

**VILLAGE OF MATTAWAN  
DDA MEETING**

**MAY 20, 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 APRIL 15, 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
  - D. REVIEW BIDS FOR SUMMER LANDSCAPING – Superintendent Anthony
11. NEW BUSINESS
12. COMMUNICATIONS
13. COMMENTS FROM VISITORS

Village of Mattawan

14. COMMENTS FROM MEMBERS

15. ADJOURN

**VILLAGE OF MATTAWAN  
DDA MEETING**

**APRIL 15, 2025**

**MINUTES**

1. CALL TO ORDER **8:30 AM**
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE **Chipouras, Cole, Coy, Crooks, Laughlin, Penning, Reed**  
ABSENT **Brininger, Brooks, Maxwell, Moyle**  
OTHERS PRESENT **Manager McGrew, Clerk Storm-Artis, Superintendent Anthony, Engineer Woodhams**  
**Motion by Cole, supported by Reed to excuse Brininger, Brooks, Maxwell and Moyle. All members voted in favor. Motion carried.**
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA **None**
7. APPROVAL OF THE AGENDA  
**Motion by Reed, supported by Laughlin to approve the agenda. All members voted in favor. Motion carried.**
8. APPROVAL OF THE MINUTES OF MARCH 11, 2025  
**Motion by Reed, supported by Crooks to approve the minutes of March 11, 2025. All members voted in favor. Motion carried.**
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS **None**
10. OLD BUSINESS
  - A. PARK RESTROOM – **Superintendent Anthony and Clerk Storm-Artis** spoke about the engineers attending the next DDA Meeting.  
**Motion by Reed, supported by Coy to table the item to the next meeting. All members voted in favor. Motion carried.**
  - B. SCULPTURE – **Clerk Storm-Artis** informed the DDA that she had spoken to **Kelly Vander Kley** about what the Village needed to review the structure of the sculpture

*and that she had gotten a quote from Kelly about a DDA Logo. Member Coy stated she created one and presented to the members.*

***Motion by Cole, supported by Reed to approve the DDA Logo created by Member Coy. All members voted in favor. Motion carried.***

- C. PARK AND LIGHT POLE DECORATION CONTRACTS – Superintendent Anthony explained he would be getting bids to complete underground electrical for the lights to be done at the same time as the Watermain and Main St. projects. No action taken.

11. NEW BUSINESS

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

The budget was presented and explained. Increases were made in the capital outlay and community promotion expenses for the Main St. repaving project and to budget for the possible purchase of a new nativity scene and santa mailbox.

***Motion by Reed, supported by Coy to approve the 2025-2026 Budget. All members voted in favor. Motion carried.***

***Discussion took place regarding the bids for landscaping. Only bid received was from Ripmaster.***

***Motion by Reed, supported by Coy to approve Ripmaster up to \$5,000 for landscaping in the DDA area. All members voted in favor. Motion carried.***

13. COMMUNICATIONS *None*

14. COMMENTS FROM VISITORS

Elizabeth Vaughn spoke about the clean up of the pond in McGillen's Crossings.

15. COMMENTS FROM MEMBERS *None*

16. ADJOURN @

Approved: 5/20/2025

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**Jolie Storm-Artis, Village Clerk**

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**Rob Brooks, DDA Chair**

# ESTIMATE

Tailored Landscaping LLC  
80162 32nd St  
Lawton, MI 49065

TAYLOR@TAILOREDSCAPES.COM  
+1 (269) 929-8105



## Mattawan Village

### Bill to

Mattawan Township  
24221 Front Ave  
Mattawan MI 49071

### Ship to

Mattawan Township  
24221 Front Ave  
Mattawan MI 49071

## Estimate details

Estimate no.: 1104

Estimate date: 05/20/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Landscaping	This quote is to specifically meet the budget disclosed to Tailored Landscaping. This quote includes the following; Spring clean up of specified beds, and park. Hardwood mulch installed into existing beds, boulevards, and islands. Hanging flower basket and lastly, monthly bed maintenance. There will be 6 payments of \$833.34 once a month beginning in May and ending in October.	6	\$833.34	\$5,000.04

Total

**\$5,000.04**

Accepted date

Accepted by

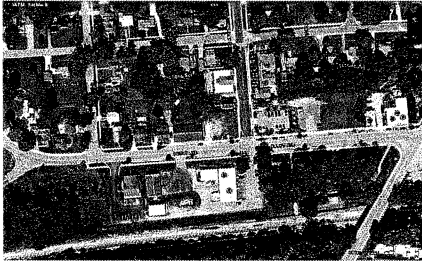





Village of Mattawan  
24221 Front Ave  
Mattawan, MI 49071

Estimate #2136  
Estimate Date 3/8/2025  
Estimate Expiration Date 4/7/2025

Ripmaster Lawn Care and Landscaping LLC is delighted to have the opportunity to serve you.

Please deselect any services that you don't want and then accept the proposal by signing at the bottom of the screen. Once we have confirmation of your service selection, a welcome letter will be emailed to you.

Name/Description	Estimate Description	Amount
<b>Spring Clean Up</b> SPRING CLEANUP	<p>-Includes removal of leaves, trash, and debris from the landscape beds on property from Spring.</p> <p>-Includes cutbacks of perennial plants on the property.</p> 	500.00
<b>Hardwood Mulch Installation</b> -Deliver and install 2" of Hardwood Shredded mulch to existing landscaped areas/mulch beds/islands/boulevards. -Clean up staging area after job is completed including newly mulched landscaping beds/islands/boulevards. -Bed edging / redefining may be performed for an additional charge, and not included in above quoted price.	<p>-Deliver and install 2" of Hardwood Shredded mulch to existing landscaped areas/mulch beds/islands/boulevards. -Clean up staging area after job is completed including newly mulched landscaping beds/islands/boulevards. -Bed edging / redefining may be performed for an additional charge, and not included in above quoted price.</p> 	1950.00
<b>Bed Maintenance</b> Monthly Bed Maintenance	<p>Hand weeding and trimming monthly from April through October of areas marked out on map below.</p> 	3325.00

Name/Description	Estimate Description	Amount
		
	<b>Subtotal</b>	\$5,775.00
	<b>Discounts</b>	\$0.00
		\$0.00
	<b>Total</b>	\$5,775.00

**Ripmaster Lawn Care and Landscaping LLC agrees:**

- To operate in a professional predictable manner, with a clean presentable image while on site.
- To use subcontractors as it sees fit to complete work orders and tasks.
- To hire only those workers legally authorized to work in the United States.
- To maintain insurance and coverage deemed necessary by law including liability, workers comp, and auto.

**Payment Terms & Conditions**

- All services performed will be paid in full within Net 15 days.
- Client will be billed monthly for all services including mowing / maintenance / and landscaping jobs.
- Any landscaping work over \$500 will require a 50% deposit, including spring mulching services.
- Payments may be issued via Check, Cash or online invoice bill pay through Service AutoPilot Client Portal.
- Payments made after 30 days may be subject to a 1.5% Late Fee

**Termination**

Either party may terminate this agreement upon a written and certified mailed 15-day notice to the other party. The property owner's obligation to pay the contractor for all fees associated with the services performed up through and including the day of termination or expiration of the Agreement shall survive termination or expiration.

**Legal Notices / Disclaimers**

- The client is advised and permits their property to be photographed and/or videographer for the purpose of site documentation and for social media/marketing purposes.
- Ripmaster Lawn Care and Landscaping LLC and Bob and Connie Wright agree that this contract is enforceable according to the laws of the state of Michigan.
- Any individual who signs this agreement on behalf of the property owner or Ripmaster Lawn Care and Landscaping **LLC**, promises and guarantees that he or she is fully authorized to execute this agreement on behalf of his or her employer or company. In the case of an agent of the property owner, such agent represents, promises and guarantees that such agent is fully authorized to execute this agreement on behalf of the property owner.
- This agreement will not be binding upon the contractor until a signed copy has been received by our office. No oral agreements will be accepted, whatsoever.

Please sign below

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**Thank you for your business!**

10432 Stadium Dr  
Kalamazoo, MI 49009  
269-615-4552 | Service@RipmasterLawnCare.com



# Service Proposal

Naylor Landscape Management, Inc.

Client Name: Village of Mattawan

Project Name: Village of Mattawan-Maintenance

Jobsite Address: 24601 Front St Mattawan, MI 49071

Billing Address: 24601 Front St Mattawan, MI 49071

Estimate ID: EST3132802

Version #: 2025

Date: May 06, 2025

The services below will be provided from April 1, 2025 to November 30, 2025

Please check the 'Approved' box beside all services you wish included in your seasonal service package.

Approved?	Service Description	Per Visit Price
<input type="checkbox"/>	Monthly Garden Bed Maintenance  MONTHLY GARDEN BED MAINTENANCE: Naylor Landscape Management, Inc. personnel will remove weeds from your garden beds and tree rings by hand and cultivate the soil if necessary. We will also pick up any seasonal debris that accumulates between spring and fall clean-ups. This includes any garbage, leaves, twigs, etc. Spent flowers on perennials will be deadheaded as necessary. Also includes pruning and shaping all shrubbery as needed throughout the growing season so they appear in a neat and healthy condition. All suckering growth and volunteer trees/saplings will be removed. This includes lower tree branch pruning with cuts up to 8 feet of small ornamental trees (shade trees are excluded). This does not include shrub renovation, pollarding or severe cut backs. All trimmings will be picked up and disposed of off-site. Naylor Landscape Management personnel will apply a specially formulated organic plant fertilizer to your landscape beds to build the soil and promote optimal plant health. This program is done in conjunction with our chemical weeding program. It allows us to provide you with relatively weed free, manicured garden beds during the growing season. Under adverse conditions, additional time may be necessary to complete the work and will be debited as a double visit. Seasonal cost based on 7 occurrences per season. If the season necessitates visits beyond the 7 occurrences the work will be performed automatically and billed at 1/7th of the seasonal cost.	\$530.47
<input type="checkbox"/>	Chemical Weeding Program  CHEMICAL WEEDING PROGRAM: Includes up to four (4) visits per season. Includes carefully applying a pre-emergent herbicide in your garden beds and tree rings in the spring and a half rate in the late summer to prevent many nuisance weeds from germinating. The other regularly scheduled visits include carefully applying a non-selective post-emergent herbicide to kill existing weeds. The combination of pre-emergent and post-emergent control greatly reduces the amount of tedious hand weeding needed in your garden. We will also spray any weeds we see growing in your pavement, curb cracks and mulched tree rings. Our commercial clients may add building bases, parking lots, railroad beds, utilities and fence lines to be treated as well.	\$205.42
<input type="checkbox"/>	Spring Clean/Mulch Garden Beds-Play ground areas  MULCH GARDEN BEDS: Includes preparing garden bed edges to accept new mulch, handweeding, removing excess mulch as necessary, applying preventative weed control, and installing selected mulch.	\$2,387.03
<input type="checkbox"/>	Spring Clean/Mulch Garden Beds-Parking Lot/Islands-15 total  MULCH GARDEN BEDS: Includes preparing garden bed edges to accept new mulch, handweeding, removing excess mulch as necessary, applying preventative weed control, and installing selected mulch.	\$3,632.61

Contractor Initials: \_\_\_\_\_ Customer Initials: \_\_\_\_\_

1300 South 8th Street  
Kalamazoo, MI 49009

p. 269-375-0084  
f. 269-375-0363

www.naylorlandscape.com  
email: info@naylorlandscape.com



<input type="checkbox"/>	Fall Clean Up	\$1,163.16
FALL CLEAN UP: Includes 1 visit per season. Your clean-up will be performed as timely as possible while taking into consideration city leaf collection schedules, the rate of falling leaves, the weather and contractual obligations. Your perennials will be cut back and annuals removed. Ornamental grasses will be cut back unless stated otherwise by client. Leaves and debris will be placed at the curb for city collection or hauled away by our vacuum crew. If you have a woodlot or field, we will gladly place and spread the leaves there if you wish.		
<input type="checkbox"/>	Annual Flower Planting - Spring	\$4,781.91

Thank you for choosing Naylor Landscape Management as your service provider. In addition to the services that you are receiving, please see the below list of other services we offer. If there is something that you are interested in, please contact us for more information and pricing.

• LAWN MOWING • GARDEN BED MAINTENANCE • SPRING CLEAN UP • FALL CLEAN UP • MULCH GARDEN BEDS • EAVESTROUGH CLEANING • SHRUB PRUNING • LAWN CARE PROGRAM • GRUB CONTROL • CHEMICAL WEEDING PROGRAM • MOLE CONTROL PROGRAM • SHRUB & ORNAMENTAL TREE CARE PROGRAM • AERATION • IRRIGATION SERVICE • SOIL TESTING • SNOW SERVICES • LANDSCAPE DESIGN & CONSTRUCTION • LAWN RENOVATION • HYDROSEEDING • PAVERS • RETAINING WALLS • WATER FEATURES

## TERMS & CONDITIONS

Naylor Landscape Management (NLM) will do the work automatically. All work will be completed in a workmanlike manner according to standard and accepted industry practices.

Client understands that NLM has estimated to the best of its ability. However, we may encounter circumstances and/or conditions beyond our control to the extent that we are unable to perform under the price quoted herein. In such an event, NLM reserves the right to re-negotiate this contract and/or cancel same at its sole option upon 30 days written notice.

\*All additional landscape maintenance work will be billed out at time and material basis. Additional maintenance work includes: double mows, bagging grass clippings, leaves or debris, dog poop pick up, extra stick and debris pick up after storms, leaf clean up, additional work you may have requested or that is required to complete contracted work completely or properly. Contracted fall clean up work will begin after October 21st. If you are a mowing client, additional leaf pick up prior to fall clean up start may be necessary to complete your lawn mowing service. Additional work will be noted on QAR or invoice. Additional mowing visits above 28 occurrences for the season will be billed on a per visit basis.

Snow services will be provided as quickly as possible. NLM cannot guarantee the provision of service within any set period of time. Nor will it be responsible for provision of service where prohibited by conditions or circumstances beyond its control. NLM is not responsible for any personal injury or property damage due to hazards that may develop following initial service. In the event that your drive is blocked by city plows after our visit, we will return, upon your request, to plow the end of your drive and you will be billed for one visit. In the event that heavy equipment such as skid loaders and dump trucks are needed the price will rise according to the rental price of the extra equipment. This work will only be completed with the permission of the client. THIS SERVICE DOES NOT INCLUDE SALTING OR SHOVELING SERVICE UNLESS SPECIFICALLY STATED ABOVE.

The price for parking lot and drive salt service using bulk road salt is based on current availability and market price. If the purchase price of bulk road salt increases by more than \$10.00 per ton plus tax, the client is required to pay an additional fee. The additional fee is based on the actual increased cost to purchase the salt, plus tax and a 15% handling fee.

This agreement may be cancelled with cause (deficient performance of services) upon thirty (30) days written notice. If NLM cannot correct deficiencies within thirty days, this contract will become null and void. All services rendered will become due and payable within the terms of this contract. Equal monthly installments do not necessarily reflect the cost of services performed. Client is financially responsible for all services received up to the last day of service. Upon cancellation, the monies due for service provided up to and including that date shall be due and owing upon receipt of final invoice. All correspondence regarding cancellation shall be via certified mail, return receipt requested or via email (info@naylorlandscape.com), delivery receipt requested to the attention of the president.

All charges will be billed according to the payment plan selected and are payable in 15 days. In the event any portion of the payment is not paid when due or any bill is not paid within 30 days of its date, such amounts owing will bear a 2% service charge and in addition NLM reserves the right to cancel this agreement for non-payment. Client is liable for all legal and collection fees on unpaid accounts. Client will be billed a \$30.00 processing fee for all returned checks. We reserve the right to stop service if your account becomes 30 days past due.

## YOUR GUARANTEE

QUALITY ASSURANCE REPORT (QAR): Our observation and written confirmation (inspection) of the work performed and completed on the date specified. If for any reason you are not satisfied with the results of your service, simply notify us within 24 hours of the service date and we will correct the problem by the next day, when possible (weather permitting) at no extra charge. We believe that 100% client satisfaction is the only way to do

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business. So just sit back and relax this season! You will have nothing to do and a better yard to look forward to.

ONE YEAR CONTRACT EXTENSION PRICE GUARANTEE: This would extend the contract to November 30, 2023. The total contract price for second year will not increase unless the client adds additional services to the contract *and/or* the property dimensions change.

☐ One Year Contract Extension Option: Initial \_\_\_\_\_, and date \_\_\_\_/\_\_\_\_/\_\_\_\_.

ACCEPTANCE OF AGREEMENT: The above prices and specifications are satisfactory and are hereby accepted. Naylor Landscape Management, Inc. and agents working on its behalf are authorized to do the work as specified. Payment will be made as outlined above and as per NLM's terms and conditions. I have read, understand and agree to NLM's terms and conditions.

Please sign and return to Naylor Landscape Management within 30 days or service agreement may be withdrawn.

PAYMENT OPTIONS: ☐ Pre-Pay For The Season In Full ☐ Monthly Installments\* ☐ Pay Per Service

\*Summer Service: 8 equal payments (April to November) or Summer and Winter Service: 12 equal payments (April to March)

CONVENIENCE OPTION: Pay with Credit Card (Visa, MasterCard, Discover, American Express)

\_\_\_\_\_ I authorize NLM to charge my credit card one time only for this amount: \$\_\_\_\_\_

\_\_\_\_\_ I authorize NLM to charge my credit card each month, for all charges on my account.

Name on Card \_\_\_\_\_ Billing Address \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CVV: \_\_\_\_\_

\*Monthly Installment: All installments are billed at the end of the preceding month for the installment month. Minimum payment for landscape maintenance monthly installments is \$100.00 per month for eight (8) equal installments (April - November). Clients that have landscape maintenance and snow services will be billed twelve (12) equal installments (April - March).

Estimate authorized by: \_\_\_\_\_

Company Representative

Estimate approved by: \_\_\_\_\_

Customer Representative

Signature Date: \_\_\_\_\_

Signature Date: \_\_\_\_\_

*\*Prices shown do not include tax. Applicable taxes will be added to invoice(s).*

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