

**VILLAGE OF MATTAWAN  
DDA MEETING**

**MARCH 11, 2025**

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**AGENDA**

1. CALL TO ORDER *8:30 AM*
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE  
OTHERS PRESENT
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ELECTION OF OFFICERS
  - I. Chair
    - a. Call for nominations from past Chair Brooks
    - b. Acceptance of nominations from nominees
    - c. Voice vote on nominees in order of nomination
    - d. Declaration that nominee is elected
  - II. Vice Chair
    - a. Call for nominations from Chair
    - b. Acceptance of nominations from nominees
    - c. Voice vote on nominees in order of nomination
    - d. Declaration that nominee is elected
  - III. Secretary/Treasurer
    - a. Call for nominations from Chair
    - b. Acceptance of nominations from nominees
    - c. Voice vote on nominees in order of nomination
    - d. Declaration that nominee is elected
7. ADDITIONS TO AGENDA
8. APPROVAL OF THE AGENDA
9. APPROVAL OF THE MINUTES OF DECEMBER 17, 2024

Village of Mattawan

10. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
11. 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
12. NEW BUSINESS
  - A. 2025-2026 DDA BUDGET – *Clerk Storm-Artis*
  - B. DDA REQUEST TO CONTROL 2025 MEMORIAL DAY AND CHRISTMAS EVENTS
13. COMMUNICATIONS
14. COMMENTS FROM VISITORS
15. COMMENTS FROM MEMBERS
16. ADJOURN

**VILLAGE OF MATTAWAN  
DDA MEETING**

**DECEMBER 17, 2024**

**MINUTES**

1. CALL TO ORDER @ 8:30 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Brininger, 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

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**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**

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
<b>Department 000: OPERATING REVENUE</b>						
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		
12/31/2024	GJ Gen INTEREST ALLOCATION			41.02 JE# 4376		
01/31/2025	GJ Gen INTEREST ALLOCATION			34.76 JE# 4386		
66500	Interest Earned	1,500.00	1,500.00	1,015.38	484.62	67.69
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
<b>Total Revenues</b>		<b>66,500.00</b>	<b>66,500.00</b>	<b>1,015.38</b>	<b>65,484.62</b>	<b>1.53</b>
<b>Net - Dept 000</b>		<b>66,500.00</b>	<b>66,500.00</b>	<b>1,015.38</b>	<b>65,484.62</b>	
<b>Department 728: ECONOMIC DEVELOPMENT</b>						
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'		

User: J.STORMARTIS

DB: Mattawan

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 728: ECONOMIC DEVELOPMENT						
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'		
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 servicePortable 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	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 LO	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 August			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	1,015.38	65,484.62	
EXPENDITURES:		66,500.00	66,500.00	46,073.53	20,426.47	
NET OF REVENUES AND EXPENDITURES		0.00	0.00	(45,058.15)	45,058.15	