

**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.*