor. Motion carried.***

9. ADDITIONS TO THE AGENDA ***NONE***

10. APPROVAL OF THE AGENDA

***Motion by Lamb, seconded by Fournier to approve the agenda as presented. All members voted in favor. Motion carried.***

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

12. APPROVAL OF THE MINUTES OF NOVEMBER 19, 2025

***Motion by Lamb, seconded by Streeter to approve the minutes of November 19, 2025. All members voted in favor. Motion carried.***

13. COUNCIL LIAISON REPORT - *Liaison Streeter updated the council on the Village scrapbook going digital, rad line paving on front, DPW media storage container purchase, Silvergrass sidewalks, Upcoming Police Special Assessment Public Hearing, Police department cloud server, Police cruiser decommissioning and new vehicle purchase, new DDA member, support for Van Buren County bridge project on CR 657, DPW media tank painting, and sewer relief granted for multiple residents that had water leaks.*

14. OLD BUSINESS

A. DISCUSSION ON MASTER PLAN – *Manager McGrew*

*Manager McGrew presented some information regarding McKenna Group assistance with possible grants and combining the master plan update and parks and rec master plan. No action taken.*

15. NEW BUSINESS

A. RENEWAL OF SITE PLAN SUBMITTED BY OAK TOWN CENTRE LLC FOR PROPERTY LOCATED AT 55040 N MAIN STREET – *Initial site plan approval March 20, 2024. ZBA density approval April 22, 2024. Previous 1-year extension approval February 19, 2025.*

***Motion by Fournier, seconded by Lamb to renew the site plan by Oak Town Centre LLC. Roll call vote taken. Chipouras, Daniel, Fournier, Lamb and Streeter voted yes. Motion carried 5-0.***

B. DISCUSSION AND DECISION ON SPECIAL LAND USE REQUEST BY PENNZAU LLC

***Motion by Chipouras, seconded by Streeter to approve the special land use request by Pennzau LLC. All members voted in favor. Motion carried.***

C. 2026-2027 FISCAL YEAR BUDGET

Discussion took place. Addition of \$2,500.00 to the education budget.

***Motion by Fournier, seconded by Daniel to approve the proposed budget with education amended to include \$2,500 expense and send it to council as a part of the full budget approval. All members voted in favor. Motion carried.***

16. COMMUNICATIONS

BS&A Cloud update

DDA approve expense for Parks and Rec Master Plan

17. COMMENTS FROM VISITORS *None*

18. COMMENTS FROM MEMBERS

*Clerk Storm-Artis spoke about the possible Headlee Override council is considering sending to the November 2026 election*

19. ADJOURN @ 7:32 PM

***Meeting adjourned without objection.***

DRAFT

**VILLAGE OF MATTAWAN  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO PLACE A HEADLEE OVERRIDE MILLAGE PROPOSAL ON THE  
NOVEMBER GENERAL ELECTION BALLOT TO RESTORE THE VILLAGE'S FULL  
CHARTER-AUTHORIZED OPERATING MILLAGE RATE OF 5.0000 MILLS**

**WHEREAS**, the Village of Mattawan is a home-rule charter village under the laws of the State of Michigan; and

**WHEREAS**, Article IX Section 9.1 of the Village Charter authorizes the Village Council to levy an annual general ad valorem tax of up to five (5.0000) mills on taxable real and personal property within the Village for general municipal operating purposes; and

**WHEREAS**, due to application of the Headlee Amendment (Article IX, Section 31 of the Michigan Constitution) and the millage reduction fraction under MCL 211.34d, the Village's maximum allowable millage rate without voter approval has been reduced below the full 5.0000 mills originally authorized by the Charter; and

**WHEREAS**, the Village Council desires to restore the ability to levy up to the full 5.0000 mills authorized by the Charter to support essential general municipal services without exceeding the original voter-approved charter limit; and

**WHEREAS**, a voter-approved Headlee override is required under law to authorize levy of the additional millage necessary to reach the full charter rate; and

**WHEREAS**, the Village Council finds it necessary and in the best interests of the Village and its residents to submit this proposal to the electors at the November general election;

**NOW, THEREFORE, BE IT RESOLVED** by the Village Council of the Village of Mattawan, Van Buren County, Michigan, as follows:

1. The following ballot proposal shall be submitted to the qualified electors of the Village of Mattawan at the **November 3, 2026** General Election:

**HEADLEE OVERRIDE / CHARTER MILLAGE RESTORATION PROPOSAL**

**This proposal will restore the Village's ability to levy up to the full 5.0000 mills authorized by its Charter, which has been reduced by required Headlee rollbacks.**

Shall the limitation on the amount of taxes which may be imposed on taxable property in the Village of Mattawan, Van Buren County, Michigan, be increased by **[0.7354]** mills (\$**[0.7354]** per \$1,000 of taxable value) for a period of **10** years, **2027** to **2036**, inclusive, as new additional millage in excess of the limitation imposed by operation of the Headlee Amendment to the Michigan Constitution and Michigan Compiled Laws section 211.34d, to provide funds for general municipal operating purposes?

**The intent of this proposal is to restore the Village's maximum authorized millage rate to the full 5.0000 mills originally provided for in the Village Charter.**

It is estimated that [0.7354] mills would raise approximately \$120,000 when first levied in 2027.

2. The Village Clerk is directed to certify this resolution and the ballot language to the Van Buren County Clerk as required by law and to perform all other necessary actions to place the proposal on the ballot.
3. All resolutions or parts of resolutions in conflict are rescinded.

**Resolution Declared Duly Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.**

**YEAS:**

**NAYS:**

**ABSENT:**

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**Jessalyn Stuu, President**

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**Jolie Storm-Artis, Clerk**

**CERTIFICATION**

**I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Mattawan Council at a meeting on**

---

**Jolie Storm-Artis, Clerk**

## **Section 3.02(A) – Village Manager and Department Heads 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, in accordance with Section 3.02 (Hours of Work) and the Village Manager's employment contract.
- 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 for short-term absences.
- 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 ≤2 Consecutive Calendar Days)**

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

### **E. Extended Absences (≥3 and ≤10 Consecutive Calendar Days)**

- **Notice Required:** Written notice (email is acceptable) must be provided to the Village President, Council members, and Village Clerk at least five business days in advance.
- **Details to Include:** Dates of absence, 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 must be submitted 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  $\geq 1$  **business day**, the Manager must notify all department heads, identifying the acting contact and highlighting any 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 the acting authority.

#### **I. Accessibility**

- Unless on approved leave, the Manager shall maintain reasonable availability via phone/email 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.

# Police Special Assessment – Standalone Council Decision Brief

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Maintain Operations Model (\$969,310)

## **1. Why You Are Receiving This Brief**

This brief is designed to stand on its own and provide the factual context needed for a Council decision on the Police Special Assessment (SA). It explains the current funding structure, the maintain-operations cost baseline, the projected trajectory, and the tradeoffs between SA funding and General Fund (GF) reliance. It does not ask Council to select any particular millage rate.

## **2. Clarification After the Prior Discussion (Reset of the \$1.2M Figure)**

At the prior discussion, a figure of \$1,213,586 was referenced. That number represented a fully built-out, "ideal-state" model that included added capacity beyond simply maintaining today's operations. It was not intended to be interpreted as the minimum funding required to keep current service levels.

For decision purposes, the relevant baseline for maintaining current operations (no expansion) is \$969,310. This brief focuses on the \$969,310 Maintain Operations model so Council can evaluate funding structure choices without the distortion that occurs when an ideal-state model is treated as the baseline.

## **3. What "Maintain Operations" Means (and What It Does Not Mean)**

Maintain Operations (\$969,310) is intended to sustain current service levels and departmental functioning. It assumes current staffing and the operational requirements that come with normal staffing (training, uniforms, fuel, equipment, and routine operating needs). It does not add a new officer or expand services beyond the current model.

## **4. Current Funding Structure – SA vs GF**

Under the current SA rate of 5.0 mills, planning revenue is approximately \$725,000. The Maintain Operations cost baseline is \$969,310. The difference is approximately \$244,310, which is the amount that must be supported by the General Fund under the maintain model.

The Village's recurring General Fund revenue is approximately \$650,000 for the current fiscal year and is fully allocated. At 5.0 mills, the maintain-model police GF exposure (~\$244,310) represents roughly 38% of recurring GF revenue.

Baseline snapshot:

Item	Amount
Maintain Operations baseline	\$969,310
SA revenue at 5.0 mills (planning)	~\$725,000
Maintain-model GF exposure at 5.0 mills	~\$244,310
GF recurring revenue (current FY)	~\$650,000

### 5. Three-Year Outlook (Why This Is a Structural Decision)

A key point for an informed decision is that this is not a one-year problem. If costs increase over time, GF exposure grows unless SA revenue is adjusted. The table below shows the Maintain Operations baseline rolled forward using a 3% annual growth assumption for planning.

Fiscal Year	Projected Maintain Ops Cost
FY1 (Maintain Ops Base)	\$969,310
FY2 (3% growth)	\$998,389
FY3 (3% growth)	\$1,028,341

Benefit costs are a major uncertainty. For planning, a conservative 19% benefit increase was modeled to avoid understating cost pressure while awaiting final provider rates. Wage growth was modeled at 3.1% for planning purposes. Actual outcomes may vary.

### 6. SA Millage Scenarios (Funding Structure Tradeoffs)

The following scenarios illustrate how SA rate changes shift the funding responsibility between SA and GF for the Maintain Operations baseline. These figures use a conservative planning yield of approximately \$145,000 per mill.

SA Rate (mills)	Estimated SA Revenue	Remaining GF Exposure
5.0	~\$725,000	~\$244,310
5.5	~\$797,500	~\$171,810

6.0	~\$870,000	~\$99,310
6.5	~\$942,500	~\$26,810
6.7	~\$971,500	~\$-2,190

## **7. Village-Wide Implications (Beyond Police Operations)**

Because GF revenue supports multiple Village functions, the police GF exposure affects more than police. Sustained GF support at the maintain-model level reduces the Village's flexibility to fund other priorities such as facilities, parks, equipment replacement, and other municipal obligations. This is why the decision is fundamentally about funding structure and Village-wide capacity, not merely a departmental budget line.

Separately, stable funding supports non-emergency police work that is still central to community outcomes: community outreach, school and business partnerships, problem-solving efforts, and proactive engagement. When funding is unstable, these efforts are often the first to be constrained because core response obligations remain non-negotiable.

## **8. What This Brief Does and Does Not Claim**

This brief provides a maintain-operations baseline, conservative SA revenue estimates, and a three-year trajectory using planning assumptions. It does not claim these figures are exact. They are projections based on known inputs and conservative assumptions, and they may change with benefit rates, wage outcomes, and operating conditions.

## **9. Decision Statement**

Council's decision is how to allocate funding responsibility for maintaining current police operations between the Special Assessment and the General Fund, given the Village's recurring General Fund revenue constraints and the projected growth in costs over time.



# *Mattawan Police Department*

24221 Front Avenue Mattawan, Michigan 49071  
Phone: (269) 668-3661 Fax: (269) 668-7057  
Email: [police@mattawanmi.com](mailto:police@mattawanmi.com)

Jeremy S. Mansfield, Chief of Police

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## **Police Department Operational Overview and Comparative Context**

Date: February 12, 2026

From: Chief of Police

To: Village Council and Administration

### **I. Purpose**

This memorandum is provided to ensure Council has accurate comparative and operational information as it considers police service levels and funding structure. The intent is clarification to support informed decision-making.

### **II. Cassopolis Operational Model – Verified Information**

- Does not provide 24/7/365 staffed coverage.
- Does not backfill officer call-offs.
- Previously attempted full coverage through overtime but discontinued due to burnout and fiscal limitations.
- Chief works a salaried schedule: Monday–Friday, 0600–1400.
- Chief covers patrol only for day-shift call-offs and does not exceed 40 hours per week.
- Approximately 300 complaints annually.
- Village size: approximately 1 square mile.
- Population: approximately 1,800.
- Budget slightly over \$500,000, funded entirely through the General Fund.

This reflects a reduced-coverage service structure and differs materially from a continuously staffed 24/7 operational model.

### **III. Mattawan Operational Context**

- Since January 1, 2026, the department has handled approximately 150 complaints for service.
- Largest school district in the county, four times larger than Cassopolis.
- Major employers: Charles River Laboratories and Western Diversified Plastics.
- Ongoing service expectations include school presence, community outreach programs, board participation, and proactive enforcement initiatives.

Service demand, geography, and community expectations differ significantly between the two municipalities.

Serving with a commitment to our community.

# VILLAGE OF MATTAWAN RESOLUTION

## RESOLUTION ESTABLISHING APPROPRIATION IN THE FORM OF A SPECIAL ASSESSMENT FOR THE PURPOSE OF PROVIDING FUNDS FOR POLICE PROTECTION, AS AUTHORIZED BY PUBLIC ACT 33 OF 1951

**WHEREAS**, the Village of Mattawan has been established and operates pursuant to the laws of the State of Michigan, including the Michigan Home Rule Act and;

**WHEREAS**, the Village has established a Special Assessment District for the purpose of levying on real property an assessment for the purpose of providing police protection and;

**WHEREAS**, the Village Council of Mattawan has presented for consideration a Special Assessment rate of six (6) mills; and

**WHEREAS**, the Village Council of Mattawan has published in a paper of general circulation a notice of public hearing on the question of whether a Special Assessment should be imposed; and

**WHEREAS**, The Village Council has conducted a Public Hearing on the question of whether a Special Assessment should be imposed and;

**NOW, THEREFORE, BE IT RESOLVED** by the Village Council of the Village of Mattawan that a Special Assessment District has been established by the Village of Mattawan pursuant to the authority of Public Act 33 of 1951, for a period of one year. This one-year period shall start on July 1, 2026 and end on June 30, 2027.

YEAS:

NAYS:

ABSENT:

---

President: Jessalyn Stuu

---

Clerk: Jolie Storm-Artis

Date: February 23, 2026

Dear Village Council,

I am writing regarding a broken pipe at our property located at 52484 Northpoint Drive, Mattawan, MI.

On February 17, 2026, Eve contacted me, as I reside out of state and the house is vacant, to inform me that a major leak had begun on February 15, 2026. She explained that she had dispatched the DPW crew to investigate the situation. I was advised that they determined a pipe next to the water heater had broken, causing significant flooding inside the home, and shut the water off at that time.

Eve further stated that approximately 25,000 gallons of water had leaked into the home and that none of the water entered the sewer system, as it did not go down any drains.

Based on this information, I respectfully request consideration for the Sewer Relief Fund for the property located at 52484 North Point Drive for the next billing cycle.

Thank you for your time and consideration. Please let me know if any additional documentation or information is needed.

Sincerely,

Dawn  
Steinagel

*Eve Holroyd*  
Administrative Assistant

Village of Mattawan  
24221 Front St.  
269-668-2128

---

**From:** offices <[offices@mattawanmi.com](mailto:offices@mattawanmi.com)>  
**Sent:** Wednesday, February 18, 2026 8:26 AM  
**To:** Eve Holroyd <[eholroyd@mattawanmi.com](mailto:eholroyd@mattawanmi.com)>  
**Subject:** FW: 52484 NORTH POINT DRIVE

---

**From:** Dawn Steinagel <[offices@mattawanmi.com](mailto:offices@mattawanmi.com)>  
**Sent:** Tuesday, February 17, 2026 2:02 PM  
**To:** offices <[offices@mattawanmi.com](mailto:offices@mattawanmi.com)>  
**Subject:** 52484 NORTH POINT DRIVE

**CAUTION: This email originated from outside the Village of Mattawan. Maintain caution when opening external links/attachments**

## Jolie Storm

---

**From:** Eve Holroyd  
**Sent:** Wednesday, February 18, 2026 10:20 AM  
**To:** Jolie Storm  
**Cc:** Rich McGrew  
**Subject:** FW: Letter for Council 52484 NORTH POINT DRIVE

Total amount leaked 2/15/26 to 2/17/26 = 25, 409 Gallons

**Sewer rate x \$10 /1000 gals = \$254.09**

Water rate \$6.23/1000 gals = \$158.29

This home is vacant. No prior usage.

*Eve*

---

**From:** Dawn Steinagel <  
**Sent:** Wednesday, February 18, 2026 9:40 AM  
**To:** Eve Holroyd <eholroyd@mattawanmi.com>  
**Subject:** RE: Letter for Council 52484 NORTH POINT DRIVE

**CAUTION: This email originated from outside the Village of Mattawan. Maintain caution when opening external links/attachments**

Looks good to me!! Thank you!!

*Dawn Steinagel*  
*TMBC/Cabelas*  
*Business Administrator*

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**From:** Eve Holroyd <eholroyd@mattawanmi.com>  
**Sent:** Wednesday, February 18, 2026 8:31 AM  
**To:** Dawn Steinagel <  
**Subject:** Letter for Council 52484 NORTH POINT DRIVE

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Dawn,

The following is a letter I will send to council for your request. Please let me know if you want any changes made. The next council meeting is Monday 2/23/26 @ 7:00PM, and I should have their decision Tuesday 2/24/26.

PLEASE APPLY FOR THE SEWER RELIEF FOR THE ABOVE ADDRESS SINCE THE WATER LEAK DID NOT GO INTO THE SEWER.

FROM THE DATES OF 2/15/26 TO 2/17/26.

THANK YOU

PERSONAL PHONE

*Dawn Steinagel*  
*TMBC/Cabelas*  
*Business Administrator*

**Civica Engineering PLLC**

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

**INVOICE**

INVOICE #1001-26  
DATE: FEBRUARY 19, 2026

**TO:**

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

**FOR:**

USDA Rural Development Watermain Project

**DESCRIPTION:**

Construction Administration and Project Representative work of watermain, project restoration, community outreach, contractor final

<u>Contract Amount</u>	<u>Completed to Date</u>	<u>Percent Billed</u>	<u>Previously Billed</u>	<u>Amount Due</u>
Construction Administration \$52,500.00	\$52,500.00	100%	\$49,875.00	\$2,625.00
Post-Construction Phase \$17,500.00	\$2,500.00	14%	\$0.00	\$2,500.00
Additional Services \$100,000.00	\$51,104.73	38.5%	\$51,104.73	\$0.00
Reimbursable Expenses				
			Printing / Mailing	\$0.00
			Field Mileage (0@IRS rate \$0.70/mile)	\$0.00

**TOTAL DUE \$5,125.00**

**Civica Engineering PLLC**

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

**INVOICE**

INVOICE #1001-1  
DATE: JANUARY 21, 2026 (REVISED)

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

**FOR:**  
General Consulting Services

**DESCRIPTION:**

Concord Farms Phase 4 Construction

Field Technician-  
11/18, 11/19, 11/20, 11/21, 11/24, 11/25-1/2 day - Sanitary Sewer Construction Observation  
12/5, 12/8, 12/9 – Watermain Construction Observation

Senior Project Manager – **No Charge** for Shop Drawing Review, Plan Review, Preconstruction Meeting, field visits during construction to review field procedures for sanitary and watermain phase.

68 hours Field Technician @ \$110.00

Reimbursable Expenses

	Printing / Mailing	\$0.00
	Field Staff Mileage (540@IRS rate \$0.70/mile)	\$378.00

**TOTAL INVOICE**

**\$7,858.00**

# MML Example Ordinance

**ORDINANCE NO. 2023-04-17**

**AN ORDINANCE OF THE CITY OF [CITY NAME]**

**ADOPTING AN ORDINANCE TO EXEMPT CERTAIN HOUSING PROJECTS FROM PROPERTY TAXES**

**The City Council of the City of [City Name] do ordain as follows:**

**Section 1. Short Title.**

This ordinance may be cited as the "Workforce Housing Tax Exemption Ordinance."

**Section 2. Findings and Declaration of Policy.**

The City Council finds and declares that:

- (a) The City is committed to providing affordable housing for its residents.
- (b) "Workforce housing" means rental units or other housing options that are reasonably affordable to, and occupied by, a household whose total household income is not greater than 120% of the area median income and published by the United States Department of Housing and Urban Development.
- (c) The development and rehabilitation of workforce housing is a public purpose that is consistent with the City's goals and objectives.
- (d) The exemption of workforce housing from property taxes will encourage the development and rehabilitation of such housing, thereby increasing the supply of workforce housing in the City.

**Section 3. Definitions.**

For the purposes of this ordinance, the following terms shall have the following meanings:

- (a) "Eligible project" means a housing project that is being developed or rehabilitated for workforce housing and that is located in the City.
- (b) "Median income" means the median income for the area, as determined by the United States Department of Housing and Urban Development.

(c) "Property taxes" means all ad valorem property taxes imposed by the State or by any political subdivision, public body, or taxing district of the State.

**Section 4. Exemption from Property Taxes.**

Eligible projects shall/may be exempt from property taxes if the conditions of Section 5 are met.

**Section 5. Annual Service Charge.**

The owner of an eligible project shall pay an annual service charge to the City in lieu of property taxes. The amount of the service charge shall be equal to the amount of property taxes that would have been due on the project if it had not been exempt from property taxes. Housing developments for persons of workforce and the property on which they shall be constructed shall be exempt from all property taxes commencing on the 31st day of December in the year in which the notice required under the Act and is filed with the local assessor. The Village, acknowledging that the sponsor and the Authority have established the economic feasibility of the housing development, in reliance upon the enactment and continuing effect of this ordinance and the qualification of the housing development for exemption from all property taxes and a payment in lieu of taxes will accept payment of an annual service charge for public services in lieu of all property taxes.

**Section 6. Limitation on service charge.**

Notwithstanding Section \_\_\_\_\_, the service charge to be paid each year in lieu of taxes for that part of the housing development which is exempt and which is occupied by other than persons in the workforce shall be equal to the full amount of the taxes which would be paid on that portion of the housing development if the housing development were not tax exempt. If, at the inception of the exemption provided by this section, the property does not generate any annual shelter rents during one or more calendar years or other agreed-upon annual period as approved by the City Commission, the service charge payment shall equal the amount of regular ad valorem taxes that would have been paid for the property until the property begins to generate annual shelter rents or contract rents.

**Section 7. Payment of annual service charge.**

The annual service charge in lieu of taxes as determined under this ordinance shall be payable in the same manner as general property taxes are payable to the City. The service charge payable for each operating year shall be delinquent if not paid by the date after which property taxes would first incur interest and penalty in the following year.

**Section 8. Severability.**

The various sections and provisions of this chapter shall be deemed to be severable, and should any section or provision of this chapter be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of this ordinance as a whole or any section or provision of this ordinance other than the section or provision so declared to be unconstitutional or invalid.

#### **Section 9. Duration.**

Unless terminated as herein provided the tax exempt status of a housing development approved for such status by Resolution of the City Commission shall remain in effect for a period of not more than fifteen (15) years, and shall not terminate so long as the mortgage loan for such housing development remains outstanding and unpaid, or for such period as the Authority or other governmental entity has any interest in the property. However, the construction of such housing development must commence within 18 months from the effective date of the Resolution of the City Commission approving the Housing Development for tax exempt status, as provided in this ordinance or the Resolution shall be void and of no effect.

#### **Section 10. Termination.**

In the event that the housing development sponsor fails to timely pay the annual service charge in lieu of taxes, the City Commission, by resolution may, in addition to any other means available under law, elect to: 1) employ collection procedures that are in accordance with the provisions of the General Property Tax Act (1893 Public Act 206, as amended, MCL 211.1 et seq.); or 2) direct the City Attorney to commence an action in a court of competent jurisdiction to collect any outstanding past-due service charge payments and/or seek an order terminating the contract and revoking the tax-exempt status of the project due to the breach of the acknowledged contract between the City and sponsor created pursuant to the provisions of this section. If the tax-exempt status of the housing development is revoked, the housing development shall then be placed on the tax rolls on the next December 31 following the revocation of the tax-exempt status of the development. If a housing development is added to the tax rolls and any service charge payment remains unpaid at the time the housing development is added to the tax rolls, the City officials in charge of the collection thereof shall certify to the tax assessing officer of the City the fact of such delinquency, where upon such charge, together with any accumulated interest and penalty fees, shall be entered upon the tax rolls as a charge against such premises and shall be collected and the lien thereof, enforced in the same manner as general City taxes against such premises.

**Section 11. Effective Date.**

This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

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**Passed and adopted by the City Council of the City of [City Name] this [DATE].**

**Attest:**

**[City Clerk]**

**City Clerk**

VILLAGE OF MATTAWAN  
WORKFORCE HOUSING TAX EXEMPT ORDINANCE  
ORDINANCE XXX

AN ORDINANCE PROVIDING FOR WORKFORCE HOUSING TAX EXEMPTION AND ANNUAL SERVICE CHARGE.

THE VILLAGE OF MATTAWAN, VAN BUREN COUNTY, MICHIGAN ORDAINS:

**Section 1. Short Title.**

This ordinance may be cited as the "Workforce Housing Tax Exemption Ordinance."

**Section 2. Findings and Declaration of Policy.**

The Village Council finds and declares that:

- (a) The Village is committed to providing affordable housing for its residents.
- (b) "Workforce housing," for purposes of this Ordinance, means rental units or other housing options that are reasonably affordable to, and occupied by, a household whose total household income is not greater than 120% of the area median income (AMI) as published by the United States Department of Housing and Urban Development from time to time.
- (c) The development and rehabilitation of workforce housing is a public purpose that is consistent with the Village's goals and objectives.
- (d) The exemption of workforce housing from property taxes will encourage the development and rehabilitation of such housing, thereby increasing the supply of middle income and workforce housing in the Village.

**Section 3. Definitions.**

For the purposes of this ordinance, the following terms shall have the following meanings:

- (a) "Eligible project" means a housing project that is being newly developed as a workforce housing project or existing housing projects providing housing for the 80% to 120% AMI with more than 50% of the project units to be used for workforce housing and that is located in the Village. Projects will only be eligible projects if such projects are approved subject to the application process provided for herein.
- (b) "Median income" means the median income for the area, as determined by the United States Department of Housing and Urban Development from time to time.
- (c) "Property taxes" means all ad valorem property taxes imposed by the State or by any political subdivision, public body, or taxing district of the State.

**Section 4. Application, Review and Approval Process for housing projects which will be newly constructed and used for workforce housing.**

- (a) An applicant seeking to be treated as an eligible project under this Ordinance must own the property that is the subject of the application. The property that is the subject of the application must also be zoned for the intended use at the time of the application.
- (b) The applicant is encouraged to meet with the Village Manager, Clerk and any other person as may be designated by the Village Manager and present the proposed workforce housing project. The presentation should include such information as applicant believed relevant to consideration of the project but is recommended to include a description of the applicant's organizational structure, describe the applicant's development experience, describe the scope of the workforce housing project, including location, number of units and types of units, and typical floor plans and exterior elevations, schedule with projected milestones, and estimated shelter rents.
- (c) The applicant shall submit its Site Plan application to the Village Planning Commission for approval using the form provided by Village Clerk and include the information identified in subsection (b) above along with the application fee. In conjunction with that application, the authorized agent of the applicant must provide an affidavit to the Village in the form required by the Village certifying that the project will allocate in excess of 50% of its available units for workforce housing, as defined herein.
- (d) Approval of a project for workforce housing to be constructed requires passage of a resolution of approval by a majority vote of the Village Council which includes the findings with respect to the standards of subsection (C) above
- (e) If the application is approved, the Village Clerk will deliver to the applicant a certified copy of the resolution approving the application
- (f) All new Workforce Housing Projects shall be stabilized with Occupancy Rates in excess of 90% for a period of not less than 3 years as determined by third party independent audit prior to the Village authorizing and approving additional projects within the Village.
- (g) Financing of projects, if any, must be a limited to Federal Workforce Housing/Middle Income loan program intended to promote development of workforce Housing / Middle income projects so as to ensure compliance with the objectives of this program.

**Section 5.** Application, Review and Approval Process for existing housing projects which will be rehabilitated and used for workforce housing.

- (a) An applicant to be treated as an eligible project under this Ordinance must own the property that is the subject of the application at the time of the application. The property that is the subject of the application must also be zoned for the intended use at the time of application.
- (b) Prior to applying, the applicant is encouraged to meet with the Village Manager, Clerk and any other person as may be designated by the Village Manager and present the proposed workforce housing project. The presentation should include such information as applicant believed relevant to consideration of the project but is recommended to include a description of the applicant's organizational structure, describe the applicant's development experience, describe the scope of the

workforce housing project, including location, number of units and types of units, and typical floor plans and exterior elevations, schedule with projected milestones, and estimated shelter rents.

(c) The applicant shall submit its application using the form provided by Village Clerk and include the information identified in subsection (b) above, along with the application fee. In conjunction with that application, the authorized agent of the applicant must provide an affidavit to the Village in the form required by the Village certifying that the project will be for workforce housing, as defined herein.

(d) If a complete application is received no less than 30 days prior to the next regularly scheduled Village Council meeting, the Clerk will place the request on the agenda of the next regularly scheduled meeting. If the application is received less than 30 days prior to the next regularly scheduled Village Council meeting, the application shall be placed on the agenda of the regular meeting that follows the next regularly scheduled meeting or the agenda for a special meeting scheduled by the Village Council at the request of the applicant.

(e) When reviewing an application to be treated as an eligible project, the decision to approve or deny the request shall be guided by the Village Council's consideration of the following factors:

- Whether the rehabilitation project will increase the number of available workforce housing units in the Village;
- Whether the rehabilitation will reduce the functional obsolescence of an existing building or housing unit(s);
- Whether the rehabilitation project is likely to encourage expansion of the population of Village;
- Whether the location of the workforce housing is consistent with the goals and objectives of the Village's Master Plan;
- Whether the development or rehabilitation of the workforce housing requires zoning variances and results in the continuation of a nonconforming use;
- Whether the rehabilitation project will result in the provision of housing amenities;
- Whether the rehabilitation project will facilitate provision of attractive, viable housing units;
- Whether all new Workforce Housing Projects shall be stabilized with Occupancy Rates in excess of 90% for a period of not less than 3 years as determined by third party independent audit prior to the Village authorizing and approving additional projects within the Village; and
- Whether financing of the project, if any, is through a Federal Workforce Housing/Middle Income loan program intended to promote development of workforce Housing / Middle income projects.

(f) Approval of a project for workforce housing for an existing project which will be rehabilitated requires passage of a resolution of approval by a majority vote of the Village Council that includes the findings with respect to the standards of subsection (E) above.

(g) If the application is approved, the Village Clerk will deliver to the applicant a certified copy of the resolution approving the application.

**Section 6. Exemption from Property Taxes.**

Eligible projects shall/may be exempt from property taxes if the conditions of Section 4 or 5 are met.

**Section 7. Annual Service Charge.**

The owner of an eligible project shall pay an annual service charge to the Village in lieu of property taxes. The amount of the service charge shall be considered as the amount of property taxes that would have been due on the project if it had not been exempt from property taxes. Housing developments for persons in the workforce qualifying for Workforce Housing and the property on which they shall be constructed shall be exempt from all property taxes commencing on the 31st day of December in the year in which the notice required under the Act and is filed with the local assessor. The Village, acknowledging that the owner has established the economic feasibility of the housing development, in reliance upon the enactment and continuing effect of this ordinance and the qualification of the housing development for exemption from all property taxes and a payment in lieu of taxes will accept payment of an annual service charge for public services in lieu of all property taxes.

Except as otherwise provided in this section, any payments for public services under this Ordinance shall be distributed to the governmental units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The distribution to those governmental units shall be made as if the number of mills levied for local school district operating purposes were equal to the number of mills levied for those purposes in 1993 minus the number of mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, for the year for which the distribution is calculated. The amount paid in lieu of taxes to be distributed to a local school district for operating purposes under this subsection must not be distributed to the local school district but instead must be paid to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

**Section 8. Limitation on service charge.**

The service charge to be paid each year in lieu of taxes pursuant to Section 7, above, for that part of the housing development which is exempt and that which is occupied by persons in the workforce shall be equal to the lesser of the full amount of the taxes which would be paid on that portion of

the housing development if the housing development were not tax exempt or 6% of the annual rents generated from that workforce housing. If, at the inception of the exemption provided by this section, the property does not generate any annual shelter rents during one or more calendar years or other agreed-upon annual period as approved by the Village Commission, the service charge payment shall equal the amount of regular ad valorem taxes that would have been paid for the property until the property begins to generate annual shelter rents or contract rents prior to redevelopment or construction of a new project

**Section 9. Payment of annual service charge.**

The annual service charge in lieu of taxes as determined under this ordinance shall be billed and payable in the same manner as general property taxes are payable to the Village. The service charge payable for each operating year shall be delinquent if not paid by the date after which property taxes would first incur interest and penalty in the following year.

**Section 10 – Project Audit**

Each approved property approved by the Village shall be subject to independent annual third party audit of tenant eligibility and owner compliance, paid for by the property owner and certified and delivered to the Village.

**Section 10. Severability.**

The various sections and provisions of this chapter shall be deemed to be severable, and should any section or provision of this chapter be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of this ordinance as a whole or any section or provision of this ordinance other than the section or provision so declared to be unconstitutional or invalid.

**Section 11. Duration.**

Unless terminated as herein provided the tax-exempt status of a housing development approved for such status by Resolution of the Village Commission shall remain in effect for a period of fifteen (15) years or for so long as a federally aided mortgage is outstanding, whichever is longer, and shall not terminate so long as the mortgage loan for such housing development remains outstanding and

unpaid, or for such period as the Authority or other governmental entity has any interest in the property.

**Section 12. Termination.**

In the event that the housing development owner fails to timely pay the annual service charge in lieu of taxes, the Village Commission, by resolution may, in addition to any other means available under law, elect to: 1) employ collection procedures that are in accordance with the provisions of the General Property Tax Act (1893 Public Act 206, as amended, MCL 211.1 et seq.); or 2) direct the Village Attorney to commence an action in a court of competent jurisdiction to collect any outstanding past-due service charge payments and/or seek an order terminating the contract and revoking the tax-exempt status of the project due to the breach of the acknowledged contract between the Village and owner created pursuant to the provisions of this section. If the tax-exempt status of the housing development is revoked, the housing development shall then be placed on the tax rolls on the next December 31 following the revocation of the tax-exempt status of the development. If a housing development is added to the tax rolls and any service charge payment remains unpaid at the time the housing development is added to the tax rolls, the Village officials in charge of the collection thereof shall certify to the tax assessing officer of the Village the fact of such delinquency, where upon such charge, together with any accumulated interest and penalty fees, shall be entered upon the tax rolls as a charge against such premises and shall be collected and the lien thereof, enforced in the same manner as general Village taxes against such premises.

**Section 13. Effective Date.**

This ordinance shall take effect and be in force from and after its passage and publication as provided by law.

## **Section 3.02(A) – Village Manager and Department Heads 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, in accordance with Section 3.02 (Hours of Work) and the Village Manager's employment contract.
- 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 for short-term absences.
- 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 ( $\geq 1$ and $\leq 2$ Consecutive Calendar Days)**

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

### **E. Extended Absences ( $\geq 3$ and $\leq 10$ Consecutive Calendar Days)**

- **Notice Required:** Written notice (email is acceptable) must be provided to the Village President, Council members, and Village Clerk at least five business days in advance.
- **Details to Include:** Dates of absence, 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 must be submitted 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  $\geq 1$  **business day**, the Manager must notify all department heads, identifying the acting contact and highlighting any 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 the acting authority.

#### **I. Accessibility**

- Unless on approved leave, the Manager shall maintain reasonable availability via phone/email 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.

STATE HOUSING DEVELOPMENT AUTHORITY ACT OF 1966 (EXCERPT)  
Act 346 of 1966

**125.1415a Exemption of housing project from taxes; filing certified notification of exemption with local assessing authority; annual service charge; amount; duration of exemption; distribution of payments for public services; exceptions; payment of service charge equal to full amount of taxes; reduced housing charges; "low income individuals or families" defined; rules; reimbursement prohibited; additional definitions.**

Sec. 15a. (1) Except as otherwise provided in this section, the following are exempt from all ad valorem property taxes imposed by this state or by any political subdivision, public body, or taxing district in which the project is located:

(a) A housing project owned by a nonprofit housing corporation, consumer housing cooperative, limited dividend housing corporation, mobile home park corporation, or mobile home park association that is financed with a federally-aided or authority-aided mortgage or advance or grant from the authority.

(b) A housing project that is being developed or rehabilitated for workforce housing that is located in a municipality and is subject to a municipal ordinance that is adopted by the governing body of that municipality to approve a housing project for tax exemption under this subdivision. The approval or denial of a tax exemption under this subdivision must be in accordance with an ordinance or resolution concerning the selection of workforce housing projects that is adopted by the governing body.

(2) The owner of a housing project eligible for an exemption under subsection (1) must file with the local assessing officer a notification of the exemption. The notification must be in an affidavit form as provided by the authority. The owner must first submit the completed affidavit form to the authority for certification by the authority that the project is eligible for the exemption. The owner must then file the certified notification of the exemption with the local assessing officer before November 1 of the year preceding the tax year in which the exemption is to begin. If the housing project is eligible for an exemption under subsection (1)(b), not later than 5 business days after receipt of the certified notification of the exemption, the local assessing officer shall provide a copy of the certified notification of the exemption to the treasurer of the county in which the housing project is located.

(3) The owner of a housing project exempt from taxation under this section shall pay to the municipality in which the project is located an annual service charge for public services in lieu of all taxes. All of the following apply to the amount that an owner must pay as a service charge under this subsection:

(a) The owner must pay an annual service charge in accordance with the following:

(i) Subject to subdivisions (b), (c), (d), and (e), for a new construction project, an amount that is the greater of the tax on the property on which the project is located for the tax year preceding the date on which construction is commenced or 10% of the annual shelter rents obtained from the project.

(ii) Subject to subdivisions (b), (c), (d), and (e), for a rehabilitation project, an amount that is the lesser of the tax on the property on which the project is located for the tax year preceding the date on which rehabilitation is commenced or 10% of the annual shelter rents obtained from the project.

(b) Subject to subdivisions (c), (d), and (e), a municipality, by ordinance, may establish or change, by any amount it chooses, the service charge paid under subdivision (a) in lieu of taxes by all or any class of housing projects exempt from taxation under this act. However, the service charge must not exceed the amount in taxes that an owner would have otherwise paid if the housing project were not tax exempt.

(c) Notwithstanding subdivision (a), a service charge paid each year in lieu of taxes for that part of a housing project that is tax exempt under subsection (1)(a) and occupied by individuals or families other than low-income individuals or families must be equal to the full amount of the taxes that would be paid on that portion of the housing project if the housing project were not tax exempt. The owner of the housing project must allocate the benefits of any tax exemption granted under this section exclusively to low-income individuals or families or to the maintenance and preservation of the housing project as a safe, decent, and sanitary affordable housing.

(d) Notwithstanding subdivision (a), a service charge paid each year in lieu of taxes for that part of a housing project that is tax exempt under subsection (1)(b) and not used for workforce housing must be equal to the full amount of the taxes that would be paid on that portion of the housing project if the housing project were not tax exempt. The owner of the housing project must allocate the benefits of any tax exemption granted under this section exclusively to workforce housing or to the maintenance and preservation of the housing project as a safe, decent, and sanitary workforce housing.

(e) The annual service charge under subdivision (a) for a housing project that is tax exempt under subsection (1)(b) must be increased by the additional amount if both of the following requirements are met:

(i) Not later than 45 days after the treasurer of the county's receipt of the certified notification of the

exemption under subsection (2), the county board of commissioners for that county passes a resolution, by majority vote, that provides that the additional amount must be paid under this subdivision.

(ii) The approval of the resolution described in subparagraph (i) is in accordance with an ordinance or resolution adopted by the county board of commissioners concerning the factors to be considered in applying this subdivision.

(4) The exemption from taxation granted by subsection (1)(a), or approved by a governing body under subsection (1)(b), must remain in effect in accordance with the following:

(a) For a housing project described under subsection (1)(a), for as long as the federally-aided or authority-aided mortgage or advance or grant from the authority is outstanding, but not more than 50 years. The municipality may establish by ordinance a different period of time for the exemption to remain in effect.

(b) For a housing project described in subsection (1)(b), if the housing project remains subject to a covenant running with the land that restricts the use of the housing project to workforce housing, not to exceed 15 years.

(5) Except as otherwise provided in this subsection and subsection (6), any payments for public services received by a municipality in lieu of taxes under this section must be distributed by the municipality to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. For payments in lieu of taxes collected after June 30, 1994, the distribution to the several units must be made as if the number of mills levied for local school district operating purposes were equal to the number of mills levied for those purposes in 1993 minus the number of mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, for the year for which the distribution is calculated. For tax years after 1993, the amount of payments in lieu of taxes to be distributed to a local school district for operating purposes under this subsection must not be distributed to the local school district but instead must be paid to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.

(6) An additional amount received under subsection (3)(e) must be distributed to the county in which the housing project is located.

(7) Notwithstanding subsection (1)(a), a municipality may provide by ordinance that the tax exemption established in subsection (1) does not apply to all or any class of housing projects within its boundaries to which subsection (1)(a) applies. If the municipality makes that provision, the tax exemption established in subsection (1)(a) does not apply to the class of housing projects designated in the ordinance. If the ordinance so provides, the ordinance is effective with respect to housing projects for which an exemption has already been granted on December 31 of the year in which the ordinance is adopted, but not before. A municipality that has adopted an ordinance described in this subsection may repeal that ordinance, and the repeal is effective on the date designated in the repealing ordinance.

(8) For purposes of this section only, "low-income individuals or families" means, with respect to any housing project that is tax exempt, individuals and families eligible to move into that project, as defined by the authority under its rules or a municipality by ordinance. For purposes of this subsection, the authority may promulgate rules to redefine low-income individuals or families or a municipality may by ordinance redefine low-income individuals or families for each municipality on the basis of conditions existing in that municipality.

(9) This state shall not reimburse any unit of government for a tax exemption granted to any housing project under this section.

(10) As used in this section:

(a) "Additional amount" means an amount equal to the difference between the following:

(i) The millage rate levied for operating purposes by the county in which the housing project is located multiplied by the current taxable value of that housing project.

(ii) The amount of the annual service charge paid by the housing project under subsection (3)(a) that is distributed to the county in which the housing project is located under subsection (5).

(b) "Area median income" means that term as defined in section 59.

(c) "Taxable value" means taxable value as calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

(d) "Workforce housing" means rental units or other housing options that are reasonably affordable to, and occupied by, a household whose total household income is not greater than 120% of the area median income and published by the United States Department of Housing and Urban Development.

**History:** Add. 1968, Act 334, Imd. Eff. July 14, 1968;—Am. 1969, Act 109, Imd. Eff. July 24, 1969;—Am. 1979, Act 49, Imd. Eff. July 7, 1979;—Am. 1982, Act 534, Imd. Eff. Dec. 31, 1982;—Am. 1983, Act 217, Imd. Eff. Nov. 16, 1983;—Am. 1994, Act 363, Imd. Eff. Dec. 27, 1994;—Am. 2022, Act 239, Imd. Eff. Dec. 13, 2022.

**Compiler's note:** Section 2 of Act No. 363 of the Public Acts of 1994 provides:  
“The provisions of this amendatory act, providing that the exemption from taxes provided in section 15a of this act be limited to ad valorem property taxes, are curative expressing the original intent of the legislature that the exemption extends only to ad valorem property taxes and does not apply to the other taxes levied under Michigan law.”

**Administrative rules:** R 125.101 et seq. of the Michigan Administrative Code.

## Presidents' Day Office Closure

Refuse and recycle services are not delayed this week.

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[Home \(https://www.grandrapidsmi.gov/Home\)](https://www.grandrapidsmi.gov/Home) / [Government \(https://www.grandrapidsmi.gov/Government\)](https://www.grandrapidsmi.gov/Government) / [Departments, Divisions, and Offices \(https://www.grandrapidsmi.gov/Government/Departments\)](https://www.grandrapidsmi.gov/Government/Departments) / [Community Development \(https://www.grandrapidsmi.gov/Government/Departments/Community-Development\)](https://www.grandrapidsmi.gov/Government/Departments/Community-Development) / [Workforce Housing PILOT for Rental Projects](#)

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# Workforce Housing PILOT for Rental Projects

The Workforce Housing PILOT is for rental units that do not have "qualifying financing." New construction projects or rehabilitation projects are eligible for a 15-year Workforce Housing PILOT if the owner voluntarily rent restricts the units. If conditionally approved for a PILOT, the owner will sign a Restrictive Covenant that details PILOT requirements including annual compliance reporting. See below for key information.

Click [here](#) <sup>(PDF, 285KB)</sup> [\(/files/assets/public/v/2/departments/community-development/files/workforce-rental-housing-restrictive-covenant.pdf\)](https://www.grandrapidsmi.gov/files/assets/public/v/2/departments/community-development/files/workforce-rental-housing-restrictive-covenant.pdf) for a sample Restrictive Covenant

Click [here](#) <sup>(PDF, 46KB)</sup> [\(/files/assets/public/v/1/departments/community-development/workforce-rental-pilot-customer-journey.pdf\)](https://www.grandrapidsmi.gov/files/assets/public/v/1/departments/community-development/workforce-rental-pilot-customer-journey.pdf) for a diagram of the customer journey

\*Note: The applicant is encouraged to obtain all applicable Planning Department approvals prior to applying for the Workforce Housing PILOT. PILOT approval may be delayed if applicable approvals have not yet been obtained.

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## Basic Concepts

### One Application per Parcel

Scattered site rental buildings require separate PILOT applications for each parcel. They cannot be combined into one application. A rental project that will reside on multiple contiguous parcels that will be combined before

project completion should only submit one application. Space will be provided in the application for the applicant to explain the parcel combination plan.

## **Rehabilitation Defined**

"Rehabilitation" in the context of Workforce Housing means any work that requires at least one of the following three building permit types:

- Remodel/Renovation
- New or Addition
- Re-roof or Re-side

After the rehabilitation work has been completed, it must receive a final, approved inspection by a City Building Inspector. If not inspected, approved, and finalized, the rehabilitation work will not constitute eligible rehabilitation.

Click [here](#)

(<https://www.grandrapidsmi.gov/Government/Departments/Development-Center/Permits>) for information about Building Permits

## **Apply Before Starting Rehabilitation**

Qualifying rehabilitation work may not occur prior to applying for PILOT.

## **Number of PILOT Units**

The owner may designate all units in a project as PILOT units or may have a mix of PILOT units and standard market rate units. The total number of PILOT units will be clearly established in the Restrictive Covenant and may not increase over time.

## **PILOT Term**

The property tax exemption and PILOT shall begin on December 31 of the year in which all of the following has occurred:

- New construction or eligible rehabilitation has commenced as evidenced by the City's issuance of an acceptable building permit, and
- The Restrictive Covenant has been signed and recorded with the Kent County Register of Deeds, and

- Owner has submitted all required documents to the Michigan State Housing Development Authority (MSHDA), and the owner or MSHDA has provided the certified notification of exemption to the City Assessor before November 1 of the same calendar year.

The property tax exemption and PILOT shall end after the conclusion of the 15-year term OR upon sale to a new ownership entity, whichever occurs first. To obtain a new PILOT, the owner must reapply and complete qualifying rehabilitation.

## PILOT Tiers

There are four AMI tiers. A different income range, total PILOT charge as a percent of shelter rent, and rent limit is associated with each one. The chart below shows the tiers and the associated PILOT charge(s). Two options exist for how to allocate the PILOT charge. Selecting Option 1 means a portion will go to the City's Affordable Housing Fund in support of future affordable housing projects.

	Area Median Income (AMI)	>100% - ≤ 120%	>80% - ≤ 100%	>60% - ≤ 80%	≤ 60%
Option 1	Service Charge	5%	3%	2%	1%
	Affordable Housing Fund Contribution	5%	5%	4%	3%
Option 2	Service Charge (% of shelter rent)	10%	8%	6%	4%

Units may "float" up to a higher AMI tier if a tenant's household income increases. If a tenant moves out and another one moves in, the AMI tier of the unit will be reset based on the new tenant's household income. The AMI tier of a unit shall be based on the household income of the tenant that occupies the unit as of December 31. If the unit is vacant as of December 31, then the AMI tier of the unit shall be based on the household income of the most recent tenant to occupy the unit. The PILOT charge will change anytime a unit "floats" to a different AMI tier.

Click [here](https://files/assets/public/v/1/departments/community-development/files/rent-income-limits.pdf) <sup>(PDF, 20KB)</sup> (/files/assets/public/v/1/departments/community-development/files/rent-income-limits.pdf) for the rent and income limits

## County Opt-Out

Per the state enabling legislation, Kent County is allowed to opt out of any Workforce Housing PILOT. If the County chooses to opt out, the City Assessor's Office will charge the owner whatever additional amount is needed, in addition to the applicable PILOT charge, to make the County whole. Opting out means the County will receive the same amount of property taxes that it would receive if there were no PILOT.

## Rent & Tenant Income

### Lower Rent for PILOT Units

The owner is required to pass savings from the tax exemption and PILOT on to tenants. To accomplish this, the owner must charge tenants in PILOT units less than market rent. The PILOT application requires the owner to provide market rent figures for each unit type (i.e. units by number of bedrooms) along with the rent they intend to charge under the PILOT. Fair market rent as published by the U.S. Department of Housing and Urban Development (HUD) or Grand Rapids Housing Commission (GRHC) Voucher Payment Standards may be used as the source for market rent. Alternatively, the owner may use rent roll data or a market study as the basis for the market rents it provides. If not using HUD or GRHC numbers, the data source supporting the market rents must be uploaded as an attachment to the PILOT application.

Click [here](https://files/assets/public/v/2/departments/community-development/hud-fmr-grhc-voucher-payment-standards.pdf) <sup>(PDF, 176KB)</sup> for HUD Fair Market Rent & GRHC Voucher Payment Standards

### Rent Limits

Maximum rent amounts for each unit type will be established in the Restrictive Covenant and will be based on information submitted in the PILOT application, a City estimate of financial savings resulting from the PILOT, and the AMI rent limitations as established by the Michigan State Housing Development Authority (MSHDA) based on HUD data. The MSHDA Utility Schedule shall be used to estimate the cost of utilities tenants are responsible for paying, and this estimated cost should be considered when proposing PILOT rents. The maximum rent amounts shall be valid for a term of one year from the date the Restrictive Covenant is signed. After the initial

twelve-month time period, rental rates may be increased by no more than four percent (4%) per year. At no time may the total rent plus applicable utility allowance exceed the AMI rent limit adjusted for number of bedrooms as published by MSHDA. "Total rent" is defined as tenant paid rent plus all rent subsidies such as Project-Based Voucher payments, Section 8 payments, and Tenant-Based Rental Assistance.

Click [here](#) <sup>(PDF, 321KB)</sup> (/files/assets/public/v/2/departments/community-development/mshda-utility-schedule.pdf) for the MSHDA Utility Schedule

Click [here](#) <sup>(PDF, 20KB)</sup> (/files/assets/public/v/1/departments/community-development/files/rent-income-limits.pdf) for the AMI rent limit chart

### **Maximum Income Limit and Minimum Occupancy**

Tenants in PILOT units must have a total household income that does not exceed 120% AMI. If a tenant's household income increases beyond 120% of AMI, as reported in annual Tenant Income Reports, the unit will be out of compliance and the owner will be charged ad valorem taxes for the unit in the invoice issued that same year. Once a unit is out of compliance, the unit is no longer bound by PILOT rent restrictions.

Units that are not occupied by eligible tenants for at least 9 months per calendar year, whether due to vacancy or tenants being over-income, shall be deemed to be out of compliance. Units that are out of compliance will be assessed the equivalent of ad valorem taxes for that year. The 9-month minimum occupancy rule shall not apply to the first calendar year when initial occupancy under the PILOT begins for a new construction project or for a rehabilitation project that required existing tenants to relocate.

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### **Annual Compliance**

#### **Annual Income Review**

The owner shall collect income source documents from all tenants annually, either on the anniversary of each tenant's initial 12 months of occupancy or on a specific date the owner establishes. These income source documents should be used to complete the Annual Tenant Income Reports.

## **Annual Tenant Income Reports and Financial Reporting**

The owner shall provide Tenant Income Reports and a Financial Report to the City, by May 30 of every year, in order to affirm continued eligibility for the tax exemption. One Tenant Income Report shall be completed for each PILOT unit. The information of the tenant who occupied the unit as of the December 31 preceding the reporting due date shall be used to complete the Tenant Income Report. If the unit was vacant as of December 31, then the information of the tenant who most recently occupied the unit shall be used. The Financial Report shall collect rent revenue information and owner-paid utility information needed for PILOT fee calculations. All reports will be completed through the City's web-based Accela system. The City reserves the right to collect income source documents such as tax returns, pay stubs, benefits statements, and completed verification of employment forms to substantiate the income figures reported in any Tenant Income Report, and the owner is advised to keep income source documentation in tenant files. The owner shall also upload annual financial statements to Accela by August 1 to substantiate revenue figures.

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**[Click here to access the Workforce Housing Rental Project application instructions page](https://www.grandrapidsmi.gov/Government/Departments/Community-Development/Workforce-Housing-PILOT-Rental-Projects-Step-by-Step-Instructions)**

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