VILLAGE OF MATTAWAN
24221 FRONT AVE
MATTAWAN, MI 49071
DDA MEETING OCTOBER 20, 2026

AGENDA

1. CALL TO ORDER ***8:30 AM***

2. PLEDGE OF ALLEGIANCE

INTRODUCTION OF VILLAGE MANAGER BRENT BURY

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 **SEPTEMBER 15, 2026**

9. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS

10. OLD BUSINESS

    A. HOLIDAY PARK EVENTS AND SANTA – *Chair Brooks*

11. NEW BUSINESS

    A. DOWNTOWN LANDSCAPING – *Manager Bury and Clerk Storm-Artis*

12. COMMUNICATIONS
    - Winter Banners will be going up after Veterans Day, November 11th
    - This is the last year of contracts with Twinkle Holiday lights for downtown and Hometown Decoration for the electrical poles on Main St.
    - Drive-Through on Main and McGillen variance was approved, site plan will be presented and reviewed at the Planning Commission

13. COMMENTS FROM VISITORS

14. COMMENTS FROM MEMBERS

15. ADJOURN @

DRAFT

VILLAGE OF MATTAWAN
24221 FRONT AVE
MATTAWAN, MI 49071
DDA MEETING SEPTEMBER 15, 2026

MINUTES

1. CALL TO ORDER ***8:30 AM***

2. PLEDGE OF ALLEGIANCE

3. ATTENDANCE: ***Brininger, Brooks, Chipouras, Coy, Crooks, Kalinka, Laughlin, Moyle, Penning, Reed, and Stuut***

4. WELCOME TO PUBLIC

5. ANNOUNCEMENT OF MEETING BEING RECORDED

6. ADDITIONS TO AGENDA
   Chair Brooks added New Business C – Pole Banners.

7. APPROVAL OF THE AGENDA
   Motion by Brooks, seconded by Reed to approve the agenda as amended. All members voted in favor. Motion carried.

8. LIMITED PUBLIC COMMENT ON ANY AGENDA ITEMS ***None***

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.
    Motion by Coy, seconded by Crooks to approve the contribution toward the master plan in the amount of $1,371.00. All members voted in favor. Motion carried.

    B. TWINKLE HOLIDAY LIGHTS INVOICE IN THE AMOUNT OF $6,238.93
    Discussion took place regarding changes to the main tree with more/different lighting and decorations.
    Motion by Coy, seconded by Reed to approve the holiday lights invoice Twinkle Holiday Lights in an amount not to exceed $6,500.00. All members voted in favor. Motion carried.

C. POLE BANNERS
Motion by Brooks, seconded by Crooks to approve the purchase of "Welcome to Mattawan" text on the flag and trees design in the 18X48 size, if the hardware fits, in an amount not to exceed $2,000. Brininger, Brooks, Chipouras, Coy, Crooks, Kalinka, Moyle, Penning, Reed, and Stuut voted yes. Laughlin voted no. Motion carried 10-1.

D. APPROVAL OF THE MEETING MINUTES OF AUGUST 18, 2026
Motion by Coy, seconded by Laughlin to approve the minutes of August 18, 2026. All members voted in favor. Motion carried.

Discussion took place regarding the upcoming holiday events and possible different Santa. Chair Brooks stated he would have more information about Santa at the next meeting.

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 ***None***

14. COMMENTS FROM MEMBERS
Discussion included possible future replacement of the tree, the current variance application and ZBA meeting, and the new manager starting on September 28, 2026.

15. ADJOURN @ ***9:25 AM***
Meeting adjourned without objection.

DRAFT

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF MATTAWAN

Balance As Of 09/30/2026

GL Number	Description	26-27 Amended Budget	YTD Balance 09/30/2026 Normal (Abnormal)	Activity For Quarter 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Bdgt Used
Fund: 248 DDA						
Account Category: Revenues						
Department: 000 OPERATING REVENUE						
248-000-40200	Current Real Taxes	110,000.00	0.00	0.00	110,000.00	0.00
248-000-66500	Interest Earned	2,000.00	234.46	234.46	1,765.54	11.72
248-000-69900	Prior Year Fund Balance	294,000.00	0.00	0.00	294,000.00	0.00
Total Dept 000 - OPERATING REVENUE		406,000.00	234.46	234.46	405,765.54	0.06
Revenues		406,000.00	234.46	234.46	405,765.54	0.06
Account Category: Expenditures						
Department: 728 ECONOMIC DEVELOPMENT						
248-728-82610	DDA Legal	1,000.00	0.00	0.00	1,000.00	0.00
248-728-82620	DDA Consulting	10,000.00	0.00	0.00	10,000.00	0.00
248-728-88000	Community Promotion	40,000.00	8,063.93	8,063.93	31,936.07	20.16
248-728-88400	LANDSCAPRE MAINT FOR FRONT AVE PARKI	5,000.00	500.00	500.00	4,500.00	10.00
248-728-97000	Capital Outlay	350,000.00	1,742.00	1,742.00	348,258.00	0.50
Total Dept 728 - ECONOMIC DEVELOPMENT		406,000.00	10,305.93	10,305.93	395,694.07	2.54
Expenditures		406,000.00	10,305.93	10,305.93	395,694.07	2.54
Fund 248 - DDA:						
TOTAL REVENUES		406,000.00	234.46	234.46	405,765.54	0.06
TOTAL EXPENDITURES		406,000.00	10,305.93	10,305.93	395,694.07	2.54
NET OF REVENUES & EXPENDITURES:		0.00	(10,071.47)	(10,071.47)	10,071.47	
BEG. FUND BALANCE - ALL FUNDS		784,701.01	784,701.01			
NET OF REVENUES/EXPENDITURES - 25-26		(70,865.44)	(70,865.44)			
END FUND BALANCE - ALL FUNDS		713,835.57	703,764.10			

REVENUE AND EXPENDITURE REPORT

Balance As Of 09/30/2026

GL Number	Description	26-27 Amended Budget	YTD THRU 09/30/2026 Increase (Decrease)	Activity For Quarter 09/30/2026 Increase (Decrease)	Available Balance 09/30/2026 Normal (Abnormal)	% Used
Fund: 248 DDA						
Account Category: Revenues						
Department: 000 OPERATING REVENUE						
248-000-40200	Current Real Taxes	110,000.00	0.00	0.00	110,000.00	0.00
248-000-66500	Interest Earned					
07/31/2026	GJ INTEREST ALLOCATION		166.31	JE# 0000004578		
08/31/2026	GJ INTEREST ALLOCATION		68.15	JE# 0000004587		
248-000-66500	Interest Earned	2,000.00	234.46	234.46	1,765.54	11.72
248-000-69900	Prior Year Fund Balance	294,000.00	0.00	0.00	294,000.00	0.00
Total Dept 000 - OPERATING REVENUE		406,000.00	234.46	234.46	405,765.54	0.06
Revenues		406,000.00	234.46	234.46	405,765.54	0.06
Account Category: Expenditures						
Department: 728 ECONOMIC DEVELOPMENT						
248-728-82610	DDA Legal	1,000.00	0.00	0.00	1,000.00	0.00
248-728-82620	DDA Consulting	10,000.00	0.00	0.00	10,000.00	0.00
248-728-88000	Community Promotion					
07/23/2026	AP Chad Heeter		1,000.00	Inv #: '2 72326' Vendor 'Chad Heeter'		
08/06/2026	AP Jons to Go		185.00	Inv #: 'I88939' Vendor 'Jons to Go'		
08/07/2026	AP Visa		20.00	Inv #: '0518 July2026' Vendor 'Visa'		
08/24/2026	AP Jons to Go		185.00	Inv #: 'I91542' Vendor 'Jons to Go'		
09/23/2026	AP Jons to Go		185.00	Inv #: 'I94334' Vendor 'Jons to Go'		
09/23/2026	AP Twinkle Holiday Lighting		6,488.93	Inv #: 'VOM Renew 2026' Vendor 'Twinkle Ho		
248-728-88000	Community Promotion	40,000.00	8,063.93	8,063.93	31,936.07	20.16
248-728-88400	LANDSCAPRE MAINT FOR FRON					
09/09/2026	AP Butler Boys Lawn and Snow LLC		500.00	Inv #: 'May-SeptBedMaint' Vendor 'Butler B		
248-728-88400	LANDSCAPRE MAINT FOR FRON	5,000.00	500.00	500.00	4,500.00	10.00
248-728-97000	Capital Outlay					
08/06/2026	AP AR Civica LLC		1,742.00	Inv #: '1001--36' Vendor 'AR Civica LLC'		
248-728-97000	Capital Outlay	350,000.00	1,742.00	1,742.00	348,258.00	0.50
Total Dept 728 - ECONOMIC DEVELOPME		406,000.00	10,305.93	10,305.93	395,694.07	2.54
Expenditures		406,000.00	10,305.93	10,305.93	395,694.07	2.54
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TOTAL REVENUES		406,000.00	234.46	234.46	405,765.54	0.06
TOTAL EXPENDITURES		406,000.00	10,305.93	10,305.93	395,694.07	2.54
NET OF REVENUES & EXPENDITURES:		0.00	(10,071.47)	(10,071.47)	10,071.47	-