

**VILLAGE OF MATTAWAN  
DDA MEETING**

**JANUARY 20, 2026**

**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 **DECEMBER 16, 2025**
9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
10. OLD BUSINESS
  - A. SCULPTURE UPDATE – *Manager McGrew*
  - B. HOLIDAY LIGHTING CONTRACTS – *Clerk Storm-Artis*
11. NEW BUSINESS
  - A. LANDSCAPING BIDS OPEN UNTIL MARCH 16, 2026 – *Manager McGrew*
  - B. DDA CD REDEMPTION JANUARY 30, 2026 – *Clerk Storm-Artis*
  - C. DDA REQUEST TO CONTROL 2026 MEMORIAL DAY, MATTAWAN DAYS, AND WINTER HOLIDAY EVENTS – *Clerk Storm-Artis*
  - D. 2026-2027 FISCAL YEAR DDA BUDGET – *Clerk Storm-Artis*
  - E. SMALL URBAN PROJECT UPDATE – *Manager McGrew*
12. COMMUNICATIONS

Revenue and Expense Report  
Village Council Discussion on Nativity

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



**VILLAGE OF MATTAWAN**  
**DDA MEETING**

**DECEMBER 16, 2025**

**MINUTES**

1. CALL TO ORDER *8:30 AM*
2. PLEDGE OF ALLEGIANCE
3. ATTENDANCE: *Brininger, Brooks, Chipouras, Coy, Crooks, Laughlin, Moyle, Penning, Reed, Stuut*  
OTHERS PRESENT: *Manager McGrew, Clerk Storm-Artis*
4. WELCOME TO PUBLIC
5. ANNOUNCEMENT OF MEETING BEING RECORDED
6. ANNUAL ELECTION OF OFFICERS FOR 2026

I. Chair

- a. Call for nominations from past Chair Brooks  
*Moyle nominated Brooks for Chair*
- b. Acceptance of nominations from nominees  
*Brooks accepted nomination*
- c. Voice vote on nominees in order of nomination  
*All members voted for Brooks*
- d. Declaration that nominee is elected  
*Brooks declared elected Chair*

II. Vice Chair

- a. Call for nominations from Chair  
*Brooks nominated Chipouras for Vice Chair*
- b. Acceptance of nominations from nominees  
*Chipouras accepted nomination*
- c. Voice vote on nominees in order of nomination  
*All members voted for Chipouras*
- d. Declaration that nominee is elected  
*Chair Brooks declared Chipouras elected Vice Chair*

III. Secretary/Treasurer

- a. Call for nominations from Chair  
*Reed nominated Coy for Secretary/Treasurer*
- b. Acceptance of nominations from nominees  
*Coy accepted nomination*
- c. Voice vote on nominees in order of nomination  
*All members voted for Coy*

- d. Declaration that nominee is elected

*Chair Brooks declared Coy elected Secretary/Treasurer*

7. ADDITIONS TO AGENDA *None*

8. APPROVAL OF THE AGENDA

*Motion by Brooks, seconded by Reed to approve the agenda as presented. All members voted in favor. Motion carried.*

9. APPROVAL OF THE MINUTES OF NOVEMBER 18, 2025

*Motion by Brooks, seconded by Coy to approve the minutes of November 18, 2025 as amended. All members voted in favor. Motion carried.*

10. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS

11. UNFINISHED BUSINESS

A. SCULPTURE UPDATE

Discussion took place.

*Motion by Brooks, seconded by Brininger to have Manager McGrew reach out to Kelly Vander Kley to discuss options for the issues with the statue. All members voted in favor. Motion carried.*

11. NEW BUSINESS

A. 2026 DDA REGULAR MEETING SCHEDULE

*Motion by Brooks, seconded by Laughlin to approve the 2026 DDA Regular Meeting Schedule. All members voted in favor. Motion carried.*

B. APPROVE SWT INVOICE IN THE AMOUNT OF \$60,660.35

Discussion took place.

*Motion by Chipouras, seconded by Penning to approve the SWT invoice in the amount of \$60,660.35. All members voted in favor. Motion carried.*

C. APPROVE TWINKLE HOLIDAY LIGHTS INVOICE IN THE AMOUNT OF \$2,999.46

*Discussion took place regarding making some changes with Twinkle for the lights in 2026 coordinated by Vice Chair Chipouras and Manager McGrew.*

*Motion by Brooks, seconded by Reed to approve the Twinkle Holiday Lights Invoice in the amount of \$2,999.46. All members voted in favor. Motion carried.*

D. ACCEPT LETTER OF RESIGNATION FROM ALLISON MAXWELL AND SEND REQUEST TO COUNCIL FOR ADVERTISEMENT OF OPEN DDA SEAT

*Motion by Brooks, supported by Reed to accept the resignation from Maxwell and request council approve advertisement of open DDA seat. All members voted in favor. Motion carried.*

E. SECURITY AND PROTECTION FOR NATIVITY SCENE

Discussion took place.

*Motion by Brooks, seconded by Moyle to purchase plexiglass to protect the nativity statues and have DDA install as soon as possible with a cost not to exceed \$500.00. All members voted in favor. Motion carried.*

F. PURCHASE OF COVERS FOR ELECTRICAL CORDS FOR PARK EVENTS

Discussion took place.

*Motion by Brooks, seconded by Stuut to purchase 4 sidewalk cord covers and 4 outdoor extension cords for use at outdoor events with a cost not to exceed \$500.00. All members voted in favor. Motion carried.*

12. COMMUNICATIONS

Revenue and Expense Report

Superintendent Anthony will be out of the office for 6-8 weeks beginning January 2026

USDA Business Loan Program

13. COMMENTS FROM VISITORS      *None*

14. COMMENTS FROM MEMBERS      *None*

15. ADJOURN @ 9:49 AM  
*Meeting adjourned without objection.*

## BID REQUEST

### The Village of Mattawan

The Village of Mattawan is accepting bids for the following projects:

### Spring Cleanup of the Downtown Islands and Parking Lot

#### Project Locations:

- **Front Avenue** between Main and Scott Street
- **Murray Street** from Front Avenue to 2nd Street, including the area by the commercial mailbox
- **Parking Lot** at the northeast corner of Front Avenue and Murray Street
- **Park Signs**

#### Scope of Work:

- Remove all leaves, weeds, and dead vegetation from the landscaped islands, parking lot, and around the commercial mailbox on Murray Street.
- Apply fresh wood mulch to the islands and the mailbox area as needed.
- Perform ongoing monthly maintenance of the landscaped islands, parking lot, and mailbox area to ensure cleanliness and visual appeal.
- Complete fall cleanup, including trimming of necessary plants and removal of leaves and dead vegetation.

#### Submission Requirements:

A copy of your Certificate of Liability Insurance must be included with all bids.

#### Deadline:

Bids are due no later than **March 16, 2026**.

#### Submission Methods:

Bids can be submitted via:

- **Mail:**  
24221 Front Ave,  
Mattawan, MI 49071
- **Fax:** 269-668-4324
- **Email:** [rmcgrew@mattawanmi.com](mailto:rmcgrew@mattawanmi.com)
- **In Person**

#### Notes:

The Village of Mattawan reserves the right to reject any and all bids.

For any questions, please call **Rich McGrew at 269-668-2128**.

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN  
 PERIOD ENDING 12/31/2025  
 % Fiscal Year Completed: 50.41

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GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 12/31/2025	QUARTER 12/31/2025 INCREASE (DECREASE)	ACTIVITY FOR 12/31/2025		AVAILABLE BALANCE	8 BDGT USED						
					NORMAL	(ABNORMAL)								
<b>Fund 248 - DDA</b>														
<b>Revenues</b>														
<b>Function: Unclassified</b>														
Dept 000 - OPERATING REVENUE														
248-000-440200	Current Real Taxes	61,000.00	0.00	0	0.00	61,000.00	0.00							
248-000-665500	Interest Earned	1,500.00	14,427.61	151.74	0.00	(12,927.61)	961.84							
248-000-699900	Prior Year Fund Balance	742,000.00	0.00	0	0.00	742,000.00	0.00							
<b>Total Dept 000 - OPERATING REVENUE</b>														
		804,500.00	14,427.61	151.74	0.00	790,072.39	1.79							
<b>Total - Function Unclassified</b>														
<b>TOTAL REVENUES</b>														
<b>Expenditures</b>														
<b>Function: Unclassified</b>														
Dept 728 - ECONOMIC DEVELOPMENT														
248-728-82610	DDA Legal	5,000.00	0.00	0	0.00	5,000.00	0.00							
248-728-82620	DDA Consulting	14,500.00	0.00	0	0.00	14,500.00	0.00							
248-728-88000	Community Promotion	30,000.00	20,986.31	16,961.84	0.00	9,013.69	69.95							
248-728-88400	LANDSCAPE MAINT FOR FRONT AVE PARKING	5,000.00	1,718.68	0	0.00	3,281.32	34.37							
248-728-97000	Capital Outlay	750,000.00	82,538.16	77,638.16	0	667,461.84	11.01							
<b>Total Dept 728 - ECONOMIC DEVELOPMENT</b>														
		804,500.00	105,243.15	94,600.00	0.00	699,256.85	13.08							
<b>Total - Function Unclassified</b>														
<b>TOTAL EXPENDITURES</b>														
		804,500.00	105,243.15	94,600.00	0.00	699,256.85	13.08							
<b>Fund 248 - DDA:</b>														
TOTAL REVENUES														
		804,500.00	14,427.61	151.74	0.00	790,072.39	1.79							
TOTAL EXPENDITURES														
		804,500.00	105,243.15	94,600.00	0.00	699,256.85	13.08							
<b>NET OF REVENUES &amp; EXPENDITURES</b>														
		0.00	(90,815.54)	(94,448.26)	90,815.54	100.00								