VILLAGE OF MATTAWAN
24221 FRONT AVE
MATTAWAN, MI 49071
DDA MEETING SEPTEMBER 15, 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. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS
9. OLD BUSINESS
10. NEW BUSINESS

    A. VILLAGE MASTER PLAN DDA CONTRIBUTION REQUEST OF $1,371.00
    Planning Commission budgeted $15,000 for the Master Plan Update. The total quote was $16,371.00. Village Council is asking the DDA to contribute the remaining $1,371.00 toward the cost of the master plan update. On February 17, 2026 DDA approved an amount not to exceed $10,000.00 for contribution to the Parks and Recreation master plan update for the 2026-2027 fiscal year. The contract with SWMPC totaled $6,979.50, leaving $3,020.50 of allocated but unspent funds.

    B. TWINKLE HOLIDAY LIGHTS INVOICE IN THE AMOUNT OF $6,238.93

11. COMMUNICATIONS
    Parks and Rec. Master Plan is moving along in the process. Survey was available beginning of August and completed August 31st. Parks and Rec. committee met on September 8th to review the survey, draft goals, and draft action items.
13. COMMENTS FROM VISITORS
14. COMMENTS FROM MEMBERS
15. ADJOURN @

DRAFT

Southwestern Michigan Commission
Village of Mattawan Master Plan

		JP	BS	JB	MH	KG	Total
Community Inventory/Analysis Phase							**$8,878.00**
Social Characteristics (demographics, housing,		4.00	2.00	6.00			$888.00
employment, economics, transportation/circulation, etc)							
Physical Characteristics (topo, soils/geology,		4.00	8.00				$804.00
hydrology, etc.)							
Infrastructure/Services (water, sewer, roads, tranist, trails, parks,		10.00	12.00		1.00		$1,565.00
broadband, materials mgt, education, etc.)							
Land Use w/Cover (housing, business, industry,		6.00	4.00		1.00		$761.00
historic patterns, etc.)							
Review Existing Plan & other documents			3.00				$204.00
Additoinal Maps		6.00					$390.00
Steering Committee Meetings (2 - kick off and survey development)			8.00				$544.00
Public Involvement							
Survey (develop, refine, tabulate, analyze)*			20.00		2.00		$1,558.00
Public Vision Session (one)			6.00		3.00		$705.00
Stakeholder Interviews			12.00				$816.00
Inventory/Analysis Writing			8.00		1.00		$643.00
Goals and Objectives Phase							**$1,187.00**
Goals and Objectives			8.00		1.00		$643.00
Steering Committee Meetings (2)			8.00				$544.00
Future Land Use Alternatives							**$1,837.00**
Develop future land use descriptions			8.00		1.00		$643.00
Update future land use map		10.00					$650.00
Steering Committee Meeting (2)			8.00				$544.00

Implementation Strategies/Action Steps Phase							**$1,768.00**
Develop Action Plan			10.00				$680.00
Develop Zoning Plan			8.00				$544.00
Public Involvement							
Steering Committee Meeting (2)			8.00				$544.00
Draft Plan Review & Adoption							**$2,201.00**
Draft plan sent to elected body for review and approval prior to distribution to mailing list			8.00		2.00		$742.00
Transmittal letters (at initiation & end of process)			2.00				$136.00
List of comments/revisions			4.00				$272.00
Final document editing/production			8.00		1.00		$643.00
Public Hearing			4.00				$272.00
Resolution of support/adoption			2.00				$136.00
Miscellaneous Expenses (Travel, Printing)							**$500.00**
TOTAL		40.00	169.00	6.00	13.00	0.00	**$16,371.00**

***note** - community pays for any distribution and printing of hard copies of the survey

*Village is responsible for publishing public hearing notices; templates provided by SWMPC.

2027 Mattawan Village Recreation Plan Timeline

July - Review demographics, base map, draft public survey (SWMPC present)

August – Advertise Public Survey

September – Review Survey Results, Goals, objectives, action plan (SWMPC Present)

October - Draft Review (SWMPC present)

November – Review Draft and recommend adoption

December – Village Council approve draft for public review and comment

January- Village Council Public Hearing and adoption (SWMPC present)

Village Of Mattawan Renew 2026
Invoice #1470

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

Site #1 (Site)
24601 Front St
Mattawan, MI 49071

Issue Date: 9/1/2026
Due Date: 9/30/2026

Twinkle Holiday Lighting
info@twinkleholiday.com
(269) 763-9248

Features

☑ 24' Christmas Tree - Lights Only
The pine in the center of the park will be lit with 5MM LED Mini Bulbs.

Labor - LED 5MM Balled 50L (Canopy)

Accessory Cost

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.

Accessory Cost

LED 5MM Balled 50L - Pure White

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.

Accessory Cost

Tote - STORAGE

Labor - LED 5MM Balled 50L (Canopy)

LED 5MM Balled 50L - Pure White

☑ 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.

Labor - LED 5MM Balled 50L (Branch)

Accessory Cost

Tote - STORAGE

LED 5MM Balled 50L - Pure White

Labor - LED 5MM Balled 50L (Canopy)

General Ornament

2D Wire Frame Ornament Christmas Display

These 2D Wireframe ornements will stand about 5' high and will streach 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!

1.Labor -General Labor

General Ornament

Ornament - Storage

Accessory Cost

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'.

Year Increase

LED 5MM Balled 50L - Pure White

Labor - LED 5MM Balled 50L (Branch)

Accessory Cost

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.

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

Red Bow w Gold Trim 18"

1.Labor -General Labor

LightBurst - STORAGE

Tote - STORAGE

Garland 9' - STORAGE

Accessory Cost

Multi - LED 36" Light Burst

C9 - PW - Faceted Bulb LED

Payments & Pricing

Payments

No Payments

Pricing

Proposal subtotal	$6,238.93
Proposal tax	$0.00
Proposal total	$6,238.93
Invoice Amount	$6,238.93
Amount Paid	$0.00
Amount Due	$6,238.93

Terms & Conditions

NOTES

This invoice includes professional installation and removal of all lights, decorations and required accessories used during the 2026 Holiday Season. After season, we will transport your décor to our shop where it will be inspected and tested as required then prepped and stored throughout the off-season in our heated, insured, onsite warehouse.

We will notify you the week prior to your scheduled installation and are targeting completion of current customers prior to 11/27/26. If you would like your decor up and powered prior to Thanksgiving weekend, please communicate that to our office when you submit your deposit. We will make every effort to accommodate your request.

With installer safety being our highest priority, on 10/14/26 we will begin installing roof-line lights on houses requiring roof access for installation. No greenery, ornaments, bows or ribbons will be installed until after the first of November.

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 do the work as specified. Payment will be made as out-

lined above. 2% finance charge per month will be charged to overdue balances.

You can make a payment on this page with a credit/debit card or via ACH by selecting the "Make Payment" button above. If you wish to pay by check, payments are to be made payable to "Twinkle Holiday Lighting" and mailed to:

6490 S Sprinkle Rd

Portage, MI 49002

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