

**VILLAGE OF MATTAWAN
DDA MEETING**

APRIL 15, 2025

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. ADDITIONS TO AGENDA
7. APPROVAL OF THE AGENDA
8. APPROVAL OF THE MINUTES OF MARCH 11, 2025
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
 - A. PARK RESTROOM – *Superintendent Anthony*
 - B. SCULPTURE – *Clerk Storm-Artis*
 - C. PARK AND LIGHT POLE DECORATION CONTRACTS – Superintendent Anthony
11. NEW BUSINESS
 - A. APPROVE 2025-2026 DDA BUDGET – *Clerk Storm-Artis*
13. COMMUNICATIONS
14. COMMENTS FROM VISITORS

Village of Mattawan

15. COMMENTS FROM MEMBERS
16. ADJOURN

**VILLAGE OF MATTAWAN
DDA MEETING**

MARCH 11, 2025

MINUTES

1. CALL TO ORDER **8:30 AM**
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE **Brininger, Brooks, Chipouras, Coy, Laughlin,, Moyle, Penning**
OTHERS PRESENT **Clerk Storm-Artis, Superintendent Anthony**
Motion by Brooks, supported by Brininger to excuse members Cole, Crooks, Maxwell
and Reed. All members voted in favor. Motion carried.
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ELECTION OF OFFICERS
 - I. Chair
 - a. Call for nominations from past Chair Brooks
Member Coy nominated Member Brooks as Chair. No other members
nominated.
 - b. Acceptance of nominations from nominees
Member Brooks accepted nomination.
 - c. Voice vote on nominees in order of nomination
All members voted for Member Brooks to remain DDA Chair.
 - d. Declaration that nominee is elected
Member Brooks elected DDA Chair.
 - II. Vice Chair
 - a. Call for nominations from Chair
Chair Brooks nominated Member Moyle as Vice Chair.
 - b. Acceptance of nominations from nominees
 - c. Voice vote on nominees in order of nomination
All members voted for Member Moyle to remain DDA Vice Chair.
 - d. Declaration that nominee is elected
Member Moyle elected DDA Vice Chair.

III. Secretary/Treasurer

- a. Call for nominations from Chair
Chair Brooks nominated Member Coy as Secretary/Treasurer.
- b. Acceptance of nominations from nominees
Member Coy accepted the nomination.
- c. Voice vote on nominees in order of nomination
All members voted for Member Coy to remain DDA Secretary/Treasurer.
- d. Declaration that nominee is elected
Member Coy elected DDA Secretary/Treasurer.

7. ADDITIONS TO AGENDA

Chair Brooks added Old business item E-Sculpture and New Business items C-Park Landscaping and D-Concert in the Park

8. APPROVAL OF THE AGENDA

Motion by Brooks, supported by Laughlin to approve the agenda as amended. All members voted in favor. Motion carried.

9. APPROVAL OF THE MINUTES OF DECEMBER 17, 2024

Motion by Brooks, supported by Coy to approve the minutes of December 17, 2024. All members voted in favor. Motion carried.

10. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS *None*

11. OLD BUSINESS

A. PARK RESTROOM – *Superintendent Anthony*

Engineers from Hurley and Stewart attended to get information on what the DDA is looking for with the park restroom project. They will be working with Superintendent Anthony to get proposals to present to the DDA at a future meeting.
No action or vote taken.

B. DDA COMMUNITY VISIBILITY

Discussion took place. Member Coy stated she would reach out to a graphic designer to see about getting a DDA Logo developed.
Clerk Storm-Artis was tasked with getting information from artist Kelly Vander Kley to investigate getting a logo created.
No action or vote taken.

C. PARK AND LIGHT POLE DECORATION CONTRACTS

Superintendent Anthony spoke about the replacement of power poles along Main St. and how it may affect the holiday lighting for 2025 holiday season.
No action or vote taken.

D. PAYMENT OF WATER INVOICES BY DDA

It was explained to the DDA the invoices are for the hanging baskets and parking lot.

E. SCULPTURE

Member Chipouras provided an email from artist Kelly Vander Kley about the status of the sculpture. Clerk Storm-Artis was tasked with following up with Vander Kley to get specifics for what is needed for engineering review of project and insurance for the installation.

No action or vote taken.

12. NEW BUSINESS

A. 2025-2026 DDA BUDGET – *Clerk Storm-Artis*

Information regarding what projects the DDA would need to include in the budget. A full budget for DDA approval will be provided at the next DDA meeting for review and approval.

No action or vote taken.

B. DDA REQUEST TO CONTROL 2025 MEMORIAL DAY AND CHRISTMAS EVENTS

Motion by Brooks, supported by Bringer to request control of the 2025 Memorial Day and Christmas Holiday events from Village Council. All members voted in favor. Motion carried.

C. ANNUAL LANDSCAPING CONTRACT

Clerk Storm-Artis requested the DDA suggest two other companies to get bids from. Suggestions were Penning and Tailored Landscaping.

No action or vote taken.

D. CONCERT IN THE PARK JULY 10, 2025

Member Chipouras presented the Village Council approved park use for a concert event in the park on July 10, 2025 and asked if the DDA wanted to contribute to the event by paying for the band.

Motion by Brooks, supported by Laughlin to pay for the band for the Concert in the Park Event for an amount up but not exceeding \$500.00. All members voted in favor. Motion carried.

13. COMMUNICATIONS

Clerk Storm-Artis updated the DDA on the upcoming food truck ordinance creation.

14. COMMENTS FROM VISITORS *None*

15. COMMENTS FROM MEMBERS *None*

16. ADJOURN 9:53 AM

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

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
ESTIMATED REVENUES					
Dept 000 - OPERATING REVENUE					
248-000-40200	Current Real Taxes	126,327.47	65,000.00		61,000.00
248-000-66500	Interest Earned	1,879.99	1,500.00	1,046.78	1,500.00
248-000-66510	INTEREST -FRONTIER				
248-000-67100	Other Revenue				
248-000-69900	Prior Year Fund Balance				492,000.00
Totals for dept 000 - OPERATING REVENUE		<u>128,207.46</u>	<u>66,500.00</u>	<u>1,046.78</u>	<u>554,500.00</u>
TOTAL ESTIMATED REVENUES		<u>128,207.46</u>	<u>66,500.00</u>	<u>1,046.78</u>	<u>554,500.00</u>

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
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	5,000.00
248-728-82620	DDA Consulting	839.97	5,000.00		14,500.00
248-728-88000	Community Promotion	10,685.18		27,332.20	20,000.00
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	LANDSCAPE MAINT FOR FRONT AVE PA	6,034.00	5,000.00	1,600.00	5,000.00
248-728-95800	Memberships				
248-728-96500	Contingency				
248-728-97000	Capital Outlay	17,534.20	51,500.00	17,256.33	510,000.00
Totals for dept 728 - ECONOMIC DEVELOPMENT		35,093.35	66,500.00	46,248.53	554,500.00
TOTAL APPROPRIATIONS		35,093.35	66,500.00	46,248.53	554,500.00
NET OF REVENUES/APPROPRIATIONS - FUND 248		93,114.11		(45,201.75)	
BEGINNING FUND BALANCE		921,073.19	1,014,187.30	1,014,187.30	968,985.55
ENDING FUND BALANCE		1,014,187.30	1,014,187.30	968,985.55	968,985.55