

**VILLAGE OF MATTAWAN
DDA MEETING**

FEBRUARY 17, 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*
Total interest of \$9,258.89 earned
 - 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*
 - F. SWT INVOICE FOR RELEASE OF RETAINAGE IN THE AMOUNT OF \$20,445.84

12. COMMUNICATIONS

Revenue and Expense Report
Village Council Discussion on Nativity
BS&A Conversion to Cloud

13. COMMENTS FROM VISITORS

14. COMMENTS FROM MEMBERS

15. ADJOURN @

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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 ADVERTISMENT 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
- **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**.

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2025-26 AMENDED BUDGET	2025-26 ACTIVITY	2026-27 REQUESTED BUDGET	2026-27 BOARD APPROVED BUDGET
ESTIMATED REVENUES						
Dept 000 - OPERATING REVENUE						
248-000-40200	Current Real Taxes	148,894.88	61,000.00		110,000.00	
248-000-66500	Interest Earned	17,469.70	1,500.00		14,492.33	2,000.00
248-000-66510	INTEREST -FRONTIER					
248-000-67100	Other Revenue			2,377.00		
248-000-69900	Prior Year Fund Balance				269,000.00	
Totals for dept 000 - OPERATING REVENUE		166,364.58	804,500.00	16,869.33	381,000.00	
TOTAL ESTIMATED REVENUES						
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					
248-728-82620	DDA Consulting	60.00	5,000.00		1,000.00	
248-728-88000	Community Promotion		14,500.00			
248-728-88100	MDOTTE STREETSCAPE		30,000.00		22,489.62	
248-728-88200	MDOT STP FRONT AVE REHAB				25,000.00	
248-728-88300	WATER FOR FRONT AVE PARKING LOT					
248-728-88400	LANDSCAPE MAINT FOR FRONT AVE PARKIN	3,266.68	5,000.00	1,718.68		5,000.00
248-728-95600	Memberships					
248-728-95650	Contingency					
248-728-97000	Capital Outlay	364,666.99	750,000.00	82,538.16	350,000.00	
Totals for dept 728 - ECONOMIC DEVELOPMENT		395,850.87	804,500.00	106,746.46	381,000.00	
TOTAL APPROPRIATIONS						
NET OF REVENUES/APPROPRIATIONS - FUND 248						
BEGINNING FUND BALANCE		(229,486.29)				
ENDING FUND BALANCE		1,034,187.30	784,701.01	784,701.01	694,823.88	694,823.88
		784,701.01				

Contractor's Application for Payment

Owner:	Village of Mattawan	Owner's Project No.:	1001-26																										
Engineer:	Civica Engineering PLLC	Engineer's Project No.:	1001-26																										
Contractor:	SWT Excavating	Contractor's Project No.:	1001-26																										
Project:	USDA RURAL DEVELOPMENT 2023 Watermain Utility Improvement Projects																												
Contract:	2023 Watermain Utility Improvement Projects																												
Application No.:	8	Application Date:	1/28/2026																										
Application Period:	From 12/1/2025	to 1/28/2026																											
<table><tr><td>1. Original Contract Price</td><td>\$ 3,705,721.94</td></tr><tr><td>2. Participating Net change by Change Orders/Balancing Quantities</td><td>\$ 332,419.93</td></tr><tr><td>2. Non-Participating Net change by Change Orders</td><td>\$ 583,234.19</td></tr><tr><td>3. Current Total Contract Price (Line 1 + Line 2+Line 3)</td><td>\$ 4,621,376.06</td></tr><tr><td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td><td>\$ 4,622,090.71</td></tr><tr><td>5. Retainage</td><td></td></tr><tr><td> a. 1% X \$ 4,621,376.06 Work Completed</td><td>\$ 46,213.76</td></tr><tr><td> b. 0% X \$ 714.65 Remaining Stored Materials</td><td>\$ -</td></tr><tr><td> c. Total Retainage (Line 5.a + Line 5.b)</td><td>\$ 46,213.76</td></tr><tr><td>6. Amount eligible to date (Line 4 - Line 5.c)</td><td>\$ 4,575,876.95</td></tr><tr><td>7. Less previous payments (Line 6 from prior application)</td><td>\$ 4,390,986.18</td></tr><tr><td>8. Amount due this application</td><td>\$ 184,890.77</td></tr><tr><td>9. Balance to finish, including retainage (Line 3 - Line 4)</td><td>\$ (714.65)</td></tr></table>				1. Original Contract Price	\$ 3,705,721.94	2. Participating Net change by Change Orders/Balancing Quantities	\$ 332,419.93	2. Non-Participating Net change by Change Orders	\$ 583,234.19	3. Current Total Contract Price (Line 1 + Line 2+Line 3)	\$ 4,621,376.06	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 4,622,090.71	5. Retainage		a. 1% X \$ 4,621,376.06 Work Completed	\$ 46,213.76	b. 0% X \$ 714.65 Remaining Stored Materials	\$ -	c. Total Retainage (Line 5.a + Line 5.b)	\$ 46,213.76	6. Amount eligible to date (Line 4 - Line 5.c)	\$ 4,575,876.95	7. Less previous payments (Line 6 from prior application)	\$ 4,390,986.18	8. Amount due this application	\$ 184,890.77	9. Balance to finish, including retainage (Line 3 - Line 4)	\$ (714.65)
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Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: _____**Signature:** _____**Date:** 1/28/2026**Recommended by Engineer****By:** _____**Title:** _____**Date:** _____**Approved by Funding Agency****By:** _____**Title:** _____**Date:** _____**Approved by Owner****By:** _____**Title:** _____**Date:** _____**By:** _____**Title:** _____**Date:** _____

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

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

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN
 PERIOD ENDING 01/31/2026

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GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 01/31/2026	ACTIVITY FOR 01/31/2026	INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDGT USED
							MONTH	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	(12,992.33)	966.16
248-000-66500	Interest Earned	1,500.00	14,492.33	0.00	0.00	0.00	742,000.00	0.00
248-000-69900	Prior Year Fund Balance	742,000.00	0.00	0.00	0.00	0.00		
Total Dept 000 - OPERATING REVENUE		804,500.00	14,492.33	0.00	0.00	790,007.67		1.80
TOTAL REVENUES		804,500.00	14,492.33	0.00	0.00	790,007.67		1.80
Expenditures								
Dept 728 - ECONOMIC DEVELOPMENT								
248-728-82610	DDA Legal	5,000.00	0.00	0.00	5,000.00	0.00		
248-728-82620	DDA Consulting	14,500.00	0.00	0.00	14,500.00	0.00		
248-728-88000	Community Promotion	30,000.00	22,489.62	1,503.31	7,510.38	74.97		
248-728-88400	LANDSCAPE MAINT FOR FRONT AVE PARKING	5,000.00	1,718.68	0.00	3,281.32	34.37		
248-728-97000	Capital Outlay	750,000.00	82,538.16	0.00	667,461.84	11.01		
Total Dept 728 - ECONOMIC DEVELOPMENT		804,500.00	106,746.46	1,503.31	697,753.54	13.27		
TOTAL EXPENDITURES		804,500.00	106,746.46	1,503.31	697,753.54	13.27		
Fund 248 - DDA:								
TOTAL REVENUES		804,500.00	14,492.33	0.00	790,007.67	1.80		
TOTAL EXPENDITURES		804,500.00	106,746.46	1,503.31	697,753.54	13.27		
NET OF REVENUES & EXPENDITURES		0.00	(92,254.13)	(1,503.31)	92,254.13	100.00		