

**VILLAGE OF MATTAWAN  
DDA MEETING**

**MAY 21, 2024**

**MINUTES**

1. CALL TO ORDER @ 8:00 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Brininger, Brooks, Cavanaugh, Cole, Huyck, Laughlin, Maxwell, Moyer, Reed*  
ABSENT: *Roberts*  
OTHERS PRESENT: *Chief Mansfield, Superintendent Anthony, Administrative Assistant Storm-Artis*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA  
*Motion by Coy, supported by Laughlin to approve the agenda as presented. All members voted in favor. Motion carried.*
8. APPROVAL OF THE MINUTES OF FEBRUARY 20, 2024  
*Motion by Brooks, supported by Laughlin to approve the minutes of February 20, 2024. All members voted in favor. Motion carried.*
9. APPROVAL OF THE MINUTES OF APRIL 16, 2024  
*Motion by Moyle, supported by Brooks to approve the minutes of April 16, 2024. All members voted in favor. Motion carried.*
10. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS *None*
11. OLD BUSINESS
  - A. SCULPTURE FOR FRONT STREET PEDESTAL - *Kelly VanderKley*  
*Discussion took place regarding the extensive contract presented and review by the village attorney. Administrative Assistant Storm-Artis did not know the specifics on changes being advised by the village attorney.*  
*Motion by Brooks, supported by Moyle to table this issue until confirmation from the lawyer could be obtained. All members voted in favor. Motion carried.*
  - B. DDA REQUEST FOR CONTROL OVER MEMORIAL DAY AND CHRISTMAS EVENTS

***Council Meeting Minutes 4/22/2024: DDA Chair Brooks explained the DDA has already planned several events for 2024 Christmas and was concerned about the selection of a different Santa by the village. The DDA requested take full control of the planning and financial requirements of the Christmas and Memorial Day events. Motion by Stuut, supported by Smith to grant full control to the DDA for Memorial Day and Christmas Day events with the approval of council.***

***Further discussion took place regarding the use of village resources and personnel. Stuut withdrew motion, Smith withdrew Support.***

***Further Discussion took place in regards to terminology to be used in motion.***

***Motion by Daniel, supported by Stuut to grant control, on a one-year trail basis, of the events of Memorial Day and Christmas, with any village resources subject to the approval of council. Voice vote taken, voice in opposition. Roll call vote taken. Begeman, Cole, Daniel, Smith, and Stuut voted yes. McLean voted no. Motion carried.***

*Administrative Assistant Storm-Artis presented the minutes from the council meeting on April 22, 2024 in relation to the previous DDA request for control over Memorial Day and Christmas events in the village. Discussion took place regarding the reference to village resources and council required approval. Also discussed was the one-year time frame. Further discussion took place involving communications between the DDA, Village Council, parks and rec committee, and village office staff. Chief Mansfield explained how the process of shutting down roads for an event or parade is accomplished, the extra required personnel, and other related costs of “village resources.” Chair Brooks spoke about the upcoming Memorial Day parade and working with Chief Mansfield to determine the parade route, staging areas, and road closures for the event. Discussion took place regarding times and locations of other Memorial Day events, permits, and parking. Chair Brooks stated he had been contacted regarding a 4<sup>th</sup> of July parade but stated there were no plans this year. Maxwell asked about a Mattawan Days event. Further comments included how the DDA is trying to redevelop these events to improve the community and bring the community together.*

#### C. 2024 CHRISTMAS HOLIDAY EVENTS

*Administrative Assistant Storm-Artis explained Naylor came to evaluate the needs to develop a bid, but the office has not received the bid as yet. Superintendent Anthony was present during the meeting with Naylor and explained Manager McLean told Naylor what changes were wanting to be made from last years display.*

*Superintendent Anthony also stated he was unaware if any other bids were being sought.*

### 12. NEW BUSINESS

#### A. DDA LANDSCAPE -Council approved bid from RIPMASTER Landscape for \$2,870.00

*Administrative Assistant Storm-Artis explained that the bid submission sheet presented from Superintendent Anthony was approved by Council on May 13, 2024.*

*Discussion took place regarding the specifics on the bids. Superintendent Anthony stated this bid was just for the initial spring clean-up and the monthly charges from RIPMASTER would be \$400. Further discussion took place as to why this was not presented to the DDA prior to going to council, as it was DDA funds that are being used to pay for this landscaping. Superintendent Anthony explained that dedicated monies for this expenditure were included in the approved budgeted and the monthly amounts were within spending limits of department heads, therefore specific approval by the DDA was not required. Further discussion took place and a motion to send to council was drafted.*

***Motion by Brooks, supported by Moyle to ask the council to allow a representative from the DDA to be consulted during bid communications for items being paid for with DDA funds. All members voted in favor. Motion carried.***

B. MEMORIAL DAY EVENT AND PARADE -*Chair Brooks explained he had mostly spoke on this earlier in the meeting, but if anyone wanted to volunteer to assist with parade route direction, the help would be welcome.*

14. COMMENTS FROM VISITORS *None*

15. COMMENTS FROM MEMBERS *None*

16. ADJOURN @ 9:27 AM

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