

**VILLAGE OF MATTAWAN
24221 FRONT AVE.
MATTAWAN, MI 49071
DDA MEETING**

NOVEMBER 18, 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 **OCTOBER 9, 2025**
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. UNFINISHED BUSINESS
 - A. SCULPTURE UPDATE – *Manager McGrew*
 - B. HANGING BASKET SPRAYER – *Superintendent Anthony*
 - C. HOLIDAY AND TREE LIGHTING EVENT IN THE PARK
11. NEW BUSINESS
 - A. APPROVE INVOICE FROM HOMETOWN DISPLAY IN THE AMOUNT OF \$3,888.00
 - B. APPROVE INVOICE FROM VAN BUREN COUNTY DRAIN COMMISSION IN THE AMOUNT OF \$16,977.80
12. COMMUNICATIONS
 - Revenue and Expense Report
 - Nativity Plaque Ordered

13. COMMENTS FROM VISITORS
14. COMMENTS FROM MEMBERS
15. ADJOURN @

DRAFT

**VILLAGE OF MATTAWAN
DDA MEETING**

OCTOBER 9, 2025

AGENDA

1. CALL TO ORDER **4:00 PM**
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE *Brininger, Brooks, Chipouras, Coy, Crooks, Laughlin, Moyle, Penning, Redd, Stuut*
ABSENT: *Maxwell*
OTHERS PRESENT: *Manager McGrew, Clerk Storm-Artis*
Motion by Brooks, supported by Brininger to excuse Maxwell. All members voted in favor. Motion carried.
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ADDITIONS TO AGENDA
Chair Brooks added Old Business D-Holiday Events to the agenda.
7. APPROVAL OF THE AGENDA
Motion by Brooks, supported by Coy to approve the agenda as amended. All members voted in favor. Motion carried.
8. APPROVAL OF THE MINUTES OF **SEPTEMBER 16, 2025**
Motion by Laughlin, supported by Reed to approve the minutes of September 16, 2025. All members voted in favor. Motion carried.
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS *None*
10. OLD BUSINESS
 - A. SCULPTURE UPDATE
Kelly Vander Kley gave a project update, with estimated time to completion, engineering review, and needed changes to the sculpture.
Motion by Brooks, supported by Reed to table the item to the next meeting for further updates. All members voted in favor. Motion carried.
 - B. LIGHT POLE DECORATION
Clerk Storm-Artis gave an update on the status of the holiday lighting and pole displays. No action taken.
 - C. HANGING BASKET SPRAYER

Motion by Brooks, supported by Reed to table the item to the next meeting where Superintendent Anthony is present. All members voted in favor. Motion carried.

D. HOLIDAY EVENTS

Extensive discussion took place.

Motion by Coy to have the DDA pay for the Santa in the park. Motion withdrawn.

Further discussion took place.

Motion by reed, supported by Crooks to have the DDA pay for the Santa in the park from 4 PM to 7 PM for \$100 per hour. All members voted in favor. Motion carried.

Further discussion took place.

Motion by Reed, supported by Coy to send request to the Village Council for a waiver of Food Truck Permit Application Fees for the holiday event and tree lighting on December 6, 2025. All members voted in favor. Motion carried.

11. NEW BUSINESS *NONE*

12. COMMUNICATIONS

Revenue and Expense Report

Parliamentary Procedure Training October 14, 2025 5:00 PM

13. COMMENTS FROM VISITORS *None*

14. COMMENTS FROM MEMBERS *None*

15. ADJOURN @ 5:03 PM

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

Invoice

Date	Invoice #
11/12/2025	2117

Bill To
Village of Mattawan 24221 Front Avenue Mattawan, MI 49071

P.O. No.	Terms	Project
	Due by Dec. 10, 2025	

Quantity	Description	Rate	Amount
36	Holiday Decorations	75.00	2,700.00
36	Garland Pole Wraps	33.00	1,188.00

Thank you for your business.

Total

\$3,888.00



VAN BUREN COUNTY DRAIN COMMISSIONER

JOE PARMAN, Drain Commissioner

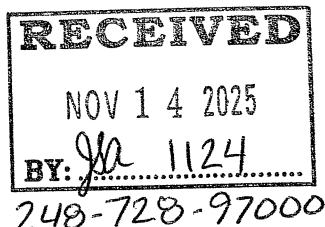
JOSHUA GRIFFITH, Chief Deputy

GEORGIA GENIS, Deputy

KODI BATES, SESC & Drain Maint. Supervisor

November 7, 2025

Village of Mattawan
Terri McLean, Manager
24221 Front Ave
Mattawan, MI 49071



RE: (2025) MUNICIPALITY AT-LARGE DRAINAGE PROJECT SPECIAL ASSESSMENT

Below is the listing of (2025) drainage project special assessment amount payable from your municipality at-large for benefits received by the following county drainage project:

INVOICE	
VILLAGE OF MATTAWAN	
239 BOB-O-LINKS DRAIN	\$16,977.80
TOTAL	\$16,977.80

Payment is written to the *County of Van Buren*, please send payment to the office of **Joe Parman, Van Buren County Drain Commissioner, Administration Building, Suite 301, 219 E. Paw Paw St., Paw Paw, MI 49079.**

Please contact the office of the Drain Commissioner at the address or phone number above with any questions.
Thank you for your prompt attention.

Sincerely,

Joe Parman
Van Buren County Drain Commissioner

PERIOD ENDING 10/31/2025

% Fiscal Year Completed: 33.70

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	10/31/2025 NORMAL (ABNORMAL)	MONTH 10/31/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 248 - DDA							
Revenues							
Dept 000 - OPERATING REVENUE							
248-000-40200	Current Real Taxes	61,000.00	0.00	0.00	61,000.00	0.00	0.00
248-000-66500	Interest Earned	1,500.00	14,275.87	0.00	(12,775.87)	951.72	951.72
248-000-69900	Prior Year Fund Balance	742,000.00	0.00	0.00	742,000.00	0.00	0.00
Total Dept 000 - OPERATING REVENUE		804,500.00	14,275.87	0.00	790,224.13	1.77	1.77
TOTAL REVENUES		804,500.00	14,275.87	0.00	790,224.13	1.77	1.77
Expenditures							
Dept 728 - ECONOMIC DEVELOPMENT							
248-728-82610	DDA Legal	5,000.00	0.00	0.00	5,000.00	0.00	0.00
248-728-82620	DDA Consulting	14,500.00	0.00	0.00	14,500.00	0.00	0.00
248-728-88000	Community Promotion	30,000.00	4,199.47	175.00	25,800.53	14.00	14.00
248-728-88400	LANDSCAPE MAINT FOR FRONT AVE PARKING	5,000.00	1,718.68	0.00	3,281.32	34.37	34.37
248-728-97000	Capital Outlay	750,000.00	4,900.01	0.01	745,099.99	0.65	0.65
Total Dept 728 - ECONOMIC DEVELOPMENT		804,500.00	10,818.16	175.01	793,681.84	1.34	1.34
TOTAL EXPENDITURES		804,500.00	10,818.16	175.01	793,681.84	1.34	1.34
Fund 248 - DDA:							
TOTAL REVENUES		804,500.00	14,275.87	0.00	790,224.13	1.77	1.77
TOTAL EXPENDITURES		804,500.00	10,818.16	175.01	793,681.84	1.34	1.34
NET OF REVENUES & EXPENDITURES		0.00	3,457.71	(175.01)	(3,457.71)	100.00	100.00
BEG. FUND BALANCE		1,014,187.30	1,014,187.30				
NET OF REVENUES/EXPENDITURES - 2024-25			(229,486.29)		(229,486.29)		
END FUND BALANCE		1,014,187.30	788,158.72				