

**VILLAGE OF MATTAWAN
DDA MEETING**

JANUARY 21, 2025

AGENDA

1. CALL TO ORDER *8:30 AM*
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA
7. APPROVAL OF THE AGENDA
8. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
9. OLD BUSINESS
 - A. PARK RESTROOM – *Superintendent Anthony*
 - B. DDA COMMUNITY VISIBILITY
 - C. PARK AND LIGHT POLE DECORATION CONTRACTS
 - D. PAYMENT OF WATER INVOICES BY DDA
10. NEW BUSINESS
 - A. 2025-2026 DDA BUDGET – *Clerk Storm-Artis*
 - B. DDA REQUEST TO CONTROL 2025 MEMORIAL DAY AND CHRISTMAS EVENTS
11. COMMUNICATIONS
12. COMMENTS FROM VISITORS

13. COMMENTS FROM MEMBERS

14. ADJOURN

**VILLAGE OF MATTAWAN
DDA MEETING**

DECEMBER 17, 2024

MINUTES

1. CALL TO ORDER @ 8:30 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Bringer, Brooks, Chipouras, Cole, Coy, Laughlin, Maxwell, Moyle, Penning, Reed*
OTHERS IN ATTENDANCE: *Clerk Storm-Artis, Chief Mansfield, Elizabeth Vaughn*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA
Motion by Cole supported by Brooks to approve the agenda. All members voted in favor. Motion carried.
8. APPROVAL OF THE MINUTES OF NOVEMBER 19, 2024
Motion by Brooks, supported by Coy to approve the minutes of November 19, 2024. All members voted in favor. Motion carried.
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS *None.*
10. OLD BUSINESS
 - A. PARK RESTROOM – *Clerk Storm-Artis updated the DDA on the status of the park survey*
 - B. DDA FUND INVESTMENT – *Clerk Storm-Artis informed the DDA that both the CD and Money Market Funds were invested.*
 - C. PARK AND LIGHT POLE DECORATION INVOICE REVIEW – *Clerk Storm-Artis Motion by Brooks, supported by Reed to add an agenda item on the council agenda to discuss the contract with Hometown Display. All members voted in favor. Motion carried.*
 - D. DISCUSSION ON HOLIDAY EVENT AND PARADE
Discussion took place. No motions were made.

11. NEW BUSINESS

A. APPROVE 2025 DDA MEETING SCHEDULE

Motion by Brooks, supported by Reed to approve the 2025 DDA Meeting Schedule. All members voted in favor. Motion carried.

B. DDA COMMUNITY VISIBILITY

Motion by Brooks, supported by Reed to table this item to the next DDA meeting. All members voted in favor. Motion carried.

C. DDA JOURNAL DETAIL REPORTS – Clerk Storm-Artis

Discussion took place regarding some of the expense items.

Motion by Brooks to determine why the DDA was paying for park water.

Motion withdrawn.

Motion by Brooks, supported by Coy to have Clerk Storm-Artis investigate the reason the DDA is being charged for water in the park. All members voted in favor. Motion carried.

12. COMMUNICATIONS

Several community members contacted and stopped by the Village office to let us know how impressive the light display in the park is this year. There were also several community members that stopped by the Village Office and attended council on December 9, 2024 to express their displeasure about the Nativity not being set up in the park. DPW installed this display in the park on December 10, 2024.

13. COMMENTS FROM VISITORS *None*

14. COMMENTS FROM MEMBERS *None*

15. ADJOURN @ 9:51 AM

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

Jolie Storm

From: Allison Maxwell <allison@birddogmattawan.com>
Sent: Tuesday, December 17, 2024 10:22 AM
To: Rob Brooks; Jolie Storm
Subject: Village Resources for Christmas- Draft List

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

Here is the list so far that we can add to at the next few meetings. I think this list can also carry over to any events we may do in the future in the park i.e. Memorial Day, Mattawan Days, etc.

CHRISTMAS EVENTS

PARADE & PARK

List of needs from Village Resources

- Sidewalks salted & shoveled on Front Street from Village Hall to Main Street on both sides
- Sidewalks cleared of snow build up on edges along the park so access of park is easier (example: Pageant girls walking in dresses)
- Village owned speaker system set up and ready to operate with microphone and Christmas Music
- Temporary lighting placed where the tables- Cookies and Hot Chocolate
- Testing of Christmas Tree beforehand by someone in the Village with knowledge of the electrical
- Someone from DPW or the Village present with knowledge of how the electrical in the park works for any issues that may arise
- Assistance with Christmas light install- someone from the Village with electrical knowledge to help with any questions on day of installation
- Assistance with the test run of the lights when install is complete
- Police Department assistance with the Parade Route and blocking off of any roads

Allison Maxwell

Mobile: 269-532-4447

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2024-25 REQUESTED BUDGET	2024-25 BOARD APPROVED BUDGET	2024-25 ACTIVITY THRU 06/30/25
ESTIMATED REVENUES				
Dept 000 - OPERATING REVENUE				
248-000-40200	Current Real Taxes		65,000.00	
248-000-66500	Interest Earned		1,500.00	939.60
248-000-66510	INTEREST -FRONTIER			
248-000-67100	Other Revenue			
248-000-69900	Prior Year Fund Balance			
Totals for dept 000 - OPERATING REVENUE			66,500.00	939.60
TOTAL ESTIMATED REVENUES			66,500.00	939.60

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2024-25 REQUESTED BUDGET	2024-25 BOARD APPROVED BUDGET	2024-25 ACTIVITY THRU 06/30/25
APPROPRIATIONS				
Dept 728 - ECONOMIC DEVELOPMENT				
248-728-70500	Wages			
248-728-71000	Overtime Wages			
248-728-71500	Payroll Taxes			
248-728-71900	Health Insurance			
248-728-72000	Disability Insurance			
248-728-72400	Retirement Contribution			
248-728-72500	Workers Comp			
248-728-72600	Supplies			
248-728-73000	Postage			
248-728-82610	DDA Legal		5,000.00	60.00
248-728-82620	DDA Consulting		5,000.00	
248-728-88000	Community Promotion			27,157.20
248-728-88100	MDOT TE STREETScape			
248-728-88200	MDOT STP FRONT AVE REHAB			
248-728-88300	WATER FOR FRONT AVE PARKING LOT			
248-728-88400	LANDSCAPRE MAINT FOR FRONT AVE PA		5,000.00	1,600.00
248-728-95800	Memberships			
248-728-96500	Contingency			
248-728-97000	Capital Outlay		51,500.00	17,256.33
Totals for dept 728 - ECONOMIC DEVELOPMENT			66,500.00	46,073.53
TOTAL APPROPRIATIONS			66,500.00	46,073.53
NET OF REVENUES/APPROPRIATIONS - FUND 248				(45,133.93)
BEGINNING FUND BALANCE		1,014,187.30	1,014,187.30	1,014,187.30
ENDING FUND BALANCE		1,014,187.30	1,014,187.30	969,053.37

BUDGET REPORT FOR VILLAGE OF MATTAWAN

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 BOARD APPROVED BUDGET
ESTIMATED REVENUES						
Dept 000 - OPERATING REVENUE						
248-000-40200	Current Real Taxes	126,327.47	65,000.00			
248-000-66500	Interest Earned	1,879.99	1,500.00	939.60		
248-000-66510	INTEREST -FRONTIER					
248-000-67100	Other Revenue					
248-000-69900	Prior Year Fund Balance					
	Totals for dept 000 - OPERATING REVENUE	128,207.46	66,500.00	939.60		
TOTAL ESTIMATED REVENUES						
		128,207.46	66,500.00	939.60		

User: J.STORMARTIS Fund: 248 DDA 2023-24 2024-25 2024-25 2025-26 2025-26
 DB: Mattawan

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2025-26 REQUESTED BUDGET	2025-26 BOARD APPROVED BUDGET
APPROPRIATIONS						
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-70500	Wages					
248-728-71000	Overtime Wages					
248-728-71500	Payroll Taxes					
248-728-71900	Health Insurance					
248-728-72000	Disability Insurance					
248-728-72400	Retirement Contribution					
248-728-72500	Workers Comp					
248-728-72600	Supplies					
248-728-73000	Postage					
248-728-82610	DDA Legal		5,000.00	60.00		
248-728-82620	DDA Consulting	839.97	5,000.00			
248-728-88000	Community Promotion	10,685.18		27,157.20		
248-728-88100	MDOT TE STREETScape					
248-728-88200	MDOT STP FRONT AVE REHAB					
248-728-88300	WATER FOR FRONT AVE PARKING LOT		5,000.00	1,600.00		
248-728-88400	LANDSCAPE MAINT FOR FRONT AVE PA					
248-728-95800	Memberships					
248-728-96500	Contingency					
248-728-97000	Capital Outlay					
	Totals for dept 728 - ECONOMIC DEVELOPMENT	17,534.20	51,500.00	17,256.33		
		35,093.35	66,500.00	46,073.53		
	TOTAL APPROPRIATIONS	35,093.35	66,500.00	46,073.53		
		93,114.11		(45,133.93)		
	NET OF REVENUES/APPROPRIATIONS - FUND 248					
	BEGINNING FUND BALANCE	921,073.19	1,014,187.30	1,014,187.30	969,053.37	969,053.37
	ENDING FUND BALANCE	1,014,187.30	1,014,187.30	969,053.37	969,053.37	969,053.37

Balances for quarter ending 06/30/2025

% Fiscal Year Completed: 100.00

Fund 248 - DDA

Account	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 06/30/25	Available Balance	% Used
Department 000: OPERATING REVENUE						
40200	Current Real Taxes	65,000.00	65,000.00	0.00	65,000.00	0.00
66500	Interest Earned					
07/31/2024	GJ Gen INTEREST ALLOCATION			167.71 JE# 4311		
08/31/2024	GJ Gen INTEREST ALLOCATION			153.71 JE# 4323		
09/30/2024	GJ Gen INTEREST ALLOCATION			204.78 JE# 4340		
10/31/2024	GJ Gen INTEREST ALLOCATION			219.78 JE# 4350		
11/30/2024	GJ Gen INTEREST ALLOCATION			193.62 JE# 4360		
66500	Interest Earned	1,500.00	1,500.00	939.60	560.40	62.64
66510	INTEREST -FRONTIER	0.00	0.00	0.00	0.00	100.00
67100	Other Revenue	0.00	0.00	0.00	0.00	100.00
69900	Prior Year Fund Balance	0.00	0.00	0.00	0.00	100.00
Total Revenues		66,500.00	66,500.00	939.60	65,560.40	1.41
Net - Dept 000		66,500.00	66,500.00	939.60	65,560.40	
Department 728: ECONOMIC DEVELOPMENT						
70500	Wages	0.00	0.00	0.00	0.00	100.00
71000	Overtime Wages	0.00	0.00	0.00	0.00	100.00
71500	Payroll Taxes	0.00	0.00	0.00	0.00	100.00
71900	Health Insurance	0.00	0.00	0.00	0.00	100.00
72000	Disability Insurance	0.00	0.00	0.00	0.00	100.00
72400	Retirement Contribution	0.00	0.00	0.00	0.00	100.00
72500	Workers Comp	0.00	0.00	0.00	0.00	100.00
72600	Supplies	0.00	0.00	0.00	0.00	100.00
73000	Postage	0.00	0.00	0.00	0.00	100.00
82610	DDA Legal					
12/05/2024	AP Courier-Leader & Flashes/Letters For DDA board			60.00 Inv #: '5751' Vendor '1606'		
82610	DDA Legal	5,000.00	5,000.00	60.00	4,940.00	1.20
82620	DDA Consulting	5,000.00	5,000.00	0.00	5,000.00	0.00
88000	Community Promotion					
08/07/2024	AP Decorate With Lights/*DDA 7/23/24 Christmas Lights Depo			5,805.60 Inv #: '296 Deposit' Vendor '1666'		
08/07/2024	AP Jons to Go/Portable Restroom 7/22/24-8/18/24			175.00 Inv #: 'I34639' Vendor '1110'		
08/21/2024	AP Jons to Go/Portable Restroom 8/19/24-9/15/24			175.00 Inv #: 'I37074' Vendor '1110'		
09/19/2024	AP Jons to Go/Portable Restroom 9/16/24-10/13/24			175.00 Inv #: 'I39489' Vendor '1110'		

Account	Description	2024-25 Orig Budget	2024-25 Amended Budget	YEAR-TO-DATE THRU 06/30/25	Available Balance	% Used
Department 728: ECONOMIC DEVELOPMENT						
10/24/2024	AP Kelly V Art & Imaging LLC/Sculpture Project Initial Pay			8,000.00	Inv #: '10142024' Vendor '1679'	
10/24/2024	AP Jons to Go/4week service/Portable restroom			175.00	Inv #: 'I41749' Vendor '1110'	
11/20/2024	AP Jons to Go/Portable Restroom 11/11/24-12/8/24			175.00	Inv #: 'I43739' Vendor '1110'	
11/20/2024	AP Molly Chipouras/*DDA 11/19/2024 Village Workspace Build			2,000.00	Inv #: 'MuralSponsor' Vendor '1683'	
11/22/2024	AP Hometown Decoration and Display LLC/*DDA 10/15/24 Holid			4,496.00	Inv #: '2049' Vendor '1266'	
12/19/2024	AP Jons to Go/Park PortAPotty 12/9/24-1/5/25			175.00	Inv #: 'I45398' Vendor '1110'	
01/13/2025	AP Twinkle Holiday Lighting /*DDA 7/23/24 Xmas lightsfinal			5,805.60	Inv #: '750' Vendor '1675'	
88000	Community Promotion	0.00	0.00	27,157.20	(27,157.20)	100.00
88100	MDOT TE STREETSCAPE	0.00	0.00	0.00	0.00	100.00
88200	MDOT STP FRONT AVE REHAB	0.00	0.00	0.00	0.00	100.00
88300	WATER FOR FRONT AVE PARKING IO	0.00	0.00	0.00	0.00	100.00
88400	LANDSCAPE MAINT FOR FRONT AVE PARKING					
08/07/2024	AP Ripmaster Lawn Care & Landscaping/Monthly Bed Maintenanc			400.00	Inv #: '2680' Vendor '1658'	
10/08/2024	AP Ripmaster Lawn Care & Landscaping/Bed Maintenance 8/27/			400.00	Inv #: '2711' Vendor '1658'	
10/08/2024	AP Ripmaster Lawn Care & Landscaping/Bed Maintenance 9/30/			400.00	Inv #: '2751' Vendor '1658'	
11/20/2024	AP Ripmaster Lawn Care & Landscaping/Bed Maintenance 10/29			400.00	Inv #: '2861' Vendor '1658'	
88400	LANDSCAPE MAINT FOR FRONT AVE	5,000.00	5,000.00	1,600.00	3,400.00	32.00
95800	Memberships	0.00	0.00	0.00	0.00	100.00
96500	Contingency	0.00	0.00	0.00	0.00	100.00
97000	Capital Outlay					
09/04/2024	AP Village of Mattawan H20 Pmt./Water-Front DDA Area Augus			0.20	Inv #: '001225-000 Aug24' Vendor '0021'	
10/08/2024	AP Village of Mattawan H20 Pmt./Water/Sewer-24122 Front DD			0.09	Inv #: '001225-000 Sept24' Vendor '0021'	
11/20/2024	AP Van Buren County/2024 239 Bob-OLink Drain Assessment			17,256.00	Inv #: 'BobOLink2024' Vendor '1124'	
12/05/2024	AP Village of Mattawan H20 Pmt./24122 Front Ave DDA			0.04	Inv #: '001225-000Nov24' Vendor '0021'	
97000	Capital Outlay	51,500.00	51,500.00	17,256.33	34,243.67	33.51
Total Expenditures		66,500.00	66,500.00	46,073.53	20,426.47	69.28
Net - Dept 728		(66,500.00)	(66,500.00)	(46,073.53)	(20,426.47)	
FUND 248:						
REVENUES:		66,500.00	66,500.00	939.60	65,560.40	
EXPENDITURES:		66,500.00	66,500.00	46,073.53	20,426.47	
NET OF REVENUES AND EXPENDITURES		0.00	0.00	(45,133.93)	45,133.93	

GL ACTIVITY REPORT FOR VILLAGE OF MATTAWAN
 FROM 248-728-88000 TO 248-728-88000
 TRANSACTIONS FROM 07/01/2024 TO 06/30/2025

User: J. STORMARTIS
 DB: Mattawan

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT	CHG	BALANCE	AVAILABLE
Fund 248 DDA									
07/01/2024					BEG. BALANCE			0.00	0.00
08/07/2024	AP	INV	*DDA 7/23/24 Christmas Lights Deposit	296	5,805.60			5,805.60	(5,805.60)
08/07/2024	AP	INV	Portable Restroom 7/22/24-8/18/24	I34639	175.00			5,980.60	(5,980.60)
08/21/2024	AP	INV	Portable Restroom 8/19/24-9/15/24	I37074	175.00			6,155.60	(6,155.60)
09/19/2024	AP	INV	Portable Restroom 9/16/24-10/13/24	I39489	175.00			6,330.60	(6,330.60)
10/24/2024	AP	INV	4week servicePortable restroom	I41749	175.00			6,505.60	(6,505.60)
10/24/2024	AP	INV	Sculpture Project Initial Payment*DDA	10142024	8,000.00			14,505.60	(14,505.60)
11/20/2024	AP	INV	Portable Restroom 11/11/24-12/8/24	I43739	175.00			14,680.60	(14,680.60)
11/20/2024	AP	INV	*DDA 11/19/2024 Village Workspace Buil MuralSponsor		2,000.00			16,680.60	(16,680.60)
11/22/2024	AP	INV	*DDA 10/15/24 Holiday Light Pole Decor	2049	4,496.00			21,176.60	(21,176.60)
12/19/2024	AP	INV	Park PortAPotty 12/9/24-1/5/25	I45398	175.00			21,351.60	(21,351.60)
01/13/2025	AP	INV	*DDA 7/23/24 Xmas lightsfinal payment	750	5,805.60			27,157.20	(27,157.20)
06/30/2025			248-728-88000 Community Promotion		END BALANCE			27,157.20	(27,157.20)

Jolie Storm

From: Allison Maxwell <allison@birddogmattawan.com>
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