

**VILLAGE OF MATTAWAN
DDA MEETING**

SEPTEMBER 16, 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 **AUGUST 19, 2025**
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
 - A. PARK NATIVITY MANGER REPLACEMENT
 - B. HANGING BASKET SPRAYER
 - C. LIGHT POLE CHRISTMAS DECORATIONS
 - D. SCULPTURE UPDATE
11. NEW BUSINESS
 - A. TWINKLE HOLIDAY LIGHT INVOICE APPROVAL
 - B. CHRISTMAS PARADE
 - C. OTHER HOLIDAY DECORATIONS FOR PARK
12. COMMUNICATIONS
Revenue and Expense Report
13. COMMENTS FROM VISITORS

14. COMMENTS FROM MEMBERS

15. ADJOURN @

DRAFT

**VILLAGE OF MATTAWAN
DDA MEETING**

AUGUST 19, 2025

MINUTES

1. CALL TO ORDER **8:32 AM**
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE **Brininger, Chipouras, Coy, Crooks, Laughlin, Penning, Reed**
ABSENT: **Brooks, Maxwell, Moyle**
OTHERS PRESENT: *Clerk Storm-Artis, Superintendent Anthony*
Motion by Coy, supported by Crooks to excuse members Brooks, Maxwell, 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 Coy to approve the agenda. All members voted in favor. Motion carried.
8. APPROVAL OF THE MINUTES OF **JULY 15, 2025**
Motion by Laughlin, supported by Brininger to approve the minutes of July 15, 2025 with the correction to the spelling of Laughlin under attendance. All members voted in favor. Motion carried.
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS **None**
10. OLD BUSINESS
 - A. PARK NATIVITY REPLACEMENT
Discussion took place regarding the outstanding questions of painted colors, shipping, pricing, and santa box.
Motion by Coy, supported by Reed to select santa box model COM 1864. All members voted in favor. Motion carried.
Further discussion took place.
Motion by Reed, supported by Brooks to purchase nativity figures Joseph with lantern, Infant Jesus in Crib, Mary Kneeling, Large Stable, and Santa Mailbox for an amount not to exceed \$8,020.00. All members voted in favor. Motion carried.
 - B. IRRIGATION REPAIR FOR HANGING BASKET POLES
Discussion took place regarding options for the watering on the hanging baskets.

Motion by Coy to have Superintendent Anthony come up with a cost for DPW to water the baskets for 1 hour daily. Motion dies due to lack of support.

Motion by Brooks, supported by Coy to have Superintendent Anthony provide a cost of DPW water, maintain, and fertilize the hanging baskets. All members voted in favor. Motion carried.

C. SCULPTURE UPDATE

Clerk Storm-Artis updated the DDA on Kelly Vander Kley's attempts to get an engineering review for the sculpture.

Discussion took place as to what is in the contract and previous motions about the date of installation.

Clerk Storm-Artis will provide more information and possible next steps at the next DDA meeting.

11. NEW BUSINESS *None*

12. COMMUNICATIONS

Revenue and Expense Report
CD Investment at 4% on 7/30/2025

13. COMMENTS FROM VISITORS *None*

14. COMMENTS FROM MEMBERS *None*

15. ADJOURN @ 9:17 AM

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

Memorandum

To: DDA Board
CC: Manager McGrew
From: Superintendent Anthony
Date: 9/12/2025
Re: Manger and watering hanging baskets

I called Bronner's, and the collapsible wood stable (large manger) is priced at **\$1,495.00**. Shipping should be around **\$200**, which should cover it.

Watering of the baskets:

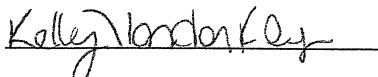
- 40-gallon sprayer with 12-volt pump from Tractor Supply: **\$287.00**
- Basket spray wand from Amazon: **\$30.00**

I had considered using the Tool cat for this task, but using the pickup proved to be much more economical. I believe **1 hour** should be sufficient, including time to fill the tank, drive downtown, and water the plants.

The total daily cost for watering comes to **\$32.04**. (\$160.20 a week)

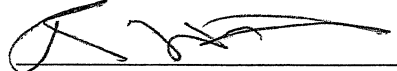
AGREEMENT BETWEEN THE VILLAGE OF MATTAWAN DDA AND KELLY VANDER KLEY FOR THE DESIGN, CONSTRUCTION, AND INSTALLATION OF A SCULPTURE TO BE INSTALLED IN THE VILLAGE OF MATTAWAN

1. This Agreement is between Kelly Vander Kley, (Artist) and the Downtown Development Association for the Village of Mattawan.
2. This Agreement is for the design, construction, and installation of a sculpture by the Artist.
3. The Agreement is based on good and valuable consideration in the form of the Artist's agreement to design, construct, and install the sculpture, and the DDA's agreement to pay the Artist for the Artist's work.
4. The parties agree that the DDA is authorized to act through its committees, subcommittees, or designees.
5. As soon as this agreement is executed by both parties, they shall meet as soon as it is practical in order to discuss all outstanding issues regarding the Project, including design ideas.
6. The parties shall conduct additional meetings and events as they determine to be appropriate in order to gather information necessary for the completion of the Project.
7. The parties shall meet as necessary in order to agree on all aspects of the Project, including in part the design, construction, and installation details and the amounts to be paid for the work.
8. Until the parties have executed a specific agreement for the Project as anticipated in this Agreement, all rights in the design of the Project shall remain with the Artist.
9. The total price shall not exceed \$20,000.00.
10. Once the Artist and the DDA have agreed on the details of the project and the total price that the DDA shall pay the Artist, the DDA shall pay $\frac{1}{2}$ of the total contract price to the Artist.
11. The Artist shall then complete the design, construction, and installation of the Project.
12. Upon the DDA's inspection, approval, and acceptance of the Project, the DDA shall pay to the Artist the balance due for the project.
13. At or before the time of this payment, the Artist shall transfer and convey to the DDA all rights that the Artist may have in the Project, including rights to the Project's likeness.
14. This Agreement may be modified only in writing, executed by all parties.
15. Any dispute regarding this Agreement may be resolved only in a court of competent jurisdiction in Van Buren County.
16. This is the complete agreement between the parties.



Artist

Date: 6.27.24



DDA Representative

Date: 6-27-24

VILLAGE OF MATTAWAN

DOWNTOWN DEVELOPMENT AUTHORITY

RESOLUTION AUTHORIZING A SCULPTURE CONTRACT WITH KELLY
VANDER KLEY

WHEREFORE, the Mattawan DDA has determined that it is in the Village of Mattawan's and the DDA's best interest to enter into a contract for a sculpture to be designed, constructed, and installed by Kelly Vander Kley.

WHEREFORE, the DDA has negotiated a contract for the sculpture, which is attached to this Resolution.

WHEREFORE, the DDA has determined that it has the resources to pay the contract price.

WHEREFORE, this Resolution complies with the requirements of the DDA Bylaws.

THEREFORE, BE IT RESOLVED that the DDA is authorized to enter into the sculpture contract that is attached to this Resolution.

BE IT FURTHER RESOLVED that the DDA Chair is authorized to sign the contract on behalf of the DDA.

Motion by BROOKS and supported by COLE to adopt this Resolution.

Aye: 10

Nay: 0

Absent: 1

Date:

10-27-2024

Clerk:

Laura A. McLean

**VILLAGE OF MATTAWAN
DDA MEETING**

JUNE 27, 2024

MINUTES

1. CALL TO ORDER @ **11:00 AM**
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE **Brininger, Brooks, Cavanaugh, Cole, Coy, Laughlin, Maxwell, Moyle, Penning, Roberts**
ABSENT: **Reed**
OTHERS IN ATTENDANCE: *Manager McLean, Administrative Assistant Storm-Artis*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA *None*
7. APPROVAL OF THE AGENDA
Motion by Brininger, supported by Brooks to approve the agenda as presented. All members voted in favor. Motion carried.
8. APPROVAL OF THE MINUTES OF **JUNE 18, 2024**
Motion by Brooks, supported by Coy to approve the minutes of June 18, 2024. All members voted in favor. Motion carried.
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS *None*
10. OLD BUSINESS *None*
11. NEW BUSINESS
 - A. APPROVE RESOLUTION AUTHORIZING A SCULPTURE CONTRACT WITH KELLEY VANDER KLEY
Motion by Brooks, supported by Cole to approve the resolution authorizing a sculpture contract with Kelly Vander Kley. All members voted in favor. Motion carries.
 - B. APPROVE AGREEMENT BETWEEN THE VILLAGE OF MATTAWAN DDA AND KELLY VANDER KLEY FOR THE DESIGN, CONSTRUCTION, AND INSTALLATION OF A SCULPTURE TO BE INSTALLED IN THE VILLAGE OF MATTAWAN

Discussion took place regarding a timeline for the project and discussion future outstanding specifics on project at additional meetings. Kelly Vander Kley was asked if there are any issues she had with the proposed contract. She stated she had no concerns.

Motion by Brooks, supported by Laughlin to approve the agreement between the village and Kelly Vander Kley. Roll Call vote taken. All members voted in favor. Motion carried.

C. CD INVESTMENT INTEREST RATES

Discussion took place regarding going with a 6-month CD due to outstanding project obligations that would be starting at the beginning of 2025. Further discussion took place to determine the amounts and options with investing in multiple CD with different lengths of time.

Motion by Brooks to invest \$400,000 in a CD at 5.5% with Consumers Credit Union. Discussion took place, motion adjusted to \$600,000 amount. More discussion took place. Motion died due to lack of support.

Further discussion took place.

Motion by Laughlin, supported by Coy to invest up to \$300,000.00 in a CD at 5.5% interest rate with Consumers Credit Union. Roll call vote taken. Cavanaugh, Cole, Coy, Laughlin voted yes. Brininger, Brooks, Maxwell, Moyle, and Roberts voted no. Motion failed.

Motion by Moyle, supported by Brininger to invest \$600,000 in a cd at 5.5% interest rate with Consumers Credit Union. Roll call vote taken. All members voted in favor. Motion carried.

D. DDA MEETING TIME CHANGE

Administrative Assistant Storm-Artis explained the difficulty with having the meetings at 8am and office staffing concerns with arriving and opening the building prior to the opening for the office. Discussion took place as to times that would and would not work for the members.

Motion by Laughlin, supported by Brooks to adjust the DDA meeting time to 8:30 AM on the third Tuesday of the month. Roll call vote taken. All members voted in favor. Motion carried.

12. COMMUNICATIONS

Chair Brooks informed the DDA that he would not be at the next DDA meeting, other members spoke they may not be in attendance either. Discussion took place regarding cancelling the meeting for July. Maxwell stated she may have Christmas decoration bids to present to the DDA and could communicate to the other members of the DDA if the July meeting would still be required for this purpose.

Cavanaugh asked about the Antwerp Township Hall and the Christmas events and suggested adding a luminary display or other business event in the historical district. Discussion took place.

13. COMMENTS FROM VISITORS

Terron McLean commented on the new trees in the Village Park.

**VILLAGE OF MATTAWAN
DDA MEETING**

SEPTEMBER 17, 2024

MINUTES

1. CALL TO ORDER @ 8:34 AM
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE **Brininger, Brooks, Cavanaugh, Cole, Coy, Laughlin, Maxwell, Moyle, Penning**
ABSENT: **Reed, Roberts**
OTHERS PRESENT: *Chief Mansfield, Officer Ryan, Administrative Assistant Storm-Artis*
PUBLIC PRESENT: *Elizabeth Vaughn, Molly Chipouras, Kelly Vander Kley*
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 JULY 23, 2024
Motion by Brininger, supported by Brooks to approve the minutes of July 23, 2024. All members voted in favor. Motion carried.
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
 - A. PARK SCULPTURE CONCEPT REVIEW – *Kelly Vander Kley presented options for the sculpture. Discussion included the height of the sculpture, cost of the different options, and possible changes to the design. Questions regarding the materials being used, maintenance of the sculpture, and incorporation of further sculptures located in different areas in the DDA district with the same design features. Kelly Vander Kley stated that installation should be able to be completed by end of summer 2025. It was suggested that a ribbon cutting type celebration be possibly incorporated into homecoming 2025.*
Motion by Brininger, supported by Brooks to approve the Mattawan Rocks design and send to Village Council for final installation approval. Roll call vote taken. All members voted in favor. Motion carried.

THANK YOU FOR YOUR BUSINESS!

Village Of Mattawan
Renew 2025
Invoice #940



Village of Mattawan
(Billing)

24221 Front Ave
Mattawan, MI 49071
offices@mattawanmi.com
(269) 668-2128

Twinkle Holiday Lighting

info@twinkleholiday.com
(269) 763-9248

Site #1 (Site)

24601 Front St
Mattawan, MI 49071

Issue Date: 9/3/2025

Due Date: 9/30/2025

Features

☒ 24' Christmas Tree - Lights Only

The pine in the center of the park will be lit with 5MM LED Mini Bulbs.

Accessory Cost

Labor - LED 5MM Balled 50L (Canopy)

LED 5MM Balled 50L - Pure White

☒ Ornaments and Trim for the 24' Christmas Tree

The Christmas Tree would be trimmed with traditional bulbs and tinsel to make it the centerpiece of the Christmas decor!

General Ornament

Accessory Cost

1.Labor -General Labor

☒ 3 - 8' Pine Trees

These trees will be placed in the park by the DDA and lit with 5MM LED Mini bulbs.

LED 5MM Balled 50L - Pure White

Accessory Cost

Labor - LED 5MM Balled 50L (Canopy)

☒ Maple Trees Lining Streed with Lampposts

Trees will be trunk wrapped with a high density wrap then topped with a canopy wrap using 5MM LED Pure White Minis.

Labor - LED 5MM Balled 50L (Canopy)

LED 5MM Balled 50L - Pure White

Accessory Cost

Tote - STORAGE

☒ **Large, sprawling tree ~100 feet from 24' pine**

This tree will be trunk wrapped with a high density wrap then topped with a canopy wrap using 5MM LED Pure White Minis and 10 Pure White LED lit Spheres throughout the canopy.

Accessory Cost

Labor - LED 5MM Balled 50L (Branch)

Tote - STORAGE

Labor - LED 5MM Balled 50L (Canopy)

General Ornament

LED 5MM Balled 50L - Pure White

☒ **2D Wire Frame Ornament Christmas Display**

These 2D Wireframe ornaments will stand about 5' high and will stretch out over about 20' in the center of the park. There will be a total of 3 LED lit Reigndeer in different stages of take-off followed by Santa in his sleigh!

Ornament - Storage

General Ornament

Accessory Cost

1.Labor -General Labor

☒ **Mature Hardwood Trunk Wraps**

3 of the mature deciduous trees in the center of the park will be trunk wrapped using 5MM LED Minis to a height of ~10'.

LED 5MM Balled 50L - Pure White

Accessory Cost

Labor - LED 5MM Balled 50L (Branch)

☒ **Pavilion**

The pavilion will be decorated with Pure White LED C9 bulbs all the way around the roofline. Each of the 4 corner posts will be trimmed with our premium Mixed Noble Greenery including Pure White LED minis. There will also be a beautiful Red Velvet Bow on 3 sides and our 36" Light Bursts on the ground facing the park to give a little splash of color.

Red Bow w Gold Trim 18"

LightBurst – STORAGE

Garland 9' – STORAGE

Multi – LED 36" Light Burst

1.Labor –General Labor

C9 – PW – Faceted Bulb LED

Accessory Cost

LED Mixed Oregon Garland 9' x 14" – Warm White

Tote – STORAGE

Payments & Pricing

Payments

No Payments

Pricing

Accepted Proposal	\$5,998.93
Invoice Amount	\$2,999.47
Amount Paid	\$0.00
Amount Due	\$2,999.47

Terms & Conditions

NOTES

This invoice includes professional installation and removal of all lights, decorations and required accessories in our heated, insured, onsite warehouse.

We will notify you the week prior to your scheduled installation and are targeting completion of current season in our heated, insured, onsite warehouse.

With installer safety being our highest priority, on 10/14/25 we will begin installing roof-line lights on houses requiring roof access for installation. No greenery, ornaments, bows or ribbons will be installed on the roof.

Lastly, please contact our office if you would like to add any lights or décor, make any changes or if you have any questions.

TERMS & CONDITIONS

Acceptance of Proposal –

The price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to accept this invoice on behalf of your company.

You can make a payment on this page with a credit/debit card or via ACH by selecting the "Make Payment" button.

6490 S Sprinkle Rd

Portage, MI 49002

In the case of any payment questions, please contact us at (269) 763-9248 Extension 4.

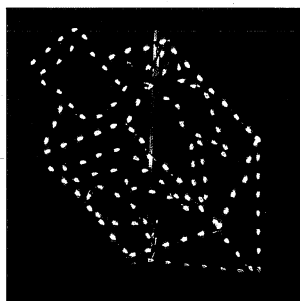
- ☐ Easter
- ☐ Halloween
- ☐ Hanukkah
- ☐ Kwanzaa
- ☐ New Year
- ☐ Patriotic
- ☐ Spring
- ☐ St. Patrick's Day
- ☐ Thanksgiving
- ☐ Valentine's Day

Shop by Type:

- ☐ Fiberglass Props
- ☐ Silhouette Displays

Showing all 16 results

Default sorting



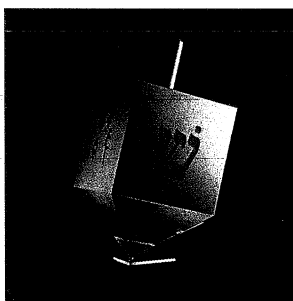
7' x 8' Dreidel

\$1,516.00



12 ft.
Indoor/Outdoor
Display Menorah

\$3,469.36



3 ft. LED Display
Dreidel (Now
weatherproofed
for outdoors)

\$916.86



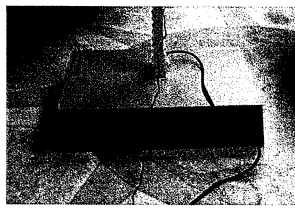
6 ft.
Indoor/Outdoor
Display Menorah

\$2,652.56



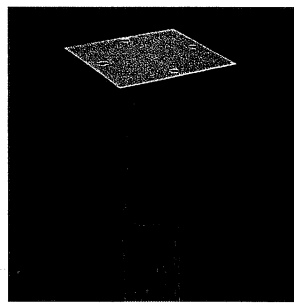
9 ft.
Indoor/Outdoor
Display Menorah

\$3,060.96



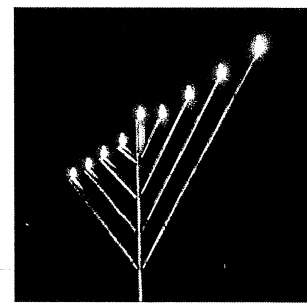
Base Cover for
Menorah (For
Outdoor Use)

\$306.30



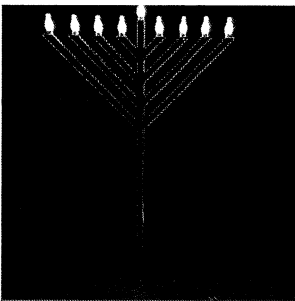
In-Ground Base
for Menorah

\$357.35



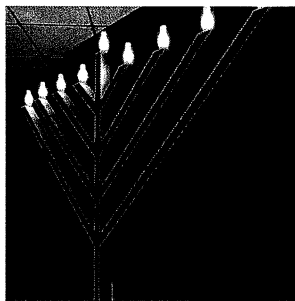
LUX 12 ft. LED
Display Menorah

\$4,490.36



LUX 6 ft. LED
Display Menorah

\$3,469.36



LUX 9 ft. LED
Display Menorah

\$4,081.96



Silhouette
Menorah (Self
Standing)

~~\$1,705.07~~ **\$1,398.16**



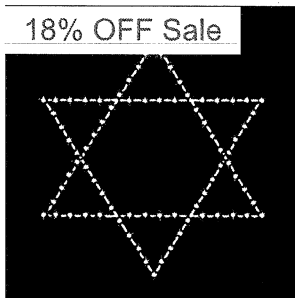
MENORAH (6' X
6')

~~\$2,161.60~~ **\$1,772.51**



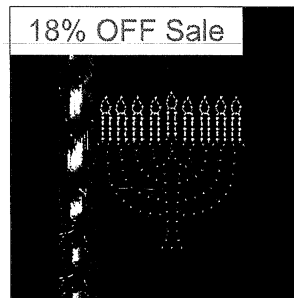
MENORAH (9 1/2'
X 11')

~~\$9,680.80~~ **\$7,938.26**



STAR OF DAVID

~~\$561.00~~ **\$460.02**



Menorah

~~\$1,633.00~~ **\$1,339.06**

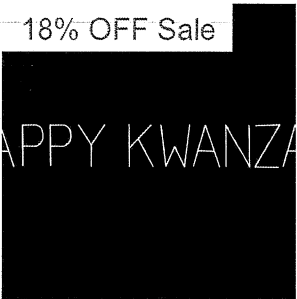


Menorah

\$6,583.78 –
\$22,623.36

Showing all 4 results

Default sorting 



HAPPY
KWANZAA SIGN

~~\$3,187.00~~ **\$2,613.34**



Kwanzaa Display

~~\$1,687.71~~ **\$1,383.92**



KWANZAA
HARAMBEE

~~\$20,084.80~~ **\$23,849.54**



KWANZAA
TORCH

~~\$2,444.00~~ **\$2,004.08**