

VILLAGE OF MATTAWAN
DDA MEETING

JUNE 17, 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. APPROVAL OF THE MINUTES OF **MAY 20, 2025**
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
 - A. PARK RESTROOM – *Superintendent Anthony*
 - B. PARK SCULPTURE – *Kelly Vander Kley*
11. NEW BUSINESS
 - A. 2024-2025 BUDGET AMENDMENTS
 - B. 2025-2026 BUDGET AMENDMENTS
12. COMMUNICATIONS

E-Mail from Ripmaster Landscaping
Revenue and Expense Report
13. COMMENTS FROM VISITORS
14. COMMENTS FROM MEMBERS
15. ADJOURN @

**VILLAGE OF MATTAWAN
DDA MEETING**

MAY 20, 2025

MINUTES

1. CALL TO ORDER **8:37 AM**
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE: **Brooks, Chipouras, Crooks, Laughlin, Moyle, Penning, Reed**
OTHERS PRESENT: *Manager McGrew, Clerk Storm-Artis, Chief Mansfield*
ABSENT: **Brininger, Cole, Coy, Maxwell**
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA
Motion by Brooks, supported by Reed to approve the agenda. All members voted in favor. Motion carried.
8. APPROVAL OF THE MINUTES OF **APRIL 15, 2025**
Motion by Chipouras, supported by Crooks to approve the minutes of April 15, 2025. 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* gave an update on where we are with the engineering on this project. More information will be coming at the June 2025 meeting.
 - B. SCULPTURE – *Clerk Storm-Artis* gave an update on where we are with getting the engineering information from artist Kelly Vander Kley. More information will be coming at the June 2025 meeting.
 - C. PARK AND LIGHT POLE DECORATION CONTRACTS – *Clerk Storm-Artis* gave an update on the process of getting approval for the underground boaring or the

metering of each pole for the Christmas lights. Superintendent Anthony was working with council and MEC to get information on costs.

D. REVIEW BIDS FOR SUMMER LANDSCAPING

Motion by Reed, supported by Moyle to approve the bid from Tailored Landscape for the DDA landscaping area and hanging baskets in the amount of \$5,000.04. All members voted in favor. Motion carried.

Clerk Storm-Artis was tasked with immediately contacting Tailored Landscape to let them know their bid was approved and Ripmaster to let them know their bid was not selected.

11. NEW BUSINESS *None*

12. COMMUNICATIONS

Chair Brooks discussed how other communities have a Social District that allows for alcoholic beverages to be consumed in public areas.

Motion by Brooks, supported by Chipouras to ask council to consider developing an area in the downtown historic district that would be designated as a Social District to allow the consumption of alcoholic beverages in public areas. All members voted in favor. Motion carried.

13. COMMENTS FROM VISITORS *None*

14. COMMENTS FROM MEMBERS *None*

15. ADJOURN @ 8:53 AM

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

Proposal For Civil Engineering Services



Village of Mattawan Memorial Park Concept

2800 South 11th St.
Kalamazoo, Michigan 49009
Ph. 269-552-4960 Fax 269-552-4961



Client Company
Village of Mattawan

Client Contact
Tom Anthony
Superintendent of Public Works
Village of Mattawan

Client Email
tom@mattawanmi.com

Address
24221 Front Ave.
Mattawan, MI 49071

Phone Number
(269)668-2128

May 8, 2025

Mr. Tom Anthony
Village of Mattawan
24221 Front Ave.
Mattawan, MI 49071

RE: Proposal for Civil Engineering Services
Village of Mattawan - Memorial Park Concept

Dear Mr. Anthony:

Thank you for considering Hurley & Stewart (H&S) for your civil engineering needs for the Memorial Park project in Mattawan, MI. We are excited to team with the Village of Mattawan on this project.

Please find our enclosed scope of work for your review and approval. Based on our current workload, we can commence work immediately upon authorization and complete a conceptual design for presentation at an upcoming Village DDA meeting.

Thank you again for providing H&S the opportunity to perform this work for you. If you have any questions, feel free to contact our office at 269-552-4960.

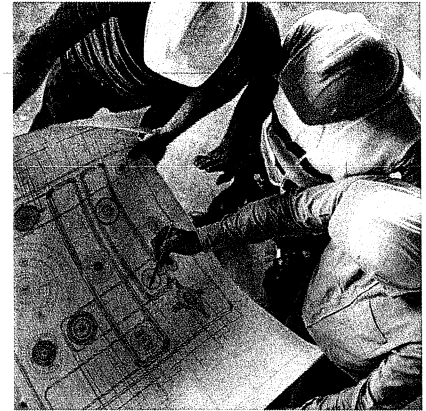
Sincerely,
HURLEY & STEWART, LLC



Timothy A. Stewart, PE

Conceptual Design Engineering

- Review the existing Village master plan.
- Develop a conceptual layout incorporating the elements mentioned at the March 10th DDA meeting. The elements included a restroom/pavilion building, stage, new playground equipment, and a new parking lot across the street.
- Attend one (1) coordination meeting with Village Parks Department representatives for input while working through the conceptual layout.
- Make minor revisions to conceptual layout based on Village feedback.
- Prepare a high level cost estimate for the various design elements. H&S will price site elements and work with a local Architect/Construction Manager to determine approximate costs for the restroom/pavilion building; from pre fabricated to custom designed.
- Attend one (1) Village DDA meeting to present the conceptual layout and cost estimate.
- Conceptual plan updates, cost estimate revisions, and additional meetings following the Village DDA meeting are not anticipated at this time. If updates to the conceptual plan and cost estimate are requested after the DDA meeting, H&S can complete this work for \$1,500. Each ensuing round of revisions will incur the same fee.
- This proposal does not include final design engineering or grant coordination. A separate proposal will be provided following the Village's feedback on desired design elements.



Basis of Fee

We propose to complete the services outlined above on a lump-sum (LS) basis for the total cost as outlined below plus reimbursable expenses for reproduction, travel, etc.

Conceptual Layout	\$ 3,500
Cost Estimate	\$ 1,500
Local Architect/CM Fee (ALLOWANCE)	\$ 2,000
Meetings	\$ 1,000
Total	\$ 8,000



AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

Engineering Firm: Hurley & Stewart, LLC
2800 S. 11th St.
Kalamazoo MI, 49009

Client: Village of Mattawan
24221 Front Ave.
Mattawan, MI 49071

Proposal Date: May 8, 2025

Client Contact: Tom Anthony

Project Name/Location:

Memorial Park Concept — Mattawan, MI

Scope/Intent and Extent of Services:

Engineering services according to the scope provided in the May 8, 2025 proposal.

Fee Arrangement:

Lump sum of eight thousand dollars (\$8,000), plus expenses.

Deposit Amount:

\$0 deposit. Will be billed monthly.

Special Conditions:

Prepared By:

Eric Barkovich — Project Manager

The Terms and Conditions attached to this form are a part of this Agreement

Offered By:

(Signature)

May 8, 2025

(Date)

Timothy A. Stewart, PE — Principal
Hurley & Stewart, LLC

Accepted By:

(Signature)

(Date)

(Printed Name/Title)

(Name of Client)

TERMS AND CONDITIONS

Hurley & Stewart, LLC (the Firm) shall perform the Services outlined in this Agreement and in accordance with the project proposal for the stated fee arrangement.

Access to Site:

Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the Services. The Firm will take reasonable precautions to minimize any damage resulting from these activities. The Firm will not be responsible for any damages that occur resulting from the performance of the services.

Dispute Resolution:

All claims or disputes between the Firm and Client shall be subject to and decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect unless the parties mutually agree otherwise. Client and Firm agree to include similar arbitration provisions in all contracts with subcontractors, subconsultants, suppliers or fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

Billings/Payments:

Invoices for the Firm's services shall be submitted, at the Firm's option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Late Payments:

Accounts unpaid 45 days after the invoice date shall be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including, but not limited to, reasonable attorney's fees incurred by the Firm.

Indemnification:

The Firm shall defend, indemnify and hold Client harmless from and against all claims, damages, losses and expenses arising out of or resulting from performance of the services provided such claim, damage, loss or expense is attributable to injury or loss sustained by Client but only to the extent caused by the Firm's gross negligence or willful misconduct. The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, its officers, directors, employees, agents and subconsultants from and against all claims, damages, losses and expenses including, but not limited to, reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those claims, damages, losses and expense attributable to the gross negligence or willful misconduct of the Firm.

Design without Construction Administration:

It is understood and agreed that if the Firm's Basic Services as defined in the proposal and under this Agreement do not include project observation or review of the Contractor's performance that such services will be provided for by the Client. The Client thereby assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the Client waives any claims against the Firm that may be connected thereto.

In addition, the Client agrees, to the fullest extent permitted by law to indemnify and hold harmless the Firm, its officers, directors, employees and subconsultants (collectively, Firm) against all damages, liabilities or costs, including

reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Firm-provided documents prepared under this Agreement to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Firm.

Certification, Guarantees and Warranties:

The Firm shall not be required to execute any document that would result in their certifying, guaranteeing or warranting the existence of conditions, the existence of which the Firm cannot ascertain.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for all claims, damages, injuries, losses and expenses arising out of this agreement from any cause or causes, in the aggregate, shall not exceed the lesser of \$50,000 or the amount of the fee earned under this authorization. Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Termination of Services:

This Agreement may be terminated by either party upon not less than seven (7) days written notice should the other party fail to substantially perform its obligations in accordance with the terms of this Agreement through no fault of the party initiating the termination. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents:

All documents produced by the Firm under this Agreement, whether in hard copy or magnetic media form, are instruments of the Firm's service for use solely with respect to the Project and unless otherwise agreed to by the Firm, the Firm shall be deemed the author of these documents and shall retain all common law, statutory and other rights, including the copyright, and shall not be used by others on other projects unless agreed to in writing by the Firm.

Method of Authorization

Client may authorize the Firm to proceed with work either by signing an Agreement of Professional Services or by issuance of an acknowledgment, confirmation, purchase order or other communication. Regardless of the method used, these Terms and Conditions shall apply and control the terms and conditions of the service, notwithstanding any provisions to the contrary contained in Client's acknowledgement, confirmation, purchase order or other communication. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.

Deposit

If an initial deposit is required by the Firm at the time of acceptance of this agreement, the deposit will be credited to your account on the final billing upon project completion.

Hourly Billing Rates

Unless stipulated otherwise, Client shall compensate the Firm at hourly billing rates in effect when services are provided by the Firm employees of various classifications.

Reimbursable Expenses

Reimbursable expenses are those costs incurred on or directly for Client's Project. Reimbursement shall be at the Firm's

current rate for mileage for service vehicles and automobiles, laboratory tests and analyses, computer services, special equipment services, postage and delivery charges, telephone and telefax charges, copying, printing and binding charges. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus 10 percent.

Opinions of Cost

Any opinions of probable construction cost, cost estimates, and/or total project costs provided by the Firm will be on a basis of experience and reasonable professional judgment. Since the Firm has no control over market conditions, costs of labor, equipment or materials, or the Contractor's methods of determining prices or bidding, the opinions and estimates do not constitute a warranty, express or implied, or guarantee that the Contractor's bids or negotiated price of the work will not vary from the Client's budget or from any opinion or estimate prepared by the Firm.

Insurance

Client shall cause the Firm and the Firm's Consultants to be listed as additional insureds on all general liability and property insurance policies carried by Client which are applicable to the Project.

Upon request, Client and the Firm shall each deliver to the other certificates of insurance evidencing their coverages.

All policies of property insurance shall contain provisions to the effect that the Firm and the Firm's Consultant's interests are covered, and that in the event of payment of any loss or damages, the insurers will have no rights of recovery against any of the insureds or additional insureds.

Client shall require Contractor to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause the Firm and the Firm's Consultants to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project.

Incidental and Consequential Damages

Client and the Firm waive incidental, consequential, indirect, special, contingent, or punitive damages for claims, disputes, or other matters in question relating to this Agreement including, but not limited to, loss of business.

Legal Expenses

If either Client or the Firm makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees. If the Firm brings a lawsuit against the Client to collect invoiced fees and expenses, Client agrees to pay the Firm's reasonable collection expenses including attorney fees.

Electronic Media

Copies of data, reports, drawings, specifications and other material furnished by the Firm that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are delivered to Client pursuant to the services under this Agreement. Computer files of text, data, graphics or of other types on electronic media that are furnished by the Firm to Client are only for the convenience of Client. Any conclusions or information obtained or derived from such electronic files will be at the user's sole risk.

DDA Budget Amendments 2024-2025 Fiscal Year

		Amended	Prior Budget	Increase
248-000-40200	Tax Revenue	85,000	65,000	20,000
248-000-69900	DDA Prior Year Fund Balance	451,500	0	451,500
248-728	Community Promotion	28,000	0	28,000
248-728-97000	Capital Outlay	495,000	51,500	443,500

DDA Budget Amendments 2025-2026 Fiscal Year

		Amended	Prior Budget	Decrease
248-000-69900	Prior Year Fund Balance	342,000	742,000	400,000
248-728-97000	Capital Outlay	350,000	750,000	400,000

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	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	65,000.00	84,022.17	61,000.00
248-000-66500	Interest Earned	1,500.00	1,115.40	1,500.00
248-000-66510	INTEREST -FRONTIER			
248-000-67100	Other Revenue			
248-000-69900	Prior Year Fund Balance			742,000.00
Totals for dept 000 - OPERATING REVENUE		66,500.00	85,137.57	804,500.00
TOTAL ESTIMATED REVENUES		66,500.00	85,137.57	804,500.00

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	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	5,000.00		14,500.00
248-728-88000	Community Promotion		27,682.20	30,000.00
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	5,000.00	3,266.68	5,000.00
248-728-95800	Memberships			
248-728-96500	Contingency			
248-728-97000	Capital Outlay	51,500.00	17,256.33	750,000.00
Totals for dept 728 - ECONOMIC DEVELOPMENT		66,500.00	48,265.21	804,500.00
TOTAL APPROPRIATIONS		66,500.00	48,265.21	804,500.00
NET OF REVENUES/APPROPRIATIONS - FUND 248			36,872.36	
BEGINNING FUND BALANCE		1,014,187.30	1,014,187.30	1,051,059.66
ENDING FUND BALANCE		1,014,187.30	1,051,059.66	1,051,059.66

VILLAGE OF MATTAWAN

South Main HMA Milling, Chip Seal and Overlay

Civica Engineering PLLC

1503 East Centre Avenue, Suite C

Portage, MI 49002

Date: 04/04/25

SOUTH MAIN STREET - Front Avenue to I-94

<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>ESTIMATE</u>
GPS, DROP PLATE, ADJUST MANHOLE W/CONCRETE APRON	EA	10	\$1,720.00	\$17,200.00
EJ MANHOLE CASTING	Ea	5	\$705.96	\$3,529.80
GPS, DROP PLATE, ADJUST WATER BOXW/CONCRETE APRON	Ea	2	\$954.00	\$1,908.00
EJ SELF LEVELING WATER BOX CASTING	EA	2	\$571.76	\$1,143.52
2" COLD MILLING HMA SURFACE	Syd	15000	\$4.88	\$73,200.00
CHIP SEAL SWEEPING (CLEAN UP AFTER COUNTY)	LS	1	\$6,889.00	\$6,889.00
HMA SURFACE	TON	2000	\$104.50	\$209,000.00
CL II SHOULDER	SYD	1000	\$22.50	\$22,500.00
Van Buren County Chip Seal	SYD	19000	\$5.00	\$95,000.00
Pavt Mrkg, Waterborne, 4 inch, White	Ft	5720	\$0.25	\$1,430.00
Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	10800	\$0.25	\$2,700.00
Pavt Mrkg, Waterborne, 6 inch, White	Ft	90	\$3.55	\$319.50
Pavt Mrkg, Waterborne, 24 inch, White	Ft	70	\$14.50	\$1,015.00
Pavt Mrkg, Waterborne, LT Arrow, White	ea	4	\$125.00	\$500.00
Pavt Mrkg, Waterborne, rt Arrow, White	ea	2	\$125.00	\$250.00

<i>Contractors Estimate</i>	<i>\$436,584.82</i>
<i>Construction Admin / Field Inspector</i>	<i>\$38,500.00</i>

\$475,084.82

Engineer's Opinion of Costs

Project Number: 001 Estimate Number: 1 Project Type: Miscellaneous Location: Mattawan Description:	Project Engineer: Civica Engineering PLLC Date Created: 2/9/2025 Date Edited: 2/27/2025 Fed/State #: Fed Item: Control Section:
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Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1100001	Mobilization, Max	1.000	LSUM	\$25,000.00	\$25,000.00
0002	2030011	Dr Structure, Rem	20.000	Ea	\$500.00	\$10,000.00
0003	2040020	Curb and Gutter, Rem Drive Adjustments	500.000	Ft	\$12.00	\$6,000.00
0004	2080020	Erosion Control, Inlet Protection, Fabric Drop	20.000	Ea	\$150.00	\$3,000.00
0005	3020008	Aggregate Base, 3 inch	6,200.000	Syd	\$4.50	\$27,900.00
0006	3020016	Aggregate Base, 6 inch Drive Approach	300.000	Syd	\$12.00	\$3,600.00
0007	3070125	Shld, Cl II, 3 inch 4000 lft x 3'	1,400.000	Syd	\$15.00	\$21,000.00
0008	4030015	Dr Structure Cover, Type C	20.000	Ea	\$1,000.00	\$20,000.00
0009	5010002	Cold Milling HMA Surface Center and East Lane	7,000.000	Syd	\$6.00	\$42,000.00
0010	5010005	HMA Surface, Rem Rem Approach	300.000	Syd	\$7.00	\$2,100.00
0011	5010033	HMA, 13A 2" x 7000 syd (milled center and east lane)	800.000	Ton	\$100.00	\$80,000.00
0012	5010034	HMA, 36A 1.5" x 10,000 syd (Cap entire road width)	850.000	Ton	\$150.00	\$127,500.00
0013	5010061	HMA Approach 500 syd x 3"	100.000	Ton	\$150.00	\$15,000.00
0014	5050001	Seal, Single Chip	7,000.000	Syd	\$5.00	\$35,000.00
0015	8020023	Curb and Gutter, Conc, Det C4 Drive	500.000	Ft	\$30.00	\$15,000.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0016	8110091	Pavt Mrkg, Polyurea, 4 inch, White	4,000.000	Ft	\$1.25	\$5,000.00
0017	8110092	Pavt Mrkg, Polyurea, 4 inch, Yellow	4,000.000	Ft	\$1.25	\$5,000.00
0018	8110351	Witness, Log, \$1,250.00	1.000	Dlr	\$1,250.00	\$1,250.00
0019	8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	20.000	Ea	\$100.00	\$2,000.00
0020	8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	20.000	Ea	\$10.00	\$200.00
0021	8120170	Minor Traf Devices	1.000	LSUM	\$10,000.00	\$10,000.00
0022	8120252	Plastic Drum, Fluorescent, Furn	200.000	Ea	\$35.00	\$7,000.00
0023	8120253	Plastic Drum, Fluorescent, Oper	200.000	Ea	\$1.00	\$200.00
0024	8120350	Sign, Type B, Temp, Prismatic, Furn	1,000.000	Sft	\$5.00	\$5,000.00
0025	8120351	Sign, Type B, Temp, Prismatic, Oper	1,000.000	Sft	\$15.00	\$15,000.00
0026	8160025	Mulch	2,000.000	Syd	\$1.50	\$3,000.00
0027	8160042	Seeding, Mixture TUF	400.000	Lb	\$15.00	\$6,000.00
0028	8160062	Topsoil Surface, Furn, 4 inch 4000' x 10'	4,000.000	Syd	\$6.00	\$24,000.00
0029	8240001	Contractor Staking	1.000	LSUM	\$15,000.00	\$15,000.00
Estimate Total: \$531,750.00						

Jolie Storm

From: Luke Ripmaster <luke@ripmasterlawncare.com>
Sent: Tuesday, May 27, 2025 12:51 PM
To: wolverinecoach@aol.com; robstireautocare@gmail.com; MOLLYSELLSMI@gmail.com; Don Cole; lcoy@hotmail.com; crooksagency@fbinsmi.com; blaughlin@farmersagent.com; allison@birddogmattawan.com; jmoyle@ralphmoyle.com; vintageinspiredmattawan@gmail.com; daniel.reed9785@gmail.com; Jolie Storm; Rich McGrew
Subject: Concern Regarding Landscaping Bid Process and Communication

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

Good Afternoon,

I am writing to formally express our disappointment with the recent handling of the landscape maintenance bid process by the Village of Mattawan DDA Board, particularly regarding transparency and communication.

Earlier this year, in late winter or early spring, we submitted a proposal for landscape maintenance services. On April 28th, we received an email from Tom Anthony stating:

“Why don’t you come in and do the Spring Clean-up and the mulch, preferably before Memorial Day and I will get approval for the rest at next month’s DDA meeting.”

I responded that we could complete the work around the end of May or beginning of June, but would require a signed proposal to proceed. I was then advised by Mr. Anthony to “hold off on everything.”

On May 20th, I received a phone call from Clerk Storm informing me that the Village was experiencing difficulty getting expenses approved, and that we would be contacted next season to submit an updated bid.

However, upon driving through the Village recently, I observed that landscape work was actively being performed. After reviewing the official DDA Board minutes, I found the following entries:

- **April 15, 2025:**

“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.”

- **May 20, 2025:**

“Motion by Reed, supported by Moyle, to approve the bid from Tailored Landscape for the DDA landscaping area and hanging baskets in the amount of \$5,000.04. All members voted in favor. Motion carried. Clerk Storm-Artis was tasked with immediately contacting Tailored Landscape to let them know their bid was approved and Ripmaster to let them know their bid was not selected.”

We are deeply disappointed to have been misled during the process. Not only were we not informed that our bid was under consideration for approval up to \$5,000, but we were also given conflicting updates regarding the status of our proposal and the timeline of decisions. At no point were we given the opportunity to revise or discuss our bid, despite the record showing board actions being taken.

We value our relationship with the Village of Mattawan and have always strived to provide professional, reliable service. It is unfortunate that this experience has raised concerns about transparency and communication.

We respectfully ask that the Board take our concerns into consideration and ensure greater clarity and openness in future bidding processes.

Sincerely,

Lucas Ripmaster

Owner

Ripmaster Lawn Care and Landscaping LLC

(269) 615-4552

luke@ripmasterlawncare.com

RipmasterLawnCare.com

10432 Stadium Dr, Suite A, Kalamazoo MI 49009



GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	05/31/2025	05/31/2025	MONTH	INCREASE (DECREASE)	NORMAL	BALANCE
									% BDT USED
Fund 248 - DDA									
Revenues									
Dept 000 - OPERATING REVENUE									
248-000-40200	Current Real Taxes	65,000.00		84,022.17	84,022.17			(19,022.17)	129.26
248-000-66500	Interest Earned	1,500.00		1,115.40	0.00			384.60	74.36
Total Dept 000 - OPERATING REVENUE		66,500.00		85,137.57	84,022.17			(18,637.57)	128.03
TOTAL REVENUES		66,500.00		85,137.57	84,022.17			(18,637.57)	128.03
Expenditures									
Dept 728 - ECONOMIC DEVELOPMENT									
248-728-82610	DDA Legal	5,000.00		60.00	0.00			4,940.00	1.20
248-728-82620	DDA Consulting	5,000.00		0.00	0.00			5,000.00	0.00
248-728-88000	Community Promotion	0.00		27,682.20	175.00			(27,682.20)	100.00
248-728-88400	LANDSCAPE MAINT FOR FRONT AVE PARKING	5,000.00		1,600.00	0.00			3,400.00	32.00
248-728-97000	Capital Outlay	51,500.00		17,256.33	0.00			34,243.67	33.51
Total Dept 728 - ECONOMIC DEVELOPMENT		66,500.00		46,598.53	175.00			19,901.47	70.07
TOTAL EXPENDITURES		66,500.00		46,598.53	175.00			19,901.47	70.07
Fund 248 - DDA:									
TOTAL REVENUES		66,500.00		85,137.57	84,022.17			(18,637.57)	128.03
TOTAL EXPENDITURES		66,500.00		46,598.53	175.00			19,901.47	70.07
NET OF REVENUES & EXPENDITURES		0.00		38,539.04	83,847.17			(38,539.04)	100.00
BEG. FUND BALANCE		1,014,187.30		1,014,187.30					
END FUND BALANCE		1,014,187.30		1,052,726.34					