

**VILLAGE OF MATTAWAN  
DDA MEETING**

**OCTOBER 15, 2024**

**MINUTES**

1. CALL TO ORDER @ **8:30 AM**
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Brininger, Brooks, Cole, Coy, Laughlin, Maxwell, Moyle, Penning*  
ABSENT: REED. ROBERTS
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED  
Due to a technological failure of recording device, meeting not recorded.
6. ADDITIONS TO AGENDA  
Chair Brooks added new business items C-Audit on DDA Funds, and D-Letter to Village Council to Remove Richard Robers from the DDA.
7. APPROVAL OF THE AGENDA  
*Motion by Brooks, supported by Brininger to approve the agenda as amended. All members voted in favor. Motion carried.*
8. APPROVAL OF THE MINUTES OF **SEPTEMBER 17, 2024**  
*Motion by Brininger, supported by Brooks to approve the minutes of September 17, 2024. All members voted in favor. Motion carried.*
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
  - A. PARK RESTROOM – *Member Maxwell*  
Engineer Woodhams stated he would work with Superintendent Anthony to get a map of the park so that placement of the bathroom could be further discussed.
  - B. DDA FUNDS FOR VILLAGE PARK SANTA GIFTS AND MPD PROGRAMS  
It was explained that DDA funds could not be used for these programs upon the advice from Village Attorney Graham.
  - C. DDA FUNDS FOR SPONSORSHIP OF MURAL ON VILLAGE WORKSPACE  
It was asked of Molly Chipouras to represent this to the DDA with an invoice.

- D. CHRISTMAS PARADE  
Chief Mansfield presented the parade route.

11. NEW BUSINESS

- A. CHRISTMAS LIGHT POLE DECORATIONS CONTRACT  
*Motion by Brininger, supported by Moyle to approve the contract for the street light pole decorations for 2024-2026. All members voted in favor. Motion carried.*
- B. APPROVE KELLY VANDER KLEY INVOICE PAYMENT  
*Motion by Penning, supported by Brooks to approve the invoice from Kelly Vander Kley in the amount of \$8000.00. All members voted in favor. Motion carried.*
- C. AUDIT ON DDA FUNDS  
*Chair Brooks stated he would wait to see what was happening with the Village Manager position before requesting an audit of the DDA funds.*
- D. LETTER TO COUNCIL TO REMOVE RICHARD ROBERTS FROM THE DDA  
Discussion took place regarding the passing of Carla Cavanaugh and filling her open seat.  
*Motion by Books, supported by Brininger to send a letter to council to remove Richard Roberts from the DDA and begin accepting applications for two open seats. All members voted in favor. Motion carried.*

12. COMMUNICATIONS

Decorate With Lights is now called Twinkle Holiday Lighting. Nothing with the cost, contract, or display arrangements has been altered due to this company name change. Park installation has been arranged for November 7<sup>th</sup> and 8<sup>th</sup>, weather dependent, and some items may be installed on the poles prior to full park installation.

Carla Cavanaugh passed on October 5, 2024. She will be missed as a part of the community and member of the DDA since its inception. We send condolences to her family, friends, and all that knew her.

13. COMMENTS FROM VISITORS

14. COMMENTS FROM MEMBERS

15. ADJOURN @ 10:00 AM